



FOREST RIDGE PTA BOARD MEETING Minutes

October 5, 2023 @ 7pm @ Durbin's & Microsoft Teams

Tracy Zerinkas, Brittany Rodman, Kim Tresch, Jamie Jenson, Sara Durkee, Allie Simon, Michelle Young, Kristen Spreadbury, Dawn Omiecinski, Kasey Keyser, Carmelina DiSabato, Kristen Siergiej, Katie Jacobson, Roberta Seifer, Kristy Moran, Jamie Garcia, Heather Kotnour, Ted Westererg, Gloria Salesm

1. Call to Order -Welcome Pledge-meeting called to order on 10/5/23 @ 7:08 by Tracy Zerinkas
2. Executive Committee
 - A. President's Business-Tracy Zerinkas
 - i. Approval of September 7, 2023 minutes-Motion: Dawn Omiecinski, 2nd:Kristen Spreadbury. No discussion & no one opposes
 - ii. Resignation of the following Board Members-Motion:Kim Tresch, 2nd:Dawn Omiecinski. No discussion & no one opposes
 - i. Ridge V.P. Rubi Gonzalez
 - iii. Vote in the following board members: Motion:Dawn Omiecinski 2nd:Brittany Rodman. No discussion & no one opposes
 - i. Ridge V.P.-Sara Durkee & Allie Simon
Ridge Teacher Rep-Kasey Keyser
 - ii. Hille V.P.-
 - iii. Co-Fundraising Chairperson-
 - iv. Future PTA Meetings-all meetings are scheduled for Durbin's @ 7pm the 1st Thursday of the month with the exception of January which will be the 2nd Thursday. Reminder email will be sent out
 - v. Communications/ Social Media for PTA-Tracy told the group that if they are not on the PTA Board GroupMe, the V.P. GroupMe, or they cannot see GroupMe for the committees they signed up for. Please see her after the meeting so we can make sure everyone is on everything they need to be on.
 - i. GroupMe (PTA Board, Committees, Families)
 - vi. Bylaws-Tracy is having everyone sign their name & initials on the
 - vii. Code of Conduct-Missing from the following people (need to double check my paperwork from last meeting: Members will be reached out to individually
 - viii. Teachers favorite things-Please make sure you make copies & put them in the teachers & staff mailboxes. Once you get them back take a good picture & then create an album on your facebook pages & upload the pictures on there. The parents like this & it's a good way for teachers & staff to look for a grab bag. Make sure V.P's get this out asap. We will revamp this during down time. Take a picture when returned & post it on Facebook in an album
 - ix. Teacher Grants

- i. Noelle Dempsey- Flex seating for classroom-Motion to approve grant:Brittany Rodman 2nd:Dawn Omiecinski

Any Discussion: \$229 on Amazon & we don't pay taxes on that. Ridge V.P's, V.P's, & President will surprise her

- x. Wix.com account & Plans: Looked over the plan we have & the new plans that are offered:

Decision: Everyone is ok with us renewing \$13/month for 3 years paid up to February 2024 but there are a couple of questions if we need to cancel the 3 years what happens. This is tabled until we get that answer. Alternative is to go to MemberHub but we would have to change our web address & page which will be a big overhaul but not terrible. Katie J updated us on how many people we have logged onto our page recently (frpta142.com). Tracy will look into if we need to cancel. We just need to decide before it ends.

B. Treasurer-Jamie Jensson

- i. Treasurer's Report-Jamie went over the treasurer's report.

- i. Rainbow cone brought in \$158.16, Skating party \$160, Sneaker Recycling \$39.75, Membership-Curriculum Night \$722.39, Calendars spent \$1735, Water Bottle stickers for open house \$143.39

- ii. Policies & Procedures

- i. Signatures on cash count worksheets-Make sure we have 2 people counting money. Those people counting make sure you both put your names on it along with signatures on the bottom

- a. Credit card transactions-These will be put on a separate sheet because we can pull a report from our square account that has all of the information we need. Jamie will pull it & then 2 other people will review

- ii. Who gets money at the end of the event-the event Chairperson gets them money at the end of the night after an event. Make sure everyone counted & signed the cash count worksheet. Put it in an envelope. Need a chairperson for ALL events. Trunk-or-Treat 2 people to count at concessions & 2 at Smencils. Count off & give it to Chairperson & they will give it to Jamie J.

