



## FOREST RIDGE PTA BOARD MEETING Minutes

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

*Tracy Zerinskas, Sara Durkee, Gloria Salem, Jamie Jensson, Michelle Young, Mike Bowman, Michelle Kermer, Kristen Siergiej, Katie Bowman, Kristy Moran, Ted Westerberg, Heather Kotnour, Yvonne Mackowiak, Bryant Green*

1. Call to Order -Welcome Pledge-Call to order @ 7pm by Tracy Zerinskas
2. Executive Committee
  - A. President's Business
    - i. Introductions-everyone introduced themselves & positions
    - ii. Approval of June 6th, 2024 & July 23rd PTA Board minutes. June 6th No discussion. Still need to get these from Kim
    - iii. Approval of July 23rd, 2024. No Discussion. Motion: Michelle Kermer 2nd: Jamie Jensson. All in favor & no one opposes
    - iv. Super Volunteer Committee Discussion-Looking to add another position onto our board. We had several parents who came up to us to say they would love to help with whatever PTA needs help with but may not be able to commit to a board position at this time. This would allow them to handle money if the board approves it which would help us at Trunk-or-Treat, Family Fun Night, & Summer Bash especially. They would not have the chairing or sitting on 3 committees commitment but they can be called at any time. Discussion: No discussion Motion to add Super Volunteer Committee: Katie Bowman 2nd: Sara Durkee. All in favor & no one opposes
    - v. Vote in the following board members: Motion to vote in the following board members: Sara Durkee 2nd: Mike Bowman All in favor & no one opposes
      - 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
    - vi. Open elected positions-Vote in anyone additional (no additional people at this time)
      - i. 1-Executive Secretary
      - ii. 1-Ridge V.P.
      - iii. 1-Hille V.P.
      - iv. 1-Dine Out Chairperson
      - v. -1-Co-Fundraising Chairperson

- vii. Communications/ Social Media for PTA Board Members-Please make sure you are following all of the ways that we communicate.
  - i. GroupMe (PTA Board, Committees, Families)-If you are not on your GroupMe groups for the events you signed up for, it is your responsibility to let us know so we can add you.
  - ii. Facebook-If you are a V.P. & not logged into your schools social media accounts please see us so we can add you on. Same goes for Twitter, & Instagram
  - iii. Twitter
  - iv. Instagram
  - v. Website-you can refer people to our frpta142.com. This has the most up to date info on there
  - vi. Newsletter-This gets sent out monthly
- viii. PTA Shirts-We would like to get matching shirts so we can wear to events so people can find us easier during events. We also need a saying to go either on the front/back/or both. What color would we like? Send ideas in GroupMe & Sara will create a Google Form with options of designs. Top design will be sent & color choices will be added.
- ix. Expectations
  - i. Bylaws- Michelle K., Sara, Mike, Gloria, Ki, & Tracy
  - ii. Code of Conduct-Everyone needs to read & sign the code of conduct.
  - iii. PTA Board Signature & Initial Log-This is something that we compare when we do our audit to compare signatures. We need everyone to sign it & initial it next to their name
- x. Teacher Grants- We have a budget of \$5900 & discussed during the budget committee to keep it higher & to still do the \$250/teacher or \$500 for a department. If they are a department, everyone needs to be a PTA member. We will send an email out after meeting to the principals to share with their team. Motion to approve the teacher grant for the 2024-2025 year with the grant amount of \$250/person & \$500 for a department while keeping all requirements the same. Motion: Mike Bowman 2nd:Sara Durkee. All in favor & no one opposes
- xi. School Supply kits for next year-did we want to keep the same company. They are easy to work with, supplies have been quality, they have no price increase next year, no change to the shipping threshold, & they will be offering a new incentive (which will be coming soon). Keep same company & Tracy will sign the contract for next year
- xii. Tax Exempt Form-Here is the updated tax exempt form. Remember it is for PTA purchases & you can not pay for personal items on the same order as tax exempt. We did upload this into the google drive under helpful info for PTA board (shared with me)
- xiii. Binder-We won't go over this but this helps anyone who needs to organize it & ideas of what you can put for each tab. We did create a shared document on the google drive under shared with me of the forms you will need throughout the year.
  - 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](http://schooltoolbox.com))
  - xxii. V- Volunteers/ Classroom Parties
  - xxiii. W-Wix.com
  - xxiv. X- Santa Secret Workshop
  - xxv. Y-
  - xxvi. Z- Extra Info
- xiv. Beginning of the year Recap
- i. Chalk the Walk 1st day of school Recap-everyone's chalk the walk looked amazing. Next year I would recommend adding into the budget to buy a 64 pack of chalk for each school. How did each school think it went & is there anything you would do differently?
  - ii. Teacher & Staff Meeting- Monday, August 19th (7am-PTA, 7:15/7:30- Families, Staff-7:30 & 7:45-8:15 breakfast). Does anyone have any ideas on how we can get more families there? Maybe have a "Jammie party" so people can bring a special friend & roll out of bed? We had only 1 student there & 2 board of education members there. As far as board members there were only 3 of us. We need to make sure we have at least 5 board members there (3 taking payments, 2 handing out sponsorship forms & pens so they can fill it out in line. Other recommendations for next year? Maybe include the wording that this welcoming is for all 4 schools but they are meeting @ Hille
  - iii. Ridge- Meet & Greet- Thursday, August 22nd during day (8:15am-11:50am & 12:50-4:15pm). We got a V.P. there & met some new families who are interested in helping us out.
  - 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). Walk through was really good. Saw a lot of familiar faces & some new ones. Families were appreciative for our

