

**Oak Grove School Parent Teacher Organization
Meeting Minutes – Wednesday, October 6, 2021**

1. Call to Order

- a. The meeting was called to order on Wednesday, October 6, 2021 at 9:34 am CT in the Junior High Cafeteria at Oak Grove School. Participants included:

Zoom Participants

Elizabeth O'Neil	Ambkia Mayer	Bekah Farmakis	Anna Linscheid
Jennifer Davis	Jacqui Melius	Madhumita Banerjee	Brian Smith
John Jacksack	Hillary Bolke	Corinne Harrington	Sankari Muhilan
Jennifer Stone	Shellie Fahy		

In-Person Participants

Rachel Margelos	Julie Kovach	Raabia Khan Mohammed	Laura Reutzel
Karin Pawlowski	Jina Rappaport	Jen Barnabee	Melissa Rakestraw
Kate Byers	Beth Zender	Aayshah Mirza	Elisabeth Cobb

2. Approval of Minutes

- a. Minutes from August 25, 2021 were reviewed. A correction was requested by Julie Kovach to change “teacher funding request” to “teacher fund reimbursements” in item 5a page 3. Minutes were approved as corrected.

3. Reports of Officers

- a. President (Beth Zender & Kate Byers)
 - i. PTO received thank you notes from Ms. Kurtz and Mrs. Saia regarding the beginning of the school year and the Eagle Express Treat Train.
 - ii. Thank you to Miss Dugan and Dr. Meltzer for all their help with the “We Are Eagles Dance Challenge”. Video submissions are due October 15 with the flash mob-style dance to be held that afternoon. Grade winners get a frozen treat party at lunch.
 - iii. Mel Lyon is heading up the third Eagle Express Treat Train. We are receiving plenty of donations and welcome more volunteers. Go to the PTO website if you would like to sign up.
 - iv. Committee Chair Updates: Son Plus One will be chaired by Marianne Korkut and Anna Linscheid. The Jr. High Book Fair will be chaired by Melissa Sallman and Jill Giovannetti.
 - v. We had our first give back report from Marla’s Lunch. Marla’s gives back a portion of each sale, typically \$0.50 per entree, to the PTO. In exchange for these donations, the PTO provides 32-40 hours a week of volunteer time. For the months of August and September, Marla’s will give back \$4,555.22.

b. Vice President (Elizabeth O'Neil)

Board of Education September 21, 2021 meeting report:

- i. The architect's report was presented. The sidewalk project on O'Plaine Rd. is complete. It's been reported that the boilers have another two years of life due to the maintenance staff's excellent care of them. The estimated cost to replace is \$850,000. The next meeting will include more details on the long-term facility plans.
- ii. In the maintenance report, it was noted that the airflow and temperatures in the school are good. The CDC standards require that there is fresh air in the building. With hotter temps behind us, the classroom temperatures should feel more comfortable.
- iii. In the district health update, it was noted the Covid-19 positivity rates and incidence rates in our zip code have decreased significantly. Our staff continues to work hard on keeping records of vaccines and test results and automating those systems. OGS has been able to avoid large quarantines due to keeping six feet apart in the cafeteria when masks are off and tracking group work and playground routines.
- iv. Allison Sherman provided an update on the Diversity, Equity and Inclusion Committee. The committee changed its name from the Multicultural Committee to the Diversity, Equity and Inclusion Committee to reflect an update in its mission and dedication to building equity, cultural competency and understanding and reducing implicit bias. She shared the results of the equity survey conducted last year. The survey was completed by more than half of families, staff and students in grades 3 through 8. Some key findings were:
 1. 20% of staff and students felt there are tensions in the school between students with different backgrounds and identities.
 2. 24% of staff disagree or strongly disagree that the differences in culture, identity and race are celebrated/included consistently at OGS.

Some of the committee's accomplishments were also shared including: reviewing and updating the school dress code, implementing LGBTQ curriculum with ISP standards, and some professional development learning for teachers.

- v. The oath of new board member Kim Rihman was administered. She has filled the vacancy of Amy Frantz. She will hold the position until spring of 2023.
- vi. Planning for Veterans' Day is underway. A question was asked and answered that the 8th graders will take a leadership role in the planning of Veterans' Day.
- vii. The village is still working with engineers to get the light in place at the St. Mary's Rd. crosswalk.