- iii. Turning in money-It is the responsibility of the chairperson to get a hold of Jamie J. & make arrangements to get her the money

- iv. Reimbursements & paperwork needed for it-Make sure you have all of the receipts & fill out the reimbursement form & turn it into Jamie J. for you to get your check. You will need to make arrangements with Tracy, Brittany, or Kim to get the 2nd signature on it

- iii. Bank Account-Update-Jamie, Brittany, Kim, & Tracy went into the bank last week & they made the updates we needed to the account

- iv. Square-Log Ins-If you do not have the logins please see Jamie, Tracy, Brittany, or Kim

- v. Cheddar Up, Square, PayPal Charity, MemberHub-Updates-

- vi. Taxes-Jamie is preparing things for our taxes. She is waiting on a few things for a follow up. She sent an email to everyone that she needs follow up from

C. School Vice President Reports

- i. Ridge-Sara Durkee & Allie Simon-Thank you to all the parents that volunteer & come in & support in the classroom & lunch/recess. Oak Forest Fire Department, On mrs. Zanders smores, she has some tips on how to build a habit of good attendance, tech notes for how to keep your iPad safe. All medical forms & physicals must be turned in to the school nurse by Oct. 15th. Red Ribbon week is coming up from Oct. 23rd-the 27th. They have something fun planned for each day of the week. We started contacting parents about the classroom parties this week. We had a hiccup at the beginning but are making great progress. Focus on Families has a few trips planned over the next few months (Oct Konow's Corn Maze & Boo @ Brookfield Zoo), November is Lake Katherine & Heritage Park, December is 1st Playgroup @ Ridge & @ Acorn Library. Preschool has their 1st Field Trip to Konow's on October 13th. Kindergarteners started visiting the library. We're all looking forward to the nice long weekend! All have head parents except for Mrs. Mech's class
- ii. Kerkstra-Michelle Young & Kirsten Spreadbury-On Monday our students celebrated our AMAZING custodians, Mr. Dave & Mr. Ryan. We appreciate all they do to keep our school running! Friday, October 6, 2023 - No School - Teacher Institute Day, Monday, October 9, 2023 - No School - Columbus Day, Friday, October 13, 2023 - Picture Day Retakes - Fall, Monday, October 16, 2023 - Fire Drill w/Fire Department, Tuesday, October 17, 2023 - PTA Dine out at Nicky V's, Monday, October 23, 2023 - National Bus Driver Appreciation Day, Monday, October 23, 2023 - Red Ribbon Week begins - thru 10/27, Thursday, October 26, 2023 - PTA Trunk or Treat @ Kerkstra - 5:30-7:30pm, Friday, October 27, 2023 - Quarter 1 - Ends, Monday, October 30, 2023 - Quarter 2 - Begins Thank you to all the PTA room parents who attended our meeting at the end of September. We truly appreciate your help. School-wide Book read - The Coffee Bean by John Gordon. Students and staff will be participating in month-long activities related to the book's main themes. Help others, include everyone, smile, and learn how to overcome challenges. Kerkstra is excited to host the Trunk or Treat and looks forward to a spooktacular time! We look forward to our Halloween parade & party on 10/31. Looking ahead - Grandparents & Special Senior Day. 11/15/2023 - 12:30-2:30. This is a fun afternoon for students to create memories that will last a lifetime with their grandparents or special seniors. Full details will be sent out in a few weeks.
- iii. Foster-Katie Bowman & Ashton King-Intramurals, Student Council and Newspaper have started. A special thank you to the PTA for funding our stipends for intramurals this year. We would have trouble covering the costs of the supervisors without your help! October 2 we wore blue for bullying awareness and prevention. We held a short all school assembly to talk about bullying with the students. After the bullying prevention and awareness program, we celebrated 171 students who had perfect attendance for August and September, No School October 6 and October 9, Wear green for Mental Health Awareness on October 10, We have our fire drill with OFFD scheduled for October 10, Field Day Fundraiser - \$1 homework pass/hat day any day during the week of October 16, Picture retake October 18th, Foster will be the highlighted school at the BOE meeting on October 17th, PTA Trunk or Treat at Kerkstra October 26, PBIS Q1 celebration Box Soccer October 27 with a rain date October 30, Halloween parade 1:30 at Foster, October 31, rain or shine,

- iv. Hille-Dawn Omieciński-Book Club met on the 2nd, Band Club on the 3rd, Volleyball game @ Wilkins, The 18th is the kickoff concert, Step up night is the 19th at the High School, Wear pink on the 19th, the 27th ends the 1st quarter, The 31st is the Halloween dance during school with other activities for students who don't want to dance.