help up front. Make a recommendation to have a Hille Rep there to help with guiding families where to go, table with flier on map of school, flier on how to open locker, or general PowerSchool questions

- vii. Curriculum Night Recap @ Kerkstra & Foster (Ridge 9/5 @ 5pm-7pm & Hille @ 9/25 @ time?)

#### B. Treasurer

- i. Treasurer's Report & proposed budget-went over proposed budget & where we made changes compared to years past Discussion: None Motion to approved the proposed 2024-2025 budget: Katie Bowman 2nd: Mike Bowman. All in favor & no one opposes
- ii. Update bank account: We will go into the bank to get everyone added to the account. Approval was at June 6th PTA meeting
- iii. Square-Log Ins-Log in has been changed so everyone should have access to it. If not see Jamie, Kim, Sara, Gloria, or Tracy
- iv. Cheddar Up, Square, PayPal Charity, MemberHub-Updates
- v. Taxes-Jamie is prepping for our taxes
- vi. Audit Committee- We need a committee to look over what we did last year to make sure we are compliant & filling out all the paperwork with signatures. Committee members cannot be Tracy, Kim, or Jamie because they were signers on the account last year. At our July meeting the following people said they can be on it Heather Kotnour will be chairperson & the following will be committee members: Michelle Kermer, Katie Bowman, & Breanna Hoffmann. Just double checking to make sure so we can create our GroupMe Committee

#### C. School Vice President Reports

- i. Ridge-Ridge had many friends show up at Chalk the Walk & we decorated our sidewalks amazingly! Meet & Greet also went fantastic! Miss Mimi wants to thank everyone for their patience as we get used to the arrival & dismissal procedures! We urge you to follow these as they keep everyone safe! We also want to remind everyone that the spiritwear store is now open until September 24th! Fall picture day is tomorrow, Friday the 6th! Please remind your children that we do not share food during lunch & that their belongings should stay in their backpacks at all times! Focus on Families has two play groups this month, Bremen Heights Park in Midlothian & The Urban Barn at James J. Sexton Park in Evergreen Park! Focus on families is always welcoming new families into the birth to three program, if you're looking for more information on that you can reach out to Katy Czech or Kasey Keyser! You can also reach out to Katy for preschool screening information & scheduling! The Oak Forest Homecoming Parade will be September 20th, be on the lookout for more details on how Ridge will Celebrate! We're looking forward to a great school year!
- ii. Kerkstra-Friday, September 6, 2024 - Fire Drill. Friday, September 6, 2024 - MAP - Fall - Testing Day 2. Friday, September 13, 2024 - MAP - Fall - Testing Window Closes (1-5). Friday, September 13, 2024 - Spirit Wear Sales End. Tuesday, September 17, 2024 - Fire Drill. Friday, September 20, 2024 - OFHS Homecoming Parade - 12:45
- iii. Foster-Material drop off and Curriculum Night went very well this year. Although we would have liked to see more parents at Curriculum Night, our staff did a great

