

**Oak Grove School PTO  
Meeting Minutes  
September 4, 2019**

**I. Call To Order**

The meeting was called to order on Wednesday, September 4, 2019 at 9:00 am in the Junior High Cafeteria at Oak Grove School.

Attendees:

Julie Kovach	Laura Reutzell	Beth Zender	Donna Griffin
Kate Byers	Lynsey Wolfe	Becky Rynes	Agata Karpowicz
Christy Swanson	Noor Tarabishy	Jill Procop	Ken LaCrosse
Lonny Lemon	Nick Heckel	Karin Pawlowski	Leah Parr
Elisabeth Cobb	Cathie DeMoon	Ashley Wilson	Sarah Gotlund
Jina Rappaport	Amber Blanchette	Jennifer Liu	

**II. Approval of Minutes**

The minutes from the May 22, 2019 meeting were distributed for review. Minutes were approved as distributed.

**III. Reports of Officers**

**President (J. Kovach):**

- Julie reviewed and distributed thank you cards from staff and students.
- Marlas Lunch program has been running smoothly since the beginning of the school year and orders are starting to pick up. A report on the program will be generated at the end of September and reviewed at the October meeting.
- PE uniforms were distributed and some additional uniforms were ordered to meet needs.
- The OGS social media team requests that PTO-related social media content submissions be sent to [socialmedia@ogschool.org](mailto:socialmedia@ogschool.org) rather than individual members of the team. When sending the e-mail carbon copy (cc) Julie and Laura as well as Julie Waehner.
- Julie and Laura will review PTO Funding Request forms prior to PTO meetings for discussion at the meeting. These forms are due the Wednesday before a meeting in order to be considered at that meeting.

**Vice-President (B. Zender):**

**Report From the 8-29-19 School Board Meeting**

- OGS News will be sent out the week before school starts next year to have better communication about back-to-school procedures and the start of school.
- New teachers started one week early this year to get them up to speed.
- Board meetings will now be held in the Jr. High library.
- OGS will not be using e-learning to make up snow days. Implementing e-learning takes a lot of time and rigor and the protocols are not in place to do it well right now. This topic may be revisited next semester.
- A new law went into effect requiring that minutes students spend with specialists such as OT, PT, SLP, etc. be recorded and provided at an annual IEP review.
- Starting next year SEDOL will no longer have an early childhood education program. This impacts approx. 3-6 Oak Grove district students each year. OGS needs to develop an Early Childhood program qualifying students in district (and have space to host it) or find another "outsource" option at a neighboring school.

- A \$35k “feasibility study” was discussed to assess the feasibility of an addition to the school to increase classroom space. There was discussion at the Board meeting, but no vote on if to spend the money.
- The search for the new superintendent is getting underway. Approx. dates for the process are:
  - Sept. 23rd survey to community members and meet with subgroups (Admin, Staff, PTO) to determine important characteristics
  - Oct. 20th publish a “Candidate Profile”
  - Nov. 11th present 6 candidates in a closed session Board meeting, interview before Thanksgiving
  - 12/2 2nd round of interviews, with 2 candidates
  - New superintendent selected and in place to shadow Dr. Lemon during the second semester

**Treasurer (D. Griffin):**

- Reference 4 reports in handouts. The final assessment of the 2018-2019 budget shows excess revenue over projections and fewer expenditures than budgeted.
- Teacher funds starting to be handed out for the 2019-2020 budget year. The secretaries have asked to be included in the budget line item for teacher funds request.
- The new yard signs were prepaid from the “other fund raiser” category. Many yard signs are still available.
- Donna reminded anyone submitting for reimbursement to use the funds-request form available on the OGS website in the PTO section.

**Registrar (L. Wolfe):**

- Registration information and fees are still trickling in.
- Committee volunteer reports are being generated and distributed to committee chairs as needed.

**IV. Reports of Administration:**

**Superintendent (L. Lemon):**

- Introduction of Nick Heckel
- At the beginning of August, enrollment was at 909 students and current enrollment is 930. The administration is aware of new students coming in the next weeks/month. This increase in enrollment is consistent with what has happened in recent years and illustrates the need for the Feasibility Study to assess space in the school. Dr. Lemon’s recommendation is to do the study with reserves and without a tax referendum.
- There are 8 new staff members this year and 8 staff members set to retire next year.
- Oak Grove School is on the forefront of ALICE procedures training and 4 staff members are certified ALICE instructors. The staff and students are very well trained. Illinois law requires every school to do an “Active Shooter Drill” each year. The OGS drill will take place on 9/12 at 9:45am. It will be a very controlled drill and the Lake County Sheriff’s department dictates the scenario. In 2012 the school had 3 security cameras and now there are cameras covering every square inch. The Administration has provided the police department with labeled maps of the building. There was discussion about the false alarm that was tripped last year while a worker was doing some electrical repairs. The security company has tested the whole system and it is fully operational.

- Dr. Lemon also commented on the Superintendent search. The goal is to have the new Superintendent selected and in place by the December meeting of the Board of Education. The candidate search is open online and closes at the end of October. A good pool of candidates have already applied.
- Dave Huber is continuing to work to streamline the registration process. He will be seeking input for next year to continue to improve things.