D. Committee Reports

- i. Communications Chairperson-Katie Jacobson-The website has been completely updated. Flyers for Trunk-or-Treat have been made & sent out. Nicky V's flyers have been created. Like always if you need a flier please reach out to Tracy until Katie J is able to come back
 - i. Facebook, Twitter, Instagram, Website
- ii. Membership Chairperson-Jamie Garcia-As of 10/3 we have 297 members soon to be 298 once cash payment is received on 10/5. More forms are coming in and will be given to me during our October meeting. 50 more calendars are being ordered to accommodate the new members trickling in. First membership payment has been submitted, we will submit a second one in the next few months. ACH fee has increased from \$1 to \$2 as well. Any membership forms coming in go to Jamie
- iii. Dine Outs-Robetra Seifer
 - i. Raising Cane's Recap-We are waiting to hear how we did for our dine out . They said it takes a few weeks for them to complete it.
 - ii. Nicky V's Dine Out-Oct. 17th 11am-8pm is confirmed. We are going to drop the trailer off the night before & pick it up the day after.
 - iii. No Dine Out November but we will get started on December's Dine Out (Bubbakoos Burrito). Roberta asked Tracy to email them the contact information
- iv. Smencil & Fidget Committee-We are ordering some croc keychains to go along with our croc charms. Katie & Kristen will get together with Tracy to do inventory check of the Smencils at Hille to see if we need to order more before Trunk-or-Treat
 - i. Chairpersons: Kristen Spreadbury & Katie Bowman
 - a. Ordering croc keychain
- v. Skating Committee: Committee Chairperson: Dawn Omieciński
 - i. Sept. 13th Skating Party Recap-We had a good turnout & made \$160
- vi. Art Committee: We will get together soon to talk about a theme for next year's art contest after Pumpkins & Pizza
 - i. Committee Chairperson-Kristy Moran
 - ii. Members: Kristen Siergiej, & Kristen Spreadbury
- vii. Savers Clothing Drive-It is going really well right now. We started collecting items. We do have a tax receipt if people need one. Our 1st official drop off date will be Oct. 11th from 6pm-8pm @ Thornton Powell Insurance (147th & Central), then we will be at Nicky V's on Oct. 17th all day. We will leave the trailer open for people to put things in there because it will be from 11am-8pm, Oct. 22nd will be at Kristy's House from noon-8pm, Trunk-or-Treat. Kim was able to get us 1, 120 bags donated so we will be sending home the bags along with the flyers to families. We'll drop the items off on Nov. 22 @ 11am. The committee will meet by Nov. 14th to count & separate everything & get ready for the final count. Flier was given to Park Ace

Hardware in Tinley Park on 10/4 & we're waiting to get confirmation to see if they will donate.

