



FOREST RIDGE PTA BOARD MEETING Agenda

February 1, 2024 @ 7pm @ Durbin's & Microsoft Teams

Tracy Zerinskas, Kim Tresch, Regina Tarchala, Sara Durkee, Katie Bowman, Dawn Omieciński, Katie Jacobson, Heather Kotnour, Jamie Garcia, Kristy Moran, Roberta Seifer, Margaret Deuser, Carmelina DiSabato, Ted Westerberg, Leticia Thomas, Katy Czech

1. Call to Order -Welcome Pledge call to order @ 7:01
2. Executive Committee
 - A. President's Business-Tracy Zerinskas
 - i. Approval of January 11, 2024 minutes. Motion: Dawn Omieciński Second: Kim Tresch all in favor & no one opposes
 - ii. Bank account Update-being that the minutes from the January board meeting are approved, Tracy, Jamie, & Kim will go in to fill out the paperwork before our next meeting
 - iii. Next Year Discussion-Because this is a non-election year, in the May board meeting we will vote with our board & appoint our open board positions. We need to fill the Vice President & Secretary for sure or our PTA will not be able to run until those positions are filled. This is what we will propose & vote on in May
 - i. Role as Executive President & Understudy President-Tracy Zerinskas & Kim Tresch
 - ii. Executive Vice Presidents-2 positions-Sara Durkee. We would like to fill the 2nd board position so that everyone in these 2 positions feel comfortable with running the PTA next year
 - iii. Executive Secretary-1 position-mandatory fill
 - iv. Hille V.P.-2 positions
 - v. Communications-1 position
 - vi. Anyone else not planning on returning next year? We've talked to most people & please correct if wrong, but Roberta Seifer & Jamie Garcia do not plan on coming back. Is there anyone else? This way we can get our flyers out, start recruiting now, & plan for next year.
 - iv. Communications/Social Media for PTA
 - i. GroupMe (PTA Board, Committees, Families) -These are updated regularly. Please make sure you go in every couple of days to check, especially if you have issues with it. There may be times I need you to reply back so I know it's done (it could be as simple as hearting the comment). When I need a response, please make sure you respond.
 - v. Teacher Grants-No new grant applications at this time. We ordered items for the Hille PBIS team. The Hille 6th graders will be using their grant soon.
 - vi. School Supply Kits for 2024-2025-no updates

- vii. Wix.com account & Plans Update-renewed our contract for 3 years at the half off price. That was the only way to get the 50% off. Wix.com account is \$453.03 & the domain of frpta142.org is \$75.75. Total of \$528.78 which is under our budget of \$1000.
 - viii. Holiday Workshop Recap: Just checking if you are staying with the same company & if so did you have your principals sign the contract & fax/email it back to the company? Staying with the same company for Foster and Kerkstra
 - i. Contracts for Next Year - need to be signed by principals.
 - ix. Valentine's Day Parties-Do you have head parents for each party? Did they call their helper parents? Have you reached out to your teachers to let them know who the head parent is yet? If not, you need to do that. Do you have enough volunteers for each party? If not, please email the teacher to send an email asking for volunteers. Is there anything else you want to add to this?
 - i. Ridge: Sara Durkee & Allie Simon - everything is good.
 - ii. Kerkstra: Michelle Young & Kristen Spreadbury - all classes have been confirmed.
 - iii. Foster-Katie Bowman & Ashton King - still need some head parents.
- B. Treasurer-Jamie Jensson
- i. Treasurer's Report
 - ii. Turn in Money
 - iii. Square-Log Ins-Once Brittany is officially moved, then we will change the passwords. This might be right after Family Fun Night. Does everyone have Square downloaded on their phones? Are you logged in? We need to make sure everyone is all set before family fun night. If you are not logged in, you need to reach out to Tracy.
 - iv. Cheddar Up, Square, PayPal Charity, MemberHub-Updates-no updates at this time.
 - v. Taxes - Jamie said accountant filed the extension for the taxes.
- C. School Vice President Reports
- i. Ridge-Sara Durkee & Allie Simon - 2/8th 100 day of school, 2/13 teacher/staff lunch, 2/14 valentine's day parties, Focus on Families have things coming up this month. Focus on Families wants to remind families about lending library. 2/28 Kindergarten registration. 2/16 and 2/28 no preschool due to screening.
 - ii. Kerkstra-Michelle Young & Kirsten Spreadbury
 - iii. Foster-Katie Bowman & Ashton King some may be subject to change-February is Black History Month. February is Student Council sponsored Kindness Month. Student Council is sponsoring Light the Night activities over the month to support the Lymphoma and Leukemia Society. Intramural activities will be finishing up. Valentine's Day class parties 2/14 at 2 pm. Parents set up 1:45 pm. PTA Sock Hop 2/15 from 4 - 6 pm at Foster. 2/16/24 is an 11:50 dismissal. 2/16/24 P/T Conferences 1 pm -3 pm. Foster Aerobics Club show is 2/21/24 at 6 pm 5th grade will have a presentation from the Hille band and choir teachers on 2/23. 2/28/24 11:50 dismissal. Mobile Dentist 2/29/24 at Foster
 - iv. Hille-Dawn Omieciński-February 1- boys basketball game home. February 6- boy basketball game home. February 8- boy basketball game home. February 12- boy basketball game away. February 13- cheer feast @ Hille 5:30pm. February 14- boys basketball game away. February 15- boys basketball game home. February 22- PBIS

