



FOREST RIDGE PTA

BOARD MEETING Agenda

March 7, 2024 @ 7pm @ Durbin's & Zoom

Tracy Zerinskas, Kim Tresch, Regina Tarchala, Jamie Jensson, Sara Durkee, Michelle Young, Kristen Spreadbury, Katie Bowman, Dawn Omieciński, Katie Jacobson, Kristy Moran, Heather Kotnour, Gloria Salem, Kasey Keyser, Carmelina DiSabato

1. Call to Order -Welcome Pledge @ 7:02
2. Executive Committee
 - A. President's Business-Tracy Zerinskas
 - i. Approval of February 1, 2024, minutes Motion: Katie Bowman_____ 2nd: Kim Tresch_____ All in favor & no discussion
 - ii. Bank account Update-We will be updating the bank account after Family Fun Night
 - iii. Resignations with modifications-Jamie & Katie are unable to fulfill their current PTA roles due to a change in their careers for the end of the school year. They would like to help out as much as they can if their time allows it. Motion for the resignation of Jamie & Katie from their current PTA board positions with the modification that they can stay on to help the PTA as needed. They do have the capability to handle money at our events. Motion:___Kim Tresh_____ 2nd:___Sara Durkee_____ all in favor & no one opposes
 - i. Jamie Garcia as Membership Committee
 - ii. Katie Bowman as Foster V.P.
 - iv. Next Year Discussion
 - i. Role as Executive President & Understudy President-Tracy stay on as Primary President, Kim as President Understudy
 - ii. Executive Vice Presidents-1 positions-Sara as Primary Vice President & looking for another person as Vice President Understudy. This could be anyone (even a new person). Ideally the new person would have 3 years training before they are the Primary President
 - iii. Executive Secretary-1 position-This is a mandatory position we need to fill.
 - iv. Ridge V.P's-2 positions
 - v. Foster V.P's-1-2 positions
 - vi. Hille V.P.-2 positions
 - vii. Communications-1 position.
 - viii. Membership Chairperson-1 position.
 - ix. Anyone else not planning on returning next year?
 - v. Communications/Social Media for PTA
 - i. GroupMe (PTA Board, Committees, Families)
 - vi. Teacher Grants-No updates at this time

- vii. School Supply Kits for 2024-2025-Will reach out to get next year's school supply list to start everything after Family Fun Night
- viii. Holiday Workshop Contracts:
 - i. Contracts for Next Year-Kerkstra's & Foster's Contracts are signed & sent into Paule @ Holiday Treasurers
- ix. Valentine's Day Parties Recap
 - i. Ridge: Sara Durkee & Allie Simon - went well
 - ii. Kerkstra: Michelle Young & Kristen Spreadbury-Mrs. Thibedeau reached out to go over some ideas for next year. We'll sit down after Family Fun Night
 - iii. Foster-Katie Bowman & Ashton King- went well.
- B. Treasurer-Jamie Jensson
 - i. Treasurer's Report - reviewed during the meeting.
 - ii. Turn in Money and any check requests/reimbursements.
 - iii. Square-Log Ins-Is everyone signed up for square? We will be changing the password after Family Fun Night
 - iv. Cheddar Up, Square, PayPal Charity, MemberHub-Updates-
 - v. Taxes Update-Taxes have been filed.
- C. School Vice President Reports
 - i. Ridge-Sara Durkee & Allie Simon - February was a great month for Ridge! We want to thank everyone who helped with the 100 days of School Celebration, Valentine's Day parties & those who donated to the Teacher & Staff Lunch! Miss Mimi is asking everyone to participate in the 5 Essentials Survey that was linked in the March Newsletter! There are many events this month. This week we are celebrating Dr. Seuss with a different theme every day & today was spring picture day! Report cards will be sent home tomorrow & there is a Focus on Families playgroup from 10-11am. We have Lincoln-Way East presenting Rainbow Fish for our students on March 11th and kindergarten will be presenting Arf the Musical on March 21st! Focus on Families will be going to Brookfield Zoo on March 22nd. Pre-k will have no class on March 17th due to a half day. We also want to remind everyone that there are to be no pets on school grounds. Also, a reminder of if you or anyone you know has a preschool aged child to reach out to Katy Czech for screening information.
 - ii. Kerkstra-Michelle Young & Kirsten Spreadbury
 - iii. Foster-Katie Bowman & Ashton King-3/8 - Field Day Fundraiser - Grade Level Choice Dollar Day, 3/8 - PTA Family Fun Night, 3/12 - IAR Testing Starts, 3/18 - 22 Student Council Pop Tab Collection Spirit Week, 3/20 - Drama Club Show Snow White and the Seven Dwarfs 6 pm at Foster, 3/22 - End of Quarter 3 and Q3 PBIS Celebration, 3/25 - 4/1 Spring Break, 4/2 - Classes Resume
 - iv. Hille-Dawn Omieciński-March 4th- No school , March 6th - band fest at arbor park, March 7th- track tryouts, March 8th- 8th grade dance meeting for parent volunteers, family fun night, March 11th- track tryouts, March 13th- track tryouts, March 19th- e-learning day Hille only, March 25th-29th- spring break
- D. Committee Reports

