



FOREST RIDGE PTA BOARD MEETING AGENDA

September 3rd, 2026 at Durbin's Tinley Park & Zoom 7pm

1. Call to Order – Welcome Pledge
2. Executive Committee
 - A. President's Business
 - i. Introductions
 - ii. Open elected positions
 - i. Executive Secretary-Mandatory Fill
 - ii. 2- Co -V.P's at Kerkstra
 - iii. 1- Co -V.P's at Foster
 - iv. 1- Communications
 - v. 1- Teacher Rep at Foster
 - iii. Vote Resignation of Kim Tresch as PTA President Understudy
 - iv. Vote in the following members
 - i. Update for Sara Durkee
 - ii. Yvonne Mackowiak-PTA President
 - iii. Nicole Larson - communications
 - iv. Tracy Zerinskas - Super Volunteer
 - v. Kim Tresch- Super Volunteer
 - v. Board Member Addresses
 - vi. Communications/ Social Media for PTA
 - i. GroupMe (PTA Board, Committees, Families)
 - ii. Facebook
 - iii. Instagram
 - iv. Website
 - v. Newsletter
 - vi. Parent Square
 - vii. MemberHub
 - vii. Expectations
 - i. Bylaws
 - ii. Code of Conduct
 - iii. PTA Board Signature & Initial Log
 - iv. Check PTA calendar for references, PTA Yearly Checklist (timelines, sample emails, scripts, etc). When all else fails, then call/message us
 - viii. Teacher Grants
 - ix. Stipends
 - x. School Supply Kits 2026-2027- Recap

i. Kits 2027-2028 - EPI

xi. Tax Exempt Form

xii. Open house planning & recap

- i. Chalk the Walk Monday August 17 -19
- ii. Teacher & Staff Meeting - Monday, August 17th
- iii. Ridge - Meet & Greet- Wednesday, August 19
- iv. Kerkstra - Monday, August 17th 5:30
- v. Foster - Monday, August 17th 5:30
- vi. Hille - Locker Drop Off Wednesday 12th, 9-11am & 5-7pm
- vii. Hille - Open House September 9th 5:00-6:45pm

xiii. Curriculum Night Planning (tentative dates & times)

- i. Ridge - Thursday September 3rd, Pre-k AM 5pm, Pre-k PM 5:30pm
Kindergarten 6-7
- ii. Kerkstra - Thursday September 17th 5:30
- iii. Foster - Thursday September 17th 5:30
- iv. Hille - October 14th 5:30pm

xiv. PTA Member T-shirts

xv. Calendars

B. Treasurer

- i. Treasurer's Report & proposed budget
- ii. Update bank account
 - i. Add Yvonne Mackowiak - PTA President understudy
 - ii. Remove KimTresch- PTA President understudy
- iii. Square-Log Ins
- iv. Cheddar Up, Square, PayPal Charity, MemberHub-Updates
- v. Taxes
- vi. Audit Committee

C. School Vice President Reports

- i. Ridge
- ii. Kerkstra
- iii. Foster
- iv. Hille

D. Committee Reports

- i. Communications Chairperson
 - i. Facebook, Twitter, Instagram, Website
- ii. Membership Chairperson
- iii. Dine Outs
 - i. Rainbow Cone Recap
 - ii. McTeacher Night - September 25th
- iv. Smencil & Fidget Committee
- v. Skating & My Kids Play Chairperson
 - i. Skating Party - September 17th

- vi. Art Committee
- vii. Classroom Parties
- viii. Savers Clothing Drive
 - i. Chairperson
 - ii. Members
- ix. Trunk-or-Treat/ Pumpkins & Pizza
 - i. Chairperson
 - ii. Members
 - a. Concessions
 - b. Candy
 - c. Trunk-or-Treat Layout
 - d. Pumpkins
 - e. Pizza
 - f. Volunteers
- x. Book Fair
- xi. Holiday Shop (Foster & Kerkstra)
- xii. Ornament Night
 - i. Chairperson
 - ii. Members
 - a. Volunteers
 - b. Concessions
 - c. Smencils
- xiii. Nothing Bundt Cake Fundraiser
 - i. Chairperson
 - ii. Members
- xiv. Teacher Hot Cocoa
 - i. Chairperson
 - ii. Members
- xv. Domino's Slice The Price
 - i. Chairperson
 - ii. Members
- xvi. Paint Night
 - i. Chairperson
 - ii. Members
 - a. Concessions
 - b. Smencils
- xvii. Sock Hop
 - i. Chairperson
 - ii. Members
 - a. Concessions
 - a. Pizza
 - b. Beverages
 - c. Candy

- d. Chips
 - b. DJ
 - c. Smencils
- xviii. Kenootz Take & Make Pizza Kits
- xix. Family Fun Night
 - i. Front Door (including Goodie Bags)
 - ii. Bounce Houses
 - iii. Games
 - iv. Raffle & Silent Auction
 - v. Fish
 - vi. Ice Cream
 - vii. Volunteers
 - viii. Concessions
 - ix. Smencils
 - x. Entertainment (ex: Face Painter)
 - xi. Local community tables?

xx. Soap Detergent Fundraiser

- i. Chairperson
 - ii. Members
- xxi. Sneaker Recycling Drive
 - i. Chairperson
 - ii. Members
- xxii. Earth Day Program
 - i. Chairperson
 - ii. Members
 - a. Smencils
- xxiii. Summer Bash Committee
 - i. Bounce Houses
 - ii. Police & Fire
 - iii. Volunteers
 - iv. Games
 - v. Permits
 - vi. Food Vendors
 - vii. Concessions
 - viii. Smencils

**xxiv. "Outreach" Program (ex stock nurses office
(pads/tampons/deodorant/tooth brush/clothes/school supplies, etc).**

- 3. Representative Reports
 - A. Teacher Representatives
 - B. School Board/Administration Representative
- 4. New Business
- 5. Closing and Adjournment