



FOREST RIDGE PTA BOARD MEETING MINUTES

November 6th, 2025 at Durbin's Midlothian & Zoom 7pm

1. Call to Order – Welcome Pledge
2. Executive Committee
 - A. President's Business
 - i. Approval of October 2nd, 2025 Meeting Minutes
 - i. Motion:_____
 - ii. Second:_____
 - ii. Approval of resignation of Breanna Hoffmann as Communications Chairperson
 - i. Motion:_____
 - ii. Second:_____
 - iii. Vote in Super Volunteers
 - i. Lisa Vanderwall
 - a. Motion:_____
 - b. Second:_____
 - ii. Arlene Olson
 - a. Motion:_____
 - b. Second:_____
 - iii. Tracy Zerinskas
 - a. Motion:_____
 - b. Second:_____
 - iv. Open elected positions
 - i. Executive Secretary-Mandatory Fill- Kim will be filling this position for the official books over everything but will still be Co-President.
 - ii. 1-Hille Co-V.P.
 - iii. Communications Chairperson
 - iv. Foster Teacher Rep
 - v. Communications/ Social Media for PTA
 - i. GroupMe (PTA Board, Committees, Families)
 - ii. Facebook
 - iii. Website
 - iv. Newsletter
 - v. Parent Square
 - vi. MemberHub

vi. Expectations

i. Bylaws

a. Committee: Josh Dagenais, Kelsey Dagenais & Michelle Kermer

ii. Code of Conduct- Did everyone sign & return their code of conduct?

iii. PTA Board Signature & Initial Log- Has everyone signed?

vii. Teacher Grants

i. Mr. Hill - Hille Girls Basketball Enrichment: \$500 Basketball department grant. Tournament over Thanksgiving/fall break

a. Motion:_____

b. Second:_____

ii. Ms. Cramer - STEM Activities & Math Materials: \$212.41 supplies ordered from Amazon include a marble run, magnetic building sticks, legos & other items listed on the grant request.

a. Motion:_____

b. Second:_____

viii. Halloween Party Recaps

i. Ridge-

ii. Foster-

iii. Kerkstra-

ix. Scholastic Book Fair

i. Hille- This week on Tuesday, Wednesday & Friday.

ii. Kerkstra- Veterans Day Nov 10th, Student Buy Day Nov 13th, Family Reading Night Nov 20th, Grandparents Day Nov 21st, & PTC 24th & 25th

iii. Foster- Family Reading Night Nov 20th, Student Buy Days 19th-21st & PTC 24th & 25th

iv. Ridge- Family Reading Night Nov 18th & PTC 24th & 25th

x. PTA Member T-shirts- This is on me, I need to talk to my friend.

B. Treasurer

i. Treasurer's Report

ii. Update bank account

iii. Square-Log Ins

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

v. Taxes

vi. Audit Committee- Jamie has started getting everything together for the Audit. Michelle & Heather will start working on this soon so that it is done & taken care of.

vii. Reimbursements- If anyone needs to be reimbursed for anything let's please take care of that asap. I have reimbursement sheets & I will be here to help you fill them out if needed.

C. School Vice President Reports

- i. Ridge- Kelsey & Josh: Ridge November Updates 11/11 No School, 11/18 Family Reading Night / Book Fair, 11/24-11/28 No school Thanksgiving Break, 11/24-11/25 Teacher parent Conferences (Emails have been sent out to parents about sign ups), 11/24-11/25 Book Fair during teacher parent conference. Cold and Flu season is upon us! Some guidelines; Do not send a sick child to school. If a child exhibits or has exhibited in the last 24 hours, one or more of the following symptoms, do not send the child to school: Fever: A temperature of greater than 100.0F, Vomiting, Diarrhea. Children should be symptom free for 24 hours without medication to return to school. If a child will not be in school, make sure to contact the school office before 8:30 am. Focus on Families Still looking for more wonderful families. Halloween parties seemed to go smoothly and everyone seemed to enjoy themselves. All the kids were very cute in their costumes. Josh and I were able to make goodies bags for the teachers as a thank you and congrats for making it through the 1st quarter. Ridge was able to bring home 1st place for the trunk or treat for the 3rd time in a row and 2nd place also. Did not hear any complaints or comments from any of our families about the event. As this was our first year helping put on the event. We need to budget more for candy, redo the car forms, and re-look at how we (PTA) gives out the candy to the cars.
- ii. Kerkstra- Michelle & Kristen:
- iii. Foster- Michelle & Bryant: Student Council's Light the Night program raised almost \$2,000 in donations benefiting The Leukemia & Lymphoma Society's (LLS) funding of research to find blood cancer cures. Student Council sponsored a Red Ribbon Spirit week last week, with the culminating activity being our Halloween Parade. We held our class parties 10/31. Our Veterans Day program is 11/10/25 at 10:30. We are only inviting Veterans and caregivers as our space is limited. No school 11/11 in honor of Veterans Day. The book fair will be open on 11/19 and 11/21 for the students at school. Foster Family Reading Night is 11/20/25, from 6 pm to 7:15 pm. P/T conferences are 11/24, from 1 pm to 8 pm, dinner hour 4 pm to 5 pm, and 11/25/25, from 8 am to 3 pm, lunch hour 12 pm to 1 pm. No school for students 11/24 - 11/28/25. School resumes for students 12/1/25.