- viii. OGS received additional grant money related to Covid-19. Some of this will be used for learning loss, lunch staffing, alternative seating for lunch rooms and overflow.

Helping Hands update:

- ix. Helping Hands is a PTO program designed to help OGS students experiencing financial hardships. Money for this program is donated by OGS families at the time of registration. In collaboration with Mr. Murray and other staff members, the PTO will be taking a more active role in managing this program. PTO and staff created a non-exhaustive list of items and events that Helping Hands funds may support. This list includes winter gear, clothing, shoes, lunches, lost library books, school club and activity fees, field trip fees, spiritwear, family dance tickets, book fairs and school supplies. To ensure student confidentiality, Melissa Thoune and Lori Sandler have volunteered to operate as program liaisons. A flyer describing the program and how staff can request items for students will be distributed to teachers. Families can also reach out to Mrs. Barnabee if they wish to learn more or request assistance.
- c. Treasurer (Beth Zender on behalf of Haeli Byrnes)
 - i. Ticket sales from Family Fest totaled \$2,603.91, and from the Kona Ice truck we raised \$265.75.
 - ii. Amazon Smile donations were \$78. Don't forget to link your Amazon Prime to Amazon Smile.
 - iii. Pre-packed school supplies raised \$3,133.
 - iv. Take-and-go spiritwear and yard sign sales brought in \$572 for August. Yard signs can now be purchased through the Student Council. Contact Ashley Douglass for more information.
 - v. Calendars sales raised \$1,340. Franci Klotz still has calendars available for purchase (\$10).
 - vi. Expenses for the month included \$1,717 for the faculty/staff welcome back lunch, \$242 for teacher fund reimbursements and \$122 for New Family Night.
 - vii. Haeli is working on scanning the documents currently stored in the PTO's storage units so we can digitize and eliminate paper storage.
 - viii. Please use the Treasurer Request Form on the PTO website to submit reimbursement requests for any class party expenses.
 - d. Registrar (Aayshah Mirza)
 - i. Thank you to everyone who has signed up to be a last-minute lunch volunteer. We need 2-3 volunteers from 10:45-12:35 in the Junior High Cafeteria everyday and 1-2 volunteers from 11:00-1:00 in the Elementary.
 - ii. Committee chairs have received their volunteer lists.

4. Report of Administration (Jen Barnabee)

- a. OGS has had an exciting couple of weeks. Wacky Chad was a blast. A third grade student was the grand prize winner for the fire department's poster contest.

Boy's Cross Country won 3rd place at the conference meet. Marching Band participated in the LHS marching band festival.

- b. Prep and planning for Veterans' Day is underway. It will be held outside and will be an in-house event due to Covid mitigation strategies.
- c. Next week, there is a parent night that is focused on health and safety for our children. There will be speakers from Alyssa's Mission, BARK and Lake County Sheriff's Office. Alyssa's Mission will talk about warning signs for depression and suicide. BARK is an internet app available for parents. Deputy Foid from the Lake County Sheriff's Office will discuss cyber bullying as well as different types of internet safety concerns. Admin is still working on logistics.
- d. No update on bus issues. It seems to be a longer term issue than originally thought.
- e. Institute Day on Friday 10/8 and no school on Monday 10/11. The institute day is time to have staff together to grow professionally. SEL will be the main focus area in the morning, and then teams will be together in the afternoon.
- f. Fall data for AIMS, I-Ready and Fountas and Pinnell is almost ready. The data will be used to help students and teachers create individual goals, specifically goals in reading. Parent/Teacher conferences will be in about six weeks. Admin is planning to hold both in-person and virtual conferences. A survey will be sent to parents in the near future asking for preferences.