job informing parents about the upcoming school year. We had school pictures on September 4th. We will start MAP testing September 5th. We will celebrate the birthday of the Constitution on September 17th. We have bus evacuation drills on September 19th.

- iv. Hille-School year is starting off good. In Ms. Valente's newsletter she asked for parents to make sure their kids iPads are charged & ready for school, reminder to keep their phones in their locker throughout the day, Language is school appropriate in class but needs reminders in hallway & lunchroom, Dress code check your kids before they go to school because they will have to put on gym shorts & shirts if it is not compliant, during dismissal, please park on the side closet to the building so busses & other vehicles can exit, 9/3 starts Fall MAP Testing, Volleyball & Cross Country have started, 9/4 is Open House, 9/16 is Bus Evacuation Drill, 9/20 is Jazz Band Auditions, 9/18 Band Kenootz Fundraiser, 9/23 is Picture Retakes, 9/24 is Jazz Choir Auditions, 9/25 is Curriculum Night, 9/24 starts Volleyball Conference Championships, 9/26 is the Fire Drill, Girls Basketball tryout info will be at the end of September. Classes that were highlighted were Mrs. Reilly's Math Class Tower, Mrs. McCormick's classes wrote their own social contracts, & Mr. Tsoukalas & Mrs. Ryan's students were creating "all about me" videos on the Clips app. If you have any questions or concerns please reach out to them.

D. Committee Reports-to help with making sure that all events & fundraisers are covered & ensuring Kim, Sara, & Gloria learn the operational role of PTA, we have created Coaches for each school & event/fundraiser. On the 24-25 PTA Committee excel form, we added a column that is committee coach & they are the ones who will oversee the event & guidance on what to do. Each school will have a building coach which will be your main contact. Ridge is Sara, Kerkstra is Kim, Foster & Hille are Gloria & Tracy.

- i. Communications Chairperson-our website has been updated. Flyers were created for all of the beginning of the year festivities along with our year at a glance. If you need me to help with creating a flier just let me know!

- i. Facebook, Twitter, Instagram, Website

- ii. Membership Chairperson-Membership is starting strong. We are at 240 sponsorships. The school V.P's sent home flyers so those are trickling in. Once we get the calendars (which should be next week), then we can start sending those home. We will be entering forms into MemberHub next week. We need to make sure that we put forms in the teacher & staff mailboxes

- iii. Dine Outs

- i. Crave Cookie Recap-Crave said it went well. We are still waiting on the final numbers of how we did. Once they have a check ready for us we can go pick it up
  - ii. McTeacher Night Sept. 26th 5pm-8pm. We are all set for McTeacher Night. We shared the Google Sheet with our teacher reps & principals to have it shared with our teachers & staff. There are some people who have already signed up. We do need about 16 people per shift. Shifts are an hour long. They will send shirts to Tracy's house so we can bring them to school. Whoever is working will wear the shirt to school on the 26th to build excitement for the event. We may need board members to help if we