- i. Communications Chairperson-Katie Jacobson - Communications are going well. Website is being updated with new events as they are approaching. No new flyers have been created. Please let Katie know if you need anything.
 - i. Facebook, Twitter, Instagram, Website
- ii. Membership Chairperson-Jamie Garcia-Need to submit for memberships for \$35. Asked Jamie to make that payment through ACH. Sent an email to Mark @ Print 1 Step & the cost of 300 calendars is \$1,750 which is \$15 more than last year due to cost of paper & coil increase so that would be \$5.83/calendar - all good with staying with the same company.
- iii. Dine Outs-Robetra Seifer
 - i. February Dine Out Recap-Kenootz - no recap right now.
 - ii. March Dine Out-Pepe's-We are confirmed for Pepe's Dine Out on March 13th from 10am -10pm. Just mention you're with the PTA & they will donate 20% back to our PTA. Tinley Park location only.
 - iii. April Dine Out Tentative-Nicky V's-We will reach out to Nick for our April dine out next week. We will see if he's ok with us doing the sneaker recycling drop off there again.
 - iv. May Dine Out- Culver's-Confirmed for May 15th from 5pm-8pm @ Oak Forest location. We need 4 volunteers.
 - v. McTeacher Night @ McDonalds discussion-McDonald's is wanting us to have a dine out "McTeacher" Night with them in the future. We are unfortunately losing our Popcorn Fundraiser so this might be a good option as a replacement for it. We just need teachers to help with the 3-hour time frame. They will donate a box of pies that we sell for a profit along with working for tips & getting 10% of all sales for the 3-hour time slot. We will start the process for this.
- iv. Smencil & Fidget Committee
 - i. Chairpersons: Kristen Spreadbury & Katie Bowman
 - a. Sock Hop Recap-we did well for Smencils & with the inventory we had at the end of the night we were able to replenish items for Family Fun Night
 - b. Family Fun Night-we received a lot of items that we were really low on or if we were out of them. We will have a good number of Fidgets for Family Fun Night. Something to consider is ordering a replenishment of Smencils/Smens/backpack buddies. Also, Tracy made a picture menu for easy setup.
 - v. Skating Committee: Committee Chairperson: Dawn Omieciński-we have no dates set up at this time for a Skating Party. Do we want to do one during Spring Break? Is there someone able to go to it to be our representative? We can do April 17th.
 - vi. Art Committee: All artwork has been received and photographed for the calendar. An email has been sent to all the judges to set up a date to pick the winners. Tracy is/has contacted the gentleman that we used last year about the calendars. I have next year's schedule to add into the calendar. The judging will be on 3/15.
 - i. Committee Chairperson-Kristy Moran
 - ii. Members: Kristen Siergiej & Kristen Spreadbury

- vii. Domino's Slice the Price Recap-we sold 340 cards @ \$20 each. Online sales were \$2,930 & order forms were \$510 for a total of \$3,440. Prizes & order form cards were dropped off at the schools when we got them.
 - i. Chairperson-Gloria Salem
 - ii. Members: Jamie Jensson
- viii. Sock Hop Recap-Overall it went well. Everyone had a great time. Some things that were addressed with proper admin was that we heard that some students were being dropped off with no parent supervision & students were going out the gym doors into the parking lot during the event.
 - i. Chairperson-Tracy Zerinskas
 - ii. Members
 - a. Concessions-Jamie Garcia
 - a. Pizza- we had about 8 pizzas left over.
 - b. Beverages-
 - c. Candy-Candy sold really well. Didn't have a lot left over.
 - d. Chips-sold a lot so our inventory has gone down & we'll replenish for the next event.
 - b. DJ-Tracy-Matt was awesome & kept everyone entertained. We're looking forward to having him at Summer bash.
- ix. Kenootz Take & Make Pizza Kits Recap-Gloria Salem-This went really well. We sold 84 kits, so we made about \$420. There weren't a lot not picked up & they were kind enough to hold them so they can come get them.
- x. Family Fun Night-Tracy Zerinskas & Kim Tresch
 - i. Front Door (including Goodie Bags)-Jamie Jensson & Michelle Young
 - ii. Bounce Houses-Tracy Zerinskas-They are confirmed & wrote a check request for payment for that night.
 - iii. Games: Kim Tresch, Dawn Omieciński, Katie Bowman, Veronica-Glow room is set up & the games are staged in there so it will be ready for Friday after school. Directions & layout have been printed.
 - iv. Raffle & Silent Auction: Heather Kotnour, Kim Tresch, & Gloria Salem- We have some last-minute stuff coming in, but we are around 51 baskets & 5 silent auction items
 - v. Fish-Dawn Omieciński-Followed up with Jason & we will pick them up on Friday about noon. We have an aerator to help with keeping them alive for longer.
 - vi. Ice Cream (Dippin Dots)-Sara Durkee & Allie Simon-We are confirmed & we are having 5 cases of cotton candy, 4 cases of cookie dough, 3 cases of rainbow, & 2 cases of banana split. There is only room for 14 cases in the cooler. Tracy created a Google Form for anyone interested in purchasing the leftovers @ cost. Needs to be filled out by the end of Family Fun Night so we can calculate & separate on Monday when they pick up.
 - vii. Volunteers-Katie Jacobson & Kristy Moran - we still have a lot of empty places that we need volunteers.

