



FOREST RIDGE PTA BOARD MEETING Agenda

December 7, 2023 @ 7pm @ Durbin's & Microsoft Teams

Tracy Zerinskas, Brittany Rodman, Kim Tresch, Jamie Jennsson, Sara Durkee, Allie Simon, Michelle Young, Kristen Spreadbury, Katie Bowman, Ashton King, Dawn Omieciński, Katie Jacobson, Gloria Salem, Heather Kotnour, Jamie Garcia, Kristy Moran, Roberta Seifer, Kasey Keyser, Elizabeth Boersma, Margaret, Carmelina DiSabato, Kristen Siergiej, Dr. Roth

1. Call to Order -Welcome Pledge-Call to order @Durbins of Oak Forest by Tracy Zerinskas
2. Executive Committee
 - A. President's Business-Tracy Zerinskas
 - i. Approval of November 2, 2023 minutes. No discussion Motion:Allie Simon Second: Dawn Omiecinski. All approve & no one opposes
 - ii. Welcome Daisy Gonzalez to our board!
 - iii. Communications/Social Media for PTA
 - i. GroupMe (PTA Board, Committees, Families)-Everyone who signed up for committee events were added to their respective Group Me groups. If you do not see your group for the event you are signed up for see Tracy because we may need to re-add you to the group.
 - iv. Teacher Grants - All approved. Motion: Kim Tresch, 2nd: Dawn Omiecinski
 - i. Hille 6th Grade Team-Update-Coverage for bus for the field trip-Emial went out this week to let them know we approved them for \$500. Remaining Memberships were paid for them too
 - ii. Jamie Voss 7 Jason Phelps-Update-Hille Gym Teachers-Obstacle Course for Field Day-Email went out this week to let they know they we approved them for \$500
 - iii. Kayla Judge & PBIS Team @ Hille- Update-PBIS Incentives-Email went out this week to let them know we approved them for \$500
 - iv. Teri Thibedeau & 5th grade team-Coverage for bus for field trip
 - v. Wix.com account & Plans-Will check what they price of the renewal is. When new pricing is available Tracy Z. will send out a Google Form to gain board's approval of continuing service.
 - vi. Fall Book Fairs-Updates
 - i. Overall - We may need to improve our signage in each school to ensure parents/guardians know where the fairs are located. Ex: Balloons, arrows w/Scholastic signs, etc.
 - ii. Hille- Performed ok, not as good as 2022. We requested 2 registers for the fair. 1 was delivered after our busy time. We will request to have 2 registers at least a month before the fair so they can send it.
 - iii. Kerkstra - Performed great! Tracy requested 4 registers for 24/25 Book Fairs due to 1 terminal giving us issues which left us with 2 working

registers & us making just under \$10K on Grandparents day alone, Get bags for purchases prior to next year's fair. Add signage for the teacher wish lists. Explore going into the Steam room next year.

- iv. Ridge- Performed great, over goal! Being in a room was awesome! Need to put more attention grabbing posters at front of school to draw attention to Book Fair's location (balloons, etc.), Get bags for purchases prior to next year's fair
- v. Foster - Performed well. Being in a room was awesome! Need to put more attention grabbing posters at front of school to draw attention to Book Fair's location (balloons, etc.), Get bags for purchases prior to next year's fair
- vii. Holiday Workshop
 - i. Foster-Katie Bowman & Ashton King : Event went well. It was awesome to have the wrapping station in the hallway. We need more inventory with the initial order in 2024.
 - ii. Kerkstra-Michelle Young & Kristen Spreadbury : Event went well. Tracy Z. will meet with VP's to get additional notes.
 - iii. ALL : Be sure to Quality review inventory next year. Ex; Trophies had upside-down stickers, Grandma necklaces were labeled with Mom inserts, etc.

B. Treasurer-Jamie Jensson

- i. Treasurer's Report-went over this months report
- ii. Turn in Money-Just a reminder that if you have money you need to make arrangements with Jamie to get it to her. If you have money tonight you can give it to her. All Cash Count Sheets need to have signatures from both counters!
- iii. Square-Log Ins : Ensure future Treasurers transfer ownership of login at end of term.
- iv. Cheddar Up, Square, PayPal Charity, MemberHub-Updates-No update at this time
- v. Taxes-We filed for our Annual Report. We got a letter in the mail that we need to follow up with them about (need to make sure they got the check & if they didn't then we need to make a stop payment on the original one & issue a new check). That check was mailed off before the due date.