5. Reports from Standing Committees

- a. Teacher's Liaison (Jina Rappaport)
 - i. Thank you for the Treat Train. Students are back in the elementary library and loving it!
- b. Family Fest (Jen Davis and Jennifer Stone)
 - i. Thanks to generous donations and Kona Ice giving back 25%, the event did well. Volunteer turnout was great, student volunteers were helpful and the weather was fantastic. The dunk tank should be reconsidered in the future due to difficulty of finding volunteers and volunteers getting injured.
- c. Room Parent Coordinators
 - i. Kindergarten - 4th Grade (Beth Zender and Aayshah Mirza): 25 room parents met on Zoom September 14-15 to get the year started. All classes should have received an email. If not, it will most likely be sent when directories are available. Grade Level Coordinators are: Kindergarten - Emily Savino, 1st - Joni Kane, 2nd - Cathie DeMoon, 3rd - Karin Pawlowski, 4th - Jen Davis. GLCs have met with room parents and are working to accommodate social distancing (i.e. crafts are precut for easy distribution). One additional volunteer will be allowed in the classroom. All volunteers must be in the vaccine database. Halloween information will be made available including details on parade, costumes (wear from home with no masks). Online question regarding 4th graders was answered - 4th graders can wear costumes even though they are not participating in the parade.

- ii. 5th Grade - 8th Grade (Julie Kovach and Laura Reutzel): Working on plans for Halloween. Mrs. Barnabee will check with grade level teacher liaisons to get ideas on what teachers are thinking. Becky Sims is the 7th grade teacher liaison.
- d. Directory (Kate Byers on behalf of Dana Huennekens)
 - i. Working with Dave Huber, directories have been assembled and sent to the printer. 650 directories were ordered based on orders during school registration. There will be 17 extra available for purchase. Directories will be sent home similar to PTO calendars in the coming weeks.
- e. Red Ribbon Week (Kate Byers on behalf of Dana Huennekens)
 - i. Red Ribbon Week is October 25-29. We will continue to work with Paul Dizon on how the PTO can best support Red Ribbon Week.
- f. Partnership Fundraising (Rachel Margelos)
 - i. Rocky Mountain candy apple sale should raise approximately \$1,347.75. Orders were up from last year. Coffee sale will return later in the year, and a car wash could possibly be added.
- g. Spiritwear (Beth Zender on behalf of Courtney Johnston)
 - i. This year's fundraiser with Sports11 was a huge success with \$2,028.61 coming back to the PTO. 150 families ordered. All orders are ready except some embroidered beanies. Our budgeted revenue for Spiritwear is \$1,200, so thank you to all who participated!
- h. Book Fairs (Melissa Rakestraw)
 - i. Elementary Book Fair to be held November 15-18. Committee consists of some new and some old members. This book fair is typically K-4, but considering adding 5th graders as well since Scholastic material covers K-6.
 - ii. Jr. High Book Fair will be held in early 2022. New committee chairs are Melissa Sallman and Jill Giovannetti.
- i. Holiday Halls/OGS Winter Market (Kate Byers on behalf of Committee)
 - i. Three separate chairs working on this event: Secret Shopping Village, pancake breakfast and vendor market. Event will be held outdoors. Secret Shopping Village will use a vendor with non-holiday related merchandise and the vendor takes back leftover merchandise. Rachel Margelos offered items for donation as well. Pancake breakfast is looking into safe alternatives. Vendor market has contacted vendors to reserve date.
- j. Community Give Back (Kate Byers on behalf of Brooke Schamber) Brooke is working on a service project opportunity with Haven House. Watch the OGS News for information on supplies needed and to sign-up.
- k. There was discussion regarding whether or not the grade level socials will take place? Details are being looked into. The PTO hopes to hold the events this year, but it will require creativity to allow for Covid mitigation measures.

6. Report from OGSEF (Hillary Bolke)

- a. Gala has been moved from February to April. Looking at outdoors vs. indoors.

- b. OGSEF gave 20 mini grants of \$250 to teachers to spruce up classrooms.

7. Old Business - None

8. New Business - None

9. Announcements

- a. We are still looking for photographers for PTO events.
- b. Important Dates:
 - i. November 15-18: Elementary Book Fair
 - ii. December 4: OGS Winter Market
 - iii. May 27, 2022: Field Day (early dismissal)
 - iv. Friday in April: Fine Arts Day (whole day event)
- c. The next PTO meeting will be Wednesday, November 3, 2021 at 6:30 pm in the Elementary Library.

10. Adjourn

- a. The meeting adjourned at 10:51 am CT.