iv. Hille- Mike:

D. Committee Reports

- i. Communications
 - i. Chairperson-
 - a. Facebook, Twitter, Instagram, Website

- ii. Membership
 - i. Chairperson- Katie Bowman
- iii. Dine Outs
 - i. Chairperson- Christy Korpala: Fundraising: Octobers Dine out at Nicky V's raised \$276. NO Dine out for the Month of November. December Dine Out (I have reached out and spoke to Kassandra and filled out the online request form) Where: Culvers (Oak Forest) Preferred Date: Wednesday, December 17, 2025 Time: 5-8 PM. Percentage Back: Sales less than \$2,500- 5% donated back. Sales greater than \$2,500- 10% donated back
 - a. Nicky V's Recap: \$276 sent via Zelle to our bank account from Nick.
- iv. Smencil & Fidget Committee
 - i. Chairperson- Katie Bowman
 - a. Trunk-or-Treat Recap: How do you think we did? We will need to look at our inventory to have a reorder done.
- v. Skating & My Kids Play Chairperson
- vi. Art Committee
 - i. Chairperson- Kristy Moran: Theme has been picked.
- vii. Savers Clothing Drive: Things are going great, as of right now we are planning on sorting bags on Nov 15th, anyone that can help that day would be appreciated. We may have to do two drop off days depending on how many bags we have, if this is the case we can continue to store bags in my garage.
 - i. Chairperson- Michelle Kermer
 - ii. Members- Kristy Moran
- viii. Trunk-or-Treat/ Pumpkins & Pizza- Recap
 - i. Chairperson- Sara Durkee, Kim Tresch, Gloria Salem, Yvonne Mackowiak
 - ii. Members
 - a. Concessions- Kristen Spreadbury & Mike Bowman
 - b. Candy- Kelsey Dagenais: We spent almost the full \$500 budget before the event & still had to go out to buy \$200 worth of candy during the event. Need to adjust how we pass out candy to the cars so we don't blow through it so quickly. Also possibly budget for more.
 - c. Trunk-or-Treat Layout- Kristy Moran: The layout worked well, we made any necessary adjustments that day as cars were arriving.

- d. Pumpkins- Breanna: We were short a few pumpkins so Paige went to Jewel to buy 10 more. Hank said to reach out to him again next year, if he still has his truck he will help us.
 - e. Pizza- Jamie Jensson
 - f. Volunteers- Daisy Diaz-Diaz: Volunteers went well, we need to make sure that minors are in appropriate spots, that was on me as I placed all the volunteers. Other than that we had a good amount of kids there to help us.
 - g. Voting- I announced our 3 winners on Facebook. Next year I spoke with a few people about possibly having a public voting & student voting because we believe results would be very different. Just an idea.
- ix. Drive-Thru Beverages: This will need to be after the new year, possibly April
 - i. Chairperson- Sara Durkee
 - ii. Members- Kelsey, Paige, Kristy, Daisy & Josh
- x. Ornament Night: We have started talking about options. We need to pick them ASAP & get forms out so that we can start buying supplies. 3 nicer ornaments this year & if we have left over money we can do a freebie ornament again.
 - i. Chairperson- Josh Dagenais
 - ii. Members- Kristy Moran
 - a. Volunteers
 - b. Concessions
 - c. Smencils
- xi. Nothing Bundt Cake Fundraiser: I will look into what we need to do to get this started. We need to pick a pick up date that we can host at Hille again.
 - i. Chairperson- Kelsey Dagenais
 - ii. Members-
- xii. Teacher Hot Cocoa: Planning on this can be started now & we can discuss further at our December Meeting.
 - i. Chairperson- Michelle Kermer
 - ii. Members- Heather Kotnour
- xiii. Domino's Slice The Price
 - i. Chairperson
 - ii. Members
- xiv. Paint Night: Let's start brainstorming ideas for this now.
 - i. Chairperson-
 - ii. Members-
 - a. Concessions-

- b. Smencils-
- xv. Sock Hop
 - i. Chairperson-
 - ii. Members-
 - a. Concessions-
 - a. Pizza
 - b. Beverages
 - c. Candy
 - d. Chips
 - b. DJ-
 - c. Smencils-
- xvi. Kenootz Take & Make Pizza Kits
 - i. Chairperson-
 - ii. Members-
- xvii. 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?
- xviii. Soap Detergent Fundraiser
 - i. Chairperson-
 - ii. Members-
- xix. Spring Book Fair
 - i. Chairperson-
 - ii. Members-
- xx. Sneaker Recycling Drive
 - i. Chairperson-
 - ii. Members-
- xxi. Popcorn Fundraiser
- xxii. Earth Day Program/STEAM (Scholastic)
 - 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. Coat Drive (Tentative)
 - i. Chairperson-
 - ii. Members-
 - xxv. Birthday Book Program (Tentative)
 - i. Chairperson-
 - ii. Members-
- 3. Representative Reports
 - A. Teacher Representatives
 - B. School Board/Administration Representative
- 4. New Business
- 5. Closing and Adjournment