- viii. Concessions-Regina Tarchala, Sara Durkee, & Gloria Salem-Tracy replenished the candy supply. Anything leftover will be used for Summer Bash
- ix. Smencils-Katie Bowman & Kristen Spreadbury-Replenished some of our supplies. Tracy made a picture menu to help with setup.
- x. Entertainment (ex: Face Painter)-Kim Tresch-We are confirmed & the check request has been submitted. 2 ladies for \$550
- xi. Signs-Allie Simon
- xii. Cake & Cereal Walk-Roberta Seifer-Attached a request in the email that was sent out that we were in need of cakes, cereal, cookies, brownies, rice krispy treats, etc
- xiii. Art Gallery-Kristy Moran-Tracy spoke w/ Jeff to get an iPad & screen share the slideshow.
- xiv. Communications to families-Tracy Zerinskas-email was sent out district wide through Parent Square & email with like to the Event Layout & expectations on 3/6.
- xv. Banks-Jamie Jenssen
- xi. Spring Book Fair-we are confirmed with the church. We are setting up Sunday March 17th @ 6pm. We still need people to volunteer.
 - i. Chairperson-Tracy Zerinskas
 - ii. Members-Katie Bowman
- xii. Sneaker Recycling Drive-Sara Durkee & Kristy Moran-bags were ordered.
 - i. Chairperson
 - ii. Members
- xiii. Popus Popcorn Fundraiser-Kim Tresch-Popus is closing down so we are unable to do this fundraiser anymore. Do we want to do another local popcorn place instead? We can do the teacher night at McDonald's. We can also look into other popcorn places to maybe use for next year.
- xiv. Earth Day Program
 - i. Chairperson-Kim Tresch
 - ii. Members
 - a. Smencils-Kristen Spreadbury & Katie Bowman
 - b. Popus Pick Up:-Kim Tresch - no longer doing this.
- xv. Summer Bash Committee 4:00-7:00 on 5/16 rain or shine
 - i. Bounce Houses-Tracy Zerinskas
 - ii. Volunteers - Kristy Moran
 - iii. Games - Dawn, Kim, Sara
 - iv. Permits (Police, Fire Department, Road Closure, & Sanitation License)- Tracy Zerinskas & Kim Tresch
 - v. Food Vendors - Nicky V's, Kenootz, Taco Truck, Kona Ice, Cotton Candy (Jill), KeKe's
 - vi. Concessions - we will do an inventory after Family Fun Night
 - vii. Smencils-Kristen Spreadbury & Katie Bowman
- xvi. Blanket - no updates. We can do a QR Code to vote for your favorite blanket.
 - i. Chairperson: Kristen Spreadbury
 - ii. Members: Kristen Siergiej

xvii. Urban Air Update-Jamie Garcia - We will maybe consider for next year.

xviii. Group Tickets for Chicago White Sox-Jamie Garcia - skip for this year.

Maybe aim for the first week of June next year.

3. Representative Reports

A. Teacher Representatives-Kasey Keyser, Elizabeth Boersma, Carmelina DeSabato, Christine Michalik, & Kristen Siergiej

Kasey - will have 2 volunteers for the cake walk. Thanks everyone for the lunches.

Carmelina - Thank you for the lunch. Grateful for everything that the PTA does. Pop tab collection is happening.

B. School Board/Administration Representative - no updated

4. New Business - none

5. Closing and Adjournment @8:25