**Principal (N. Heckel)**

- Commented that he is very happy to join the Oak Grove School community and that the start of the school year has gone very well and been very smooth.

**V. Reports from Standing Committees:**

- **Teacher Liaison (J. Rappaport)** – Thanked the PTO for the teacher luncheon. Suggested that the Cook Memorial Library Bookmobile would be a great addition to Family Fest next year. Also thanked the PTO for the planned gift in memory of Yvonne Timony.
- **Supply Packs (J. Liu)** – \$20k in school packs sold and the PTO will make \$2400. Next year planning to stay with the same company. The company did a good job resolving issues with missing items. Jen suggested that the PTO to sponsor financial aid for supply packs similar to the financial aid available for hot lunch. A \$50 Staples gift card is missing. It was a gift card from the supply pack company. The tracking information from the company said it arrived at the school, but it is missing.
- **Welcome Back Lunch (report submitted by L. Perrone)** The PTO hosted a welcome back lunch for the teachers on August 15th. Marla's catered and served wraps, sandwiches and salads.
- **New Family Night (A. Wilson)** – Leah Parr helped Ashley plan the event. The format of New Family Night changed this year to more of an open house-style event with fewer presentations and more opportunity to walk around and interact with administration and committees at tables throughout the gym. Fifty families attended. The group was split in 2 and half went on tours of the school while the other half had time to interact at the tables; then the groups switched.
- **Family Fest (K. Byers)** – Family Fest was a great success. Net proceeds of the event were \$1,960.39. The weather was spectacular which may have contributed to a larger than usual turnout. Mr. Farris provided the ambiance/music versus hiring a DJ which was a great cost savings for the event. Donations helped reduce expenditures by \$250+ and additional donated items were used as raffle prizes. Volunteer turnout was great and Mrs. Tazzioli's NHS students were very helpful as well. Thinking about next year, it is really important to find co-chairs. Planning and day-of execution would be much easier with two people working together with a committee of helpers. Kate recommended that the PTO have a Sam's Club or Costco membership because you cannot get purchases tax exempt unless the tax exempt form is "attached" to a specific membership. Other recommendations were to consider no inflatables next year and that the PTO get a paid membership with Sign-Up Genius or other volunteer sign-up software.
- **Recycling (C. Swanson)** – Recycling in the Jr. High cafeteria is fairly successful because those kids are more independent, but recycling in the elementary lunch room continues to be difficult. Christy suggested a "Recycling Corner" in the OG News with tips for parents for how to pack a greener lunch and for green tips for home. There was discussion regarding ideas to reduce waste at school including donating extra/unused school supplies at the end of the year, having a no waste or low waste day one day a month, having a used book drive and/or clothing drive and a monthly "Green day" where students could wear green and use recyclable containers with their lunch.

- **Spiritwear (report submitted by C. Johnston)** – \$4540 in Spiritwear has been ordered so far. There were Spiritwear displays at New Family Night, Family Fest and all three curriculum nights. The last day to order Spiritwear is 9/6 and they will continue to promote the sale via Facebook and Instagram. There will likely be a holiday sale and it was suggested we do a spring sale and offer warmer weather items such as ball caps and tank tops.
- **Calendar (L. Parr)** – 250 calendars have been ordered and printing will start next week. 208 calendars were preordered and additional were added in to account for late registrations and people who forgot to order during the preorder window. The printer bill will be approx. \$1500 with a potential profit of \$625. Extra calendars will be kept in the school office and can be paid for with cash or check made out to the PTO.
- **Directory (report submitted by D. Huennekens)** – Dave Huber assembles the directory. Dana will help him proof read it and distribute it when it is ready.

#### **VI. Report from OGSEF**

- The OGSEF will meet next week. The OGSEF had a table at Family Fest that was very well received. John Goodman retired and 2 new members were elected – Tracy Rockney and Suzy Peterson. 2020 is an OGSEF Gala year and the Gala will take place on February 29, 2020. The OGSEF School Board representative is Tony Giamis.

#### **VII. Old Business**

None

#### **VIII. New Business –**

- Agata Karpowicz made a motion and Ken LaCross seconded the motion to discuss a \$125 request for funds from Curriculum Coach Lindsey Nietfeldt for a filmmaking case for an iPad and a wide angle lens. The request will benefit all k-8 staff and grade levels. The motion passed unanimously.
- Agata Karpowicz made a motion and Becky Rynes seconded the motion to discuss a request of up to \$500 from Lindsey Nietfeldt for snacks and raffle items for staff attending “Snack and Chats” for professional development. The request was for funding for this year and consideration of a budget line item for the future. There was discussion about the nature of the raffle items and how the budget breaks out over the course of the school year. There was also a questions of how many people attend each “Snack and Chat” session. A proposal was made to approve the request for this year and request a report at the end of the year to summarize the outcomes of the program to inform the need for a budget line item for the future. This proposed approach passed unanimously.

#### **IX. Announcements –**

- Grade level coordinators are set for K-4. Information is going out to grade level coordinators and room parents to start planning for the year.

#### **X. Adjourn**

The meeting was adjourned at 10:04 am. The next meeting will be on 10/2 at 9:00 am in the PD Room.