wolves trip February 17th Graduation fee 1st installment payment due of \$92.50 and May 2nd final Graduation fee installment Payment of \$92.50. The graduation fee is \$185.00. May 22, 6:00 pm - 8th Grade Awards Night. May 24, 6:00-9:00 pm - Graduation Dance - It will be held in the Tara Room @ Gaelic Park (6119 147th Street, Oak Forest, IL, 60452.) A permission form will be sent home to be signed and returned. May 28 - 8th Grade Great America Trip. May 30, 6:00 pm - Graduation Ceremony

The location of the graduation will be Oak Forest High School. If it rains the graduation will be relocated to the Hille Gym. *Graduation will be live-streamed.

D. Committee Reports

- i. Communications Chairperson-Katie Jacobson-Communications are going well. Flyers and forms have been made for the upcoming Art Contest, Kenootz Dine Out, the Sock Hop, Family Fun Night and asking for donations for the Cake & Cereal Walk for FFN. I keep running into problems (on my end) while updating the website, so Tracy has been helping with that. If anyone needs any flyers, images for posts and/or forms made, let me know.
 - i. Facebook, Twitter, Instagram, Website
- ii. Membership Chairperson-Jamie Garcia-we need to submit for payment for 7 members for \$35
- iii. Dine Outs-Robetra Seifer
 - i. December Dine Out Recap-BubbaKoos Burritos-we need to stop in there to exchange out the check because it was made to the high school.
 - ii. January Dine Out-Nonna's Recap January 24th - Nonna's fundraiser brought in \$1224.18, PTA received 50% - \$612.09. Check was mailed this week.
 - iii. February Dine Out-Kenootz February 22nd is set 11:00 am to 8:00 pm
- iv. Smencil & Fidget Committee - we still have a lot of inventory left from Paint Night. After Sock-Hop we will see if there is anything we need. We will take a picture of what is left after Sock-Hop. Tracy will bring the stuff from Foster to Hille for Fun Fair.
 - i. Chairpersons: Kristen Spreadbury & Katie Bowman
 - a. Sock Hop
- v. Skating Committee: Committee Chairperson: Dawn Omieciński-we cannot set-up a party if we cannot have a PTA committee member can be there.
- vi. Art Committee: Flyer for the Art Contest was sent home this week. Artwork & Forms are due Feb. 23rd. We'll get them photographed as they come in & put in a google slide so we can present that at Family Fun Night. After that we will set up a time to judge them & then start the calendar
 - i. Committee Chairperson-Kristy Moran
 - ii. Members: Kristen Siergiej & Kristen Spreadbury
- vii. Domino's Slice the Price Recap Sold 340 cards so we made \$3400. We still have 1 to 3 forms that aren't calculated in that yet.
 - i. Chairperson-Gloria Salem
 - ii. Members: Jamie Jensson
- viii. Paint Night Recap - about half the families did not show up. We think the weather was partially to blame. Those that showed up received positive feedback. We

heard that some may not have participated because they were not fond of the cactus drawing.

