



## FOREST RIDGE PTA BOARD MEETING Agenda

*September 5, 2024 @ 7pm @ Durbins & Zoom Call*

1. Call to Order -Welcome Pledge
2. Executive Committee
  - A. President's Business
    - i. Introductions
    - ii. Approval of June 6th, 2024 & July 23rd PTA Board minutes.
    - iii. Super Volunteer Committee Discussion
    - iv. Vote in the following board members:
      - i. Executive Secretary (Interim) -Regina Tarchala
      - ii. Ridge V.P.-Eboni Gray
      - iii. Foster V.P.-Mike Bowman
      - iv. Foster V.P.-Michelle Kermer
      - v. Hille V.P.-Marsharie Monroe
      - vi. Membership Chairperson-Katie Bowman
      - vii. Communications Chairperson-Branna Hoffmann
      - viii. Super Volunteers-Dawn Omieciński, Katie Sherman, Jocelyn Wilson, Nicole Lies
    - v. Open elected positions
      - i. 1-Executive Secretary
      - ii. 1-Ridge V.P.
      - iii. 1-Hille V.P.
      - iv. 1-Dine Out Chairperson
      - v. -1-Co-Fundraising Chairperson
    - vi. Communications/ Social Media for PTA Board Members
      - i. GroupMe (PTA Board, Committees, Families)
      - ii. Facebook
      - iii. Twitter
      - iv. Instagram
      - v. Website
      - vi. Newsletter
    - vii. PTA Shirts
    - viii. Expectations
      - i. Bylaws
      - ii. Code of Conduct
      - iii. PTA Board Signature & Initial Log
    - ix. Teacher Grants
    - x. Binder
      - i. A-Agenda & minutes

- ii. B-Budget
  - iii. C-Calendar (PTA)
  - iv. D- District calendar & Building Use Forms
  - v. E- Elections
  - vi. F- Treasurer's Report
  - vii. G- Teacher Grants
  - viii. H- Fundraising & Dine Outs
  - ix. I- Favorite Things
  - x. J- Check Requests/ Cash Box Requests
  - xi. K- Cash Count Worksheet
  - xii. L- Check Requisition Form & Square
  - xiii. M- Membership
  - xiv. N- Newsletter
  - xv. O- Open House
  - xvi. P- Programs & Events
  - xvii. Q- Code Of Conduct
  - xviii. R- Robert's Rule of Order
  - xix. S- Scholastic
  - xx. T- Tax Exempt
  - xxi. U- School Supplies (schooltoolbox.com)
  - xxii. V- Volunteers/ Classroom Parties
  - xxiii. W-Wix.com
  - xxiv. X- Santa Secret Workshop
  - xxv. Y-
  - xxvi. Z- Extra Info
- xi. Beginning of the year Recap
    - i. Chalk the Walk 1st day of school Recap
    - ii. Teacher & Staff Meeting- Monday, August 19th (7am-PTA, 7:15/7:30- Families, Staff-7:30 & 7:45-8:15 breakfast)
    - iii. Ridge- Meet & Greet- Thursday, August 22nd during day (8:15am-11:50am & 12:50-4:15pm)
    - iv. Kerkstra- Tuesday, August 20th evening (5:30-6:45pm)
    - v. Foster- Tuesday, August 20th evening (5:30-6:45pm)
    - vi. Hille- Walk Through 8/15th (9am-11am & 5pm-7pm), Open House Coming Up Wednesday Sept. 4 (5:45-7pm)
    - vii. Curriculum Night Recap @ Kerkstra & Foster (Ridge 9/5 @ 5pm-7pm & Hille @ 9/25 @ time?)

B. Treasurer

- i. Treasurer's Report & proposed budget
- ii. Update bank account
- 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. Crave Cookie Recap
  - ii. McTeacher Night Sept. 26th 5pm-8pm
- iv. Smencil & Fidget Committee
  - i. Committee Chairpersons:
- v. Skating Committee: Committee Chairperson:
- vi. Art Committee:
  - i. Committee Chairperson
  - ii. Members:
- vii. Savers Clothing Drive
  - i. Chairperson
  - ii. Members
- viii. Trunk-or-Treat/ Pumpkins & Pizza
  - i. Chairperson
  - ii. Members
    - a. Concessions
    - b. Candy
    - c. Trunk-or-Treat
    - d. Pumpkins & Pizza-
      - a. Pumpkins-
      - b. Pizza-
    - e. Volunteers
- ix. Nothing Bundt Cake
  - i. Chairperson
  - ii. Committee
- x. Ornament Night
  - i. Chairperson
  - ii. Members
    - a. Volunteers
    - b. Concessions
    - c. Smencils-
- xi. Teacher Hot Cocoa
  - i. Chairperson:
  - ii. Members:
- xii. Domino's Slice The Price
  - i. Chairperson
  - ii. Members
- xiii. Paint Night
  - i. Chairperson:

- ii. Members:
    - a. Concessions
    - b. Smencils
- xiv. Sock Hop
  - i. Chairperson
  - ii. Members
    - a. Concessions
      - a. Pizza
      - b. Beverages
      - c. Candy
      - d. Chips
    - b. DJ
    - c. Smencils
- xv. Kenootz Take & Make Pizza Kits
- xvi. Soap Fundraiser
  - 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 (Dippin Dots)
  - vii. Volunteers-
  - viii. Concessions-
  - ix. Smencils-
  - x. Entertainment (ex: Face Painter)-
  - xi. Local community tables?
- xviii. Spring Book Fair
  - i. Chairperson
  - ii. Members-
- xix. Sneaker Recycling Drive
  - i. Chairperson
  - ii. Members
- xx. Popcorn Fundraiser-
- xxi. Earth Day Program
  - i. Chairperson-
  - ii. Members
    - a. Smencils
    - b. Popus Pick Up:-
- xxii. Summer Bash Committee
  - i. Bounce Houses
  - ii. Police & Fire
  - iii. Volunteers
  - iv. Games

- v. Permits
- vi. Food Vendors
- vii. Concessions
- viii. Smencils

xxiii. Volunteer Celebration

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