C. School Vice President Reports

- i. Ridge-Sara Durkee & Allie Simon : Teacher Appreciation lunch (Panera) provided for staff was a huge success! Supper with Santa canceled due to scheduling conflict at Hille. A replacement event is planned for Jan/Feb.
- ii. Kerkstra-Michelle Young & Kirsten Spreadbury : Teacher lunch scheduled for 12/19
- iii. Foster-Katie Bowman & Ashton King : Teacher lunch scheduled for 12/13
- iv. Hille-Dawn Omieciński-Dec. 5th- 8th grade girls basketball all star game at Hamlin 5:30pm, Dec. 6th- winter choir concert, Dec.6th-8th- boys 6th and 7th grade boys basketball tryouts, Dec.8th- winter dance 5-7pm, Dec.12th- Christmas accessories day (luau day 8th- Santa, 7th elf, and 6th reindeer, pajama day, winter band concert #2 @ 6pm), Dec. 13th- teacher lunch, Dec.14th-15th- 8th grade boys baseball tryouts, Dec.18th- candy cane grams, Dec.21st- 1/2 day of school, Dec.22nd-Jan.8th- winter break. Teacher appreciation lunch scheduled for 12/13.

D. Committee Reports

- i. Communications Chairperson-Katie Jacobson-Flyers for Bubbakoo's Burrito, Skating Party, Paint Night have been created & approved. Our website is up to date. If you need us to create a flier just let Katie or Tracy know
 - i. Facebook, Twitter, Instagram, Website
- ii. Membership Chairperson-Jamie Garcia-We are at 300 members now. Tracy just needs to get Jamie the calendars so she can give them to the new people
- iii. Audit Chairperson - Brittany Rodman : Our 22/23 Audit was completed on 11/30/23. Overall, we had a significant decrease in findings and trends compared to the previous year. Findings to make note of are inconsistencies in having documented traceability on the events associated with Square Deposits. We recommend having more detailed inputs in Square ready for users prior to each event so that we can better link them to events in the future and reduce the overall need for additional paperwork.
 - i. Members: Kim Tresch, Heather Kotnour, Roberta Seifer
- iv. Dine Outs-Robetra Seifer
 - i. Nicky V's Dine Out-Recap
 - ii. December Dine Out-BubbaKoos Burritos planned for 12/19
 - iii. January- Traczy Z will establish date
- v. Smencil & Fidget Committee
 - i. Chairpersons: Kristen Spreadbury & Katie Bowman
 - a. Trunk-or-Treat Recap : It went well. We may consider changing location to be closer to people waiting in the line in 2024.
 - b. Inventory - Completed by Katie S and sent to Tracy Z for ordering.
- vi. Skating Committee: Committee Chairperson: Dawn Omieciński
 - i. Next skating party- We are confirmed for Wednesday, Dec. 27th from 6-8:30pm for \$5
 - ii. 2024 party - Establish a rep to attend during our February meeting
- vii. Art Committee: Design is established and committee will begin meeting regularly to iron out event details
 - i. Committee Chairperson-Kristy Moran
 - ii. Members: Kristen Siergie j & Kristen Spreadbury
- viii. Savers Clothing Drive; Thank you to everyone who helped. Special thanks to Dawn for letting us use the trailer & Kim for getting the garbage bags donated.. We were able to make \$697.12 which is the best that we made.
 - i. Chairperson: Tracy Zerinskas
 - ii. Members: Jamie Garcia, Kristy Moran, Brittany Rodman
- ix. Ornament Night : Event went very well. We had about 60 people attend in-person. Having cookies to pass out was a favorite. Next year, pre-kit 50 extra to accommodate late forms turned in. Plan on how to distribute No Shows to schools after event (we had 70+ no-shows).
 - i. Chairperson-Jamie Garcia
 - ii. Members-Kristy Moran
 - a. Volunteers-Kristy Moran