- don't have a lot of teachers & staff signed up. The form was attached to the email Tracy sent out. See if can do Scoops for November Dine Out being that we don't have one already
- iv. Smencil & Fidget Committee
    - i. Committee Chairpersons: Katie Bowman
  - v. Skating Committee: Committee Chairperson: Confirmed for 9/11 from 6-8:30pm  
Cost is \$5 & includes skates & donate \$1 back to us. This is during open skate so it's best to get there early. Is anyone going to be there so we can have PTA rep there?
  - vi. Art Committee: Calendars are ordered and should be arriving soon. I've started thinking of ideas for the calendar theme for this year already and I'm open to any suggestions if anyone has one. I'm excited for the new school year. .
    - i. Committee Chairperson-Kristy Moran
    - ii. Members: Sara Durkee, Mike Bowman, & Katie Bowman
  - vii. Savers Clothing Drive-Note November 4th we can't drop off because they already have that date booked. We will collect clothes for the month of October. Ask Kim if we have any garbage bags left from last year that we can send home. Have Breanna create a flier with dates/times/locations for drop off
    - i. Chairperson-Michelle Kermer (GS & July mtg)
    - ii. Members-Kristy Moran(GS & July mtg))
  - viii. Trunk-or-Treat/ Pumpkins & Pizza-we need to start working on this so we need to fill the committees tonight.
    - i. Chairperson-Tracy, Kim, Sara, & Gloria
    - ii. Members
      - a. Concessions-Michelle Kermer (GS)
      - b. Candy-Michelle Kermer(GS)-Changed to Katie Bowman because Michelle volunteered for a lot for this event
      - c. Trunk-or-Treat (layout & Logistics)-Kristy Moran
      - d. Pumpkins & Pizza-
        - a. Pumpkins-Breanna Hoffmann (July mtg)
        - b. Pizza-Jamie Jenson
      - e. Volunteers-Michelle Kermer (July Mtg)-Will reach out to the Boy Scouts
  - ix. Nothing Bundt Cake-Do we want the option to have it delivered to us or to have families pick them up at the location? Choose the pickup location to be @ Hille. Need to pick date & time for pickup
    - i. Chairperson
    - ii. Committee: Sara Durkee, Jamie Jenson, & Michelle Kermer
  - x. Ornament Night
    - i. Chairperson-Kristy Moran
    - ii. Members
      - a. Volunteers-Michelle Kermer (July mtg)
      - b. Concessions
      - c. Smencils-Katie Bowman (July mtg)
  - xi. Teacher Hot Cocoa
    - i. Chairperson:Michelle Kermer (GS & July mtg)

- ii. Members:
- xii. Domino's Slice The Price
  - i. Chairperson-Jamie Jensson (July mtg)
  - ii. Members
- xiii. Paint Night
  - i. Chairperson: Kristy Moran
  - ii. Members:Kristen Siergiej
    - a. Concessions
    - b. Smencils
- xiv. Sock Hop
  - i. Chairperson
  - ii. Members:Katie Bowman (July mtg), Mike Bowman (July mtg), Michelle Kermer (July mtg)
    - a. Concessions
      - a. Pizza
      - b. Beverages
      - c. Candy
      - d. Chips
    - b. DJ
    - c. Smencils
- xv. Kenootz Take & Make Pizza Kits
  - i. Chairperson-Gloria Salem
  - ii. Members-
- xvi. Soap Fundraiser
  - i. Chairperson-Michelle Kermer (July mtg)
  - ii. Members
- xvii. Family Fun Night-Tracy, Kim, Sara, & Gloria (note Michelle Kermer can help set up. Try to take off that weekend so can work it)
  - i. Front Door (including Goodie Bags)
  - ii. Bounce Houses
  - iii. Games:
  - iv. Raffle & Silent Auction:
  - v. Fish-
  - vi. Ice Cream (Dippin Dots)
  - vii. Volunteers-Kristy Moran (GS & July mtg)
  - viii. Concessions-
  - ix. Smencils-
  - x. Entertainment (ex: Face Painter)-
  - xi. Local community tables?
- xviii. Spring Book Fair
  - i. Chairperson-Michelle Kermer
  - ii. Members-Kristy Moran
- xix. Sneaker Recycling Drive
  - i. Chairperson-Kristy Moran (GS & July mtg)
  - ii. Members
- xx. Fundraiser-Kim Tresch (July mtg)

- xxi. Earth Day Program
  - i. Chairperson-
  - ii. Members
    - a. Smencils
    - b. 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
  - i. Committee-
  - ii. Members-Kristy Moran (GS)
- 3. Representative Reports
  - A. Teacher Representatives-
  - B. School Board/Administration Representative
- 4. New Business
- 5. Closing and Adjournment: 9:01pm

Respectfully submitted by Tracy Zerinkas