- i. Chairperson: Tracy Zerinskas
 - ii. Members: Jamie Garcia, Kristy Moran, Brittany Rodman
- viii. Trunk-or-Treat/ Pumpkins & Pizza
- i. Chairperson-Tracy, Brittany, & Kim-All forms go to Roberts & she will enter them into the system
 - ii. Members
 - a. PTA theme-It's not mandatory but if you wanted to join us we are planning on dressing up as Where's Waldo. Busy Bee has clothes really inexpensive so can look through their bins there to see if they have a Where's Waldo shirt & so does Neat Repeats & Savers.
 - b. Concessions-Jamie Garcia-we talked about having pop, water, hugs, juice boxes, hot cocoa if it's cold out, chips & takis, pizza. We still need to make a flier which will be closer to the event because we have to see what the price of everything is. Brittany got \$300 from Aldi for Family Fun Night that arrived after the event so we'll use that first to buy concessions.
 - c. Candy-Roberta Seifer-Sent an email out to the principals & secretaries letting them know that the candy will start to come in. We could pick it up if we need to before the event
 - d. Trunk-or-Treat Layout-Brittany Rodman-Layout is up to date. Only thing that needs to be updated is the numbers of the volunteer locations. This will help them find where they need to be better. Up to date as of 10/5. Going to change flow page to view only so can be shared
 - e. Pumpkins & Pizza-Regina Tarchala
 - a. Pumpkins-Dawn Omieciński-Spoke with Hank & we are all set to go. We just need to get him the final numbers about a week ahead of time. Need to give them Kerskra's address
 - b. Pizza-Regina Tarchala & Sara Durkee-Spoke with Ken & he is good at doing it again this year. We will ask for them to keep their truck & a warmer or 2 for our concessions pizza. When ordering the pizzas we will ask if they can put the pizza "tables" in the boxes because the bottom pizzas were squished last year. Concessions pizza are to be pie cut
 - f. Volunteers-Brittany Rodman-signup genius was created & shared with Hille NJHS, Student Council, St. Damien Religious Ed, Oak Forest High School NHJ, Student Council, & other clubs there, Tinley Park Bulldogs. We have a good start but need more people. We will post it again weekly & send a reminder email out about a week before the event. We would like everyone here because we

will need as much help as we need that day. ESend a reminder email the week of the event for last minute push for volunteers

- g. Smencils-Kristen Spreadbury & Katie Bowman-We will make sure that we have them at the school for the event. Glow sticks have been ordered. Going to sell for \$.25 each. If it doesn't sell good then we can use it for Family Fun Night Glow Room.
 - h. Signage- We need to make signs for Concession, Smencils, Pumpkins & Pizza, Line Starts this way (can use the signs yard signs), Station numbers, & thank you for coming. We still need to make the signs for everything & we have some that can be repurposed from last year. Use old yard signs & stakes. Put a sign on posts labeling Trunk-or-Treat entrance with an arrow pointing that way. Emergency Management is coming
 - i. Trophy's-Dawn Omieciński-We're ordering the skeletons this week so Dawn can make the best car trophies. Voting QR Code & connecting to social media. Make sure we talk to the church for parking space. Allie is heading up voting process
- ix. Ornament Night
- i. Chairperson-Jamie Garcia-we started to share ideas of ornaments. We will meet sometime right after Trunk-or-Treat to pick the ornaments we're going to make.Check to see if tax exempt if ordering through Temu (follow up during discussion is that they charge 10% tax but it's not bad due to the amount of money we save.. We would need to order soon so we get delivered in time
 - ii. Members-Kristy Moran
 - a. Volunteers-Kristy Moran
 - b. Concessions
 - c. Smencils-Kristen Spreadbury & Katie Bowman
- x. Teacher Hot Cocoa-We will shop for those in early December & get them ready to go & sorted to be delivered on De. 21st
- i. Chairperson: Katie Jacobson- she will make the card for it
 - ii. Members: Dawn Omiecinski
- xi. Domino's Slice The Price-We will set up a call with Alexiz to go over this for next year & to get things rolling. We will need to get the teachers names from each school along with the class count. They sort the flyers to be sent home & when we get the prizes & cards back they are already sorted for us. The cards are \$20 & buy any large pizza @ regular price & get another large pizza for free. The card covers the cost the 1st time you use it & there's no limit to how many pizzas you buy. We are going to recommend ordering online so that way they get their cards much faster. We collect for 2 weeks then we get the cards back about 2 weeks after we submit it.
- i. Chairperson: Jamie Jenson
 - ii. Members: Gloria Salem & Kim Tresch
- xii. Paint Night-We started adding a few ideas to our group. We will also meet right after Trunk-or-Treat to start planning for it
- i. Chairperson: Kristen Siergiej