- i. Chairperson: Kristen Siergiej
 - ii. Members: Kristy Moran
 - a. Concessions-Jamie Garcia
 - b. Smencils-Kristen Spreadbury & Katie Bowman
- ix. Sock Hop-We do need help that Day. Right now, I have Tracy, Kim (setup), & Roberta at Smencils. The signup genius is on our board wall
- i. Chairperson - Tracy Zerinkas
 - ii. Members
 - a. Concessions-All concessions are at Foster already. We need to decide how much pizza to order. We need a check (maybe 2) for that night for the Pizza's. We usually tip the driver. How much should we tip them?
 - a. Pizza - last year, we ordered 7 cheese, 4 sausage and 4 pepperoni. Then reordered between 7 to 8 pizzas as a second order. 10 cheese, 6 sausage, 6 pepperoni for this year plus one additional one for the custodian.
 - b. Beverages
 - c. Candy
 - d. Chips
 - b. DJ-Tracy-Matt is booked & charges \$150. We usually give him a tip. How much should we tip him? Jamie, we just need the check for Matt made out for that night. We will tip \$25 this year.
 - c. Smencils-Kristen Spreadbury & Katie Bowman-We just need to get them to Foster before the event
- x. Kenootz Take & Make Pizza Kits-Gloria Salem-Forms went out this week. They are charging us \$15 & we make \$5 for each kit. Forms are due Feb. 16th & kits will be picked up at our Kenootz Dine Out on Feb. 22nd during 4pm-7pm
- xi. Family Fun Night-Tracy Zerinkas & Kim Tresch-Forms went out. We did the side-by-side sheet like last year. Friday, March 8th from 530-6 (Sensory) & 6-830 for general admission. Cost is \$12 pre-paid cash or check, \$13 for credit cards. \$15 at the door (no extra fees). Forms are due Feb. 21st. Sensory flyer was created & they will be from 530-6 check in & can stay as long as they want.
- i. Front Door (including Goodie Bags)-Jamie Jensson & Michelle Young-we met this week to get some ideas for prizes. We're looking into cinch bags to put the items in. We have a good idea of what we are thinking of putting in there. Other items mentioned last month are water bottle stickers, water bottle straw toppers, Croc charms. We are going to get together at the end of this month to put them together if anyone wants to join us.
 - ii. Bounce Houses-Jamie Garcia
 - iii. Games: Kim Tresch, Dawn Omieciński, Katie Bowman, Veronica-we met this week to plan what rooms the games are in. We updated some of our games & bought some new ones. We can get into the glow room to set up on Wed., March 6th to start setting up in there & staging the event. Tracy is working on the signup genius for this.