- b. Concessions- Gloria Salem : only bring 12pks of each item to reduce setup time and clean up. Don't do Hot Cocoa.
 - c. Smencils-Kristen Spreadbury & Katie Bowman
- x. Teacher Hot Cocoa
 - i. Chairperson: Katie Jacobson
 - ii. Members: Dawn Omiecinski
- xi. Domino's Slice The Price-We submitted for our class counts this week. It takes them about a week or 2 to get the flyers sent to Tracy's house. Then we will have our committee put them in the mailboxes when we get back from winter break. \$20 BOGO Free card - we really want to highlight the online sales over the physical orders by heavier advertising on flyers.
 - i. Chairperson-Gloria Salem
 - ii. Members: Jamie Jensson
- xii. Paint Night-It's going really well. Flyers are going home this week & we will order supplies over winter break. Note: Make a seating chart prior to event.
 - i. Chairperson: Kristen Siergiej
 - ii. Members:Kristy Moran
 - a. Concessions-Jamie Garcia
 - b. Smencils-Kristen Spreadbury & Katie Bowman
- xiii. Sock Hop : In Jan, schedule a committee meeting via Zoom to get the planning conversations going.
 - i. Chairperson : Allie Simon
 - ii. Members
 - a. Concessions-Jamie Garcia
 - a. Pizza (have a to-go box option)
 - b. Beverages
 - c. Candy
 - d. Chips
 - b. DJ
 - c. Smencils
- xiv. Kenootz Take & Make Pizza Kits-Gloria Salem
- xv. Family Fun Night-Tracy Zerinkas, Brittany Rodman, & Kim Tresch
 - i. Front Door (including Goodie Bags)-Jamie Jensson
 - ii. Bounce Houses-Jamie Garcia
 - iii. Games:Kim Tresch & Dawn Omiecinski : Consider asking outside programs to run a game instead of sitting at a table. Ex: Spring Sport = Spin it to win it and promote their program while volunteering
 - iv. Raffle & Silent Auction: Heather Kotnour & Kim Tresch : 96 letters out to donors, Gloria doing online applications
 - v. Fish-Dawn Omiecinski : got a bubbler
 - vi. Ice Cream (Dippin Dots) - Allie Simon & Sara Durkee
 - vii. Volunteers-Katie Jacobson & Kristy Moran
 - viii. Concessions-Regina Tarchala
 - ix. Smencils-Katie Bowman & Kristen Spreadbury
 - x. Entertainment (ex: Face Painter)-Kim Tresch : Ask for previous Face painter to bring another painter, locate face painting with tattoos in room

- xi. Signs-
 - xvi. Spring Book Fair 03/18 - 03/19
 - i. Chairperson
 - ii. Members-Katie Bowman & Brittany Rodman
 - xvii. Sneaker Recycling Drive
 - i. Chairperson
 - ii. Members
 - xviii. Popus Popcorn Fundraiser-Kim Tresch : towards the end of the year
 - xix. Earth Day Program
 - i. Chairperson-Kim Tresch : talk to Dave
 - 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 - December newsletter included outreach request for planning members
 - iii. Games
 - iv. Permits (Police, Fire Department, Road Closure, & Sanitation License)
 - v. Food Vendors
 - vi. Concessions
 - vii. Smencils-Kristen Spreadbury & Katie Bowman
 - xxi. Blanket : Order 100, ask if we can split the sizing and if the next order can be smaller batches. Tracy Z will work with Kristen Sp.
 - i. Chairperson: Kristen Spreadbury
 - ii. Members: Kristen Siergiej
 - xxii. Urban Air-Jamie Garcia : Lock in 01/31
 - xxiii. Group Tickets for Sporting Events (Ex. Wolves, Cubs, Sox)-Jamie Garcia
3. Representative Reports
- a. Teacher Representatives-Kasey Keyser, Elizabeth Boersma, Margaret, Carmelina DeSabato, Christine Michalik, & Kristen Siergiej
 - b. School Board/Administration Representative: Dr. Roth - Big Thank you to the PTA, BOE has been reporting on the ongoing and upcoming capital projects impacting our district. D228 school calendar in the planning stages and we're looking to align D142 as much as possible. Kerkstra is talking about how to optimize Grandparents Day (possibly splitting the grades and having separate days). D142 received a 4.0 in their recent financial audit! The students will be practicing Zoom classes as a precaution for any future bad weather. Hille will be an election site in March so the students will be remote on this day.
4. New Business
5. Closing and Adjournment