- ii. Members: Kristy Moran
 - a. Concessions- Jamie Garcia
 - b. Smencils- Kristen Spreadbury & Katie Bowman
- xiii. Sock Hop
 - i. Chairperson
 - ii. Members
 - a. Concessions- Jamie Garcia
 - a. Pizza
 - b. Beverages
 - c. Candy
 - d. Chips
 - b. DJ- We'll reach out to Matt again this year.
 - c. Smencils
- xiv. Kenootz Take & Make Pizza Kits
- xv. Family Fun Night- Tracy Zerinskas, Brittany Rodman, & Kim Tresch. We need to fill some of our committee positions. Everyone needs to be on something for this event. I know Jamie will not be here because she is out of town for work. Would you be able to help with planning one of these? I need someone to help with Concessions w// Regina
 - i. Front Door (including Goodie Bags)- Jamie Jenson
 - ii. Bounce Houses- Jamie Garcia
 - iii. Games- Kim Tresch & Dawn Omiecinski
 - iv. Raffle & Silent Auction: Heather Kotnour & Kim Tresch
 - v. Fish- Dawn Omieciński- Ask if can borrow a bubbler thing to keep them more alive
 - vi. Ice Cream (Dippin Dots)
 - vii. Volunteers- Katie Jacobson & Kristy Moran
 - viii. Concessions- Regina Tarchala
 - ix. Smencils- Katie Bowman & Kristen Spreadbury
 - x. Entertainment (ex: Face Painter)- Kim Tresch. Ted gave a recommendation for a balloon artist. Put Face painter & Tattoos in the same room but separate from the Glow Room
 - xi. Local community tables- Take out for next year. Didn't think they got a lot of traffic & took up too much space.
 - xii. Signs: Pre-pay & Pay at Door
- xvi. Spring Book Fair- We will need to reach out to Mr. Bob to have them put us in the books
 - i. Chairperson
 - ii. Members- Katie Bowman & Brittany Rodman
- xvii. Sneaker Recycling Drive
 - i. Chairperson
 - ii. Members
- xviii. Popus Popcorn Fundraiser- Kim Tresch
- xix. Earth Day Program- Kim in looking into a couple of programs (ACCORD/TICCIT) & Mad Science (from PTO Expo)
 - i. Chairperson- Kim Tresch

- ii. Members
 - a. Smencils-Kristen Spreadbury & Katie Bowman
 - b. Popus Pick Up:-Kim Tresch
- xx. Summer Bash Committee
 - i. Bounce Houses-Jamie Garcia
 - ii. Volunteers-Brittany Rodman
 - iii. Games
 - iv. Permits (Police, Fire Department, Road Closure, & Sanitation License)
 - v. Food Vendors
 - vi. Concessions
 - vii. Smencils-Kristen Spreadbury & Katie Bowman
- xxi. Blanket Kristen Spreadbury & Kristen Siergiej- Minimum of 100 to order & we can sell these at our events too or we can start with pre-sales. Which logo would we use? We don't need a specific logo but can work with a resolution high enough or they can work with us on a design. Blankets are 50 inches by 60 inches (4 ft by 5 ft) for \$12.50 (sell for 25-35) or 60 inches by 70 inches (5ft by almost 6 ft) for \$15. Blankets are 300GSM 100% polyester microplush fleece. Shipping included. Board agreed 1 blanket to include all 4 schools so we just need to buy 100 & can sell them at events (at concessions) & pre-orders. Would like to sell them close to Christmas
- xxii. Movie Night- Bring up for next year
- xxiii. Urban Air-Jamie Garcia-Host Fundraiser get 20% back & they have 3 tiers. Try to pick a $\frac{1}{2}$ day for kids & check any blackout dates. Jamie will send additional info over. This is Mokena location
- xxiv. Group Tickets for Sporting Events (Ex. Wolves, Cubs, Sox)-Jamie Garcia
 - i. Sox-Do ticket sales through an app so no upfront cost to us. All we need to do is advertise it.Can band & Choir come in for the National Anthem in April or May?
 - ii. Cubs-1st week of April
 - iii. Board discussion was if we choose i team over the other do they think that might reflect sales? Ex Cubs fans won't buy tickets to the game & vice versa. Based on what was presented, the Sox is the better choice & better bang for our buck.
- 3. Representative Reports
 - A. Teacher Representatives-Kasey Keyser, Elizabeth Boersma, Carmelina DeSabato, Christine Michalik, & Kristen Siergiej-No updates at this time
 - B. School Board/Administration Representative
- 4. New Business
- 5. Closing and Adjournment 9:30pm

Respectfully Submitted by Kim Tresch