- iv. Raffle & Silent Auction: Heather Kotnour, Kim Tresch, & Gloria Salem-we met this week. Items are coming in.
- v. Fish-Dawn Omieciński-will call him this week to start the process.
- vi. Ice Cream (Dippin Dots)-Sara Durkee & Allie Simon-We have to reach out to them still. That will be done tomorrow. Last year we had to guarantee 150 (we got more than that though). Generally, we choose 4-5 flavors & each case is 24. Last year we chose Cotton Candy, Cookies & Cream, Rainbow, & Banana Split. Do we want to keep the same flavors or do something different?
- vii. Volunteers-Katie Jacobson & Kristy Moran-we met this week & talked about the different people we can reach out to from previous lists. Once the signup genius is filled out then we will email it out to our contacts & post on our social media
- viii. Concessions-Regina Tarchala, Sara Durkee, & Gloria Salem-we met this week & went over our menu & how much we ordered last year. We will do an inventory after Sock Hop & determine how much extra we need to purchase. We are adding volunteers for specific stations for the concessions. 1 person for each of the following stations (pretzel, pop, nacho, pizza, popcorn) & 2 for cashiers
- ix. Smencils-Katie Bowman & Kristen Spreadbury-we'll do an inventory after Sock Hop to see if we need to purchase anything for this.
- x. Entertainment (ex: Face Painter)-Kim Tresch-Kristy (face painter) said she still charges \$115/hour & \$30 for travel. She's waiting to see if there is anyone that she knows that can come with her ($\$115 \times 3 = 345 + 30 = \375) Budget of \$600
- xi. Signs-Allie Simon Need for pre-paid check in, pay at door, volunteer check in this way, concessions, Raffle & Silent Auction, Dippin Dots, Candy Land, Smencils, direction to which way things are. Missing anything else?
- xii. Cake & Cereal Walk-Roberta Seifer-Katie created a flyer, we're asking that all donations be sent to the schools by Thursday, March 7th .
- xiii. Art Gallery-Kristy Moran-We met this week. Working on getting a google slide set & some small decorations to invite people in there. We will have all the artwork turned in by Feb. 22nd.
- xii. Spring Book Fair- Spoke with Bob & Leni (church) & we are all set for there. Tracy has to go in to sign the contract. We reached out to Jen @ Scholastic to adjust the fair dates (only Monday & Tuesday-they had Monday-Thursday). Once that is corrected then a contract will be signed. We will need people to help with this. Setup will be Sunday night around 6/630 & the event will be Monday & Tuesday from 1-8pm & then break down @ 8pm on Tuesday. This will be open to the community again.
 - i. Chairperson
 - ii. Members-Katie Bowman
- xiii. Sneaker Recycling Drive-we will need a person to run this.
 - i. Chairperson
 - ii. Members

- xiv. Popcorn Fundraiser-Kim Tresch-she will be reaching out to Tracy closer to the event.
 - xv. Earth Day Program-Kim will reach out to TICCIT to see if they will do this on a pre-registered event at nighttime. They have sold the company, but Dave is still working there right now. He said that they will still do the program, but he is not sure if they will do an after-school event. Kim will reach out to other animal places for an Earth Day program.
 - i. Chairperson-Kim Tresch
 - ii. Members
 - a. Pencils-Kristen Spreadbury & Katie Bowman
 - b. Popcorn Pick Up:-Kim Tresch
 - xvi. Summer Bash Committee-we will start on this after Family Fun Night is done.
 - i. Bounce Houses-Jamie Garcia
 - ii. Volunteers
 - iii. Games
 - iv. Permits (Police, Fire Department, Road Closure, & Sanitation License)
 - v. Food Vendors - reach out to Kenootz and Nicky V's. Could possibly use KeKe fun foods. Kona Ice truck.
 - vi. Concessions
 - vii. Pencils-Kristen Spreadbury & Katie Bowman
 - xvii. Blanket - we should do D142
 - i. Chairperson: Kristen Spreadbury
 - ii. Members: Kristen Siergiej
 - xviii. Urban Air Update-Jamie Garcia-canceled due to park being closed for 2 weeks. We can do this instead of having a skating party for Spring Break. Jamie will need to reach out to see if there are any black-out dates. If not, we will plan for March 28th.
 - xix. Group Tickets for Chicago White Sox-Jamie Garcia-3 top dates are March 30, April 27th, & May 12th & the preferred section is Bleachers.
3. Representative Reports
- A. Teacher Representatives-Kasey Keyser, Elizabeth Boersma, Carmelina DeSabato, Christine Michalik, & Kristen Siergiej - Carmelina - Things are going well. The teacher's luncheon was wonderful with all the soup. We are doing the Light the Night fundraiser right now. Shoutout to Mrs. Tresh and Mrs. Bowman. They were so willing to help Carmelina with anything she needed. Katy - Lending library is also for pre-K families and not just Focus on Families. There are 2 preschool screenings. Ridge had their winter family fun. It had a good turnout and was successful.
 - B. School Board/Administration Representative - they are presenting 2 calendar options. Option A has an earlier start date which is August 12th and students start on August 14th. Option B would be a start date of August 21st for students.
- 4. New Business - none at this time
 - 5. Closing and Adjournment @ 8:26pm