

**Oak Grove School Parent Teacher Organization
Meeting Minutes – Wednesday, November 2, 2022**

1. Call to Order

- a. The meeting was called to order on Wednesday, November 2, 2022 at 6:31 pm CT in the Elementary Library at Oak Grove School. Participants included:

Zoom Participants

Nishad Manikandan	Sarah Ali	Jagan Metpalli	Arthur Kirsten
Sharonda Brown-Kern	Laura Buerstatte		

In-Person Participants

Kate Byers	Beth Zender	Aayshah Mirza	Elisabeth Cobb
Elizabeth O'Neill	Haeli Byrnes	Erin Liebgott	AnneRose Poor
Melissa Sheldon	MaryAnne Korkut	Raabia Khan Mohammed	Joni Kane
Jen Barnebee	Daiva Deegan	Jeff Barry	

2. Approval of Minutes

- a. Minutes from October 12, 2022 were reviewed. Minutes were approved as read.

3. Correspondence

4. Report of Officers

- a. Presidents (Kate Byers & Beth Zender)
 - i. Lunch Pantry Report
 - 1. Donations and funds are needed. Usage of the pantry is increasing as the year continues. Parents and students are encouraged to double check lunch orders to ensure students don't forget lunch on days they don't order Marla's.
 - ii. PTO Website Update
 - 1. The OG News will have helpful website tips over the coming weeks. If problems occur, email president@ogspto.org.
 - iii. BOE Candidate Forum
 - 1. Three BOE seats are up for election on April 4, 2023. In March, the PTO will host a candidate forum. Candidates will receive questions ahead of time. Questions will come from the community and teachers.
 - iv. Phishing Scams
 - 1. Be on the lookout for suspicious emails from members of the PTO executive board. Click on the sender's email address to confirm authenticity and click "phishing" on your e-mail provider if needed. The Executive Board would never ask members to purchase items/gift cards outside the context of a planned PTO event.
- b. Vice President (Elizabeth O'Neill)
 - i. Report from the October 18, 2022 BOE Meeting

1. Architect's Report. The work on the canopies outside of the Jr. High Cafeteria is ongoing and should take approximately 4-6 weeks. The installation of new roof insulation is scheduled for summer of 2023.
2. Maintenance Report. Derek Hillard is getting acclimated and looking to recruit additional custodial staff.
3. Technology Report. The equipment that will be used to stream future BOE meetings will be installed in the Jr. High Cafeteria. Additional work is ongoing. Equipment should be ready to go live in February with a dry run in January.
4. Lexington Rd. There was more discussion about what to do regarding the safety of students being dismissed on the Lexington Rd. side of the building.
5. Superintendent's Report. Superintendent Chats and Talk Tuesdays continue to occur. Next month the admin team will bring the school's state report card to the Board meeting to present and discuss the data.
6. Approvals. The Board approved FY2022 Audit Report, an Intergovernmental Agreement with Mundelein relating to early childhood services, the authorization of school maintenance grant application and several new or modified district policies which were presented and discussed at the September meeting. Three board members will attend the Triple I Conference. The Board approved the Board's stance on several resolutions which will be voted on at the conference. There was a lengthy discussion regarding one resolution involving increasing the required distance of gun dealer locations from 500 feet to 1500 feet from a school. The Board ultimately decided to support the resolution with 6 members in favor and 1 abstaining.
7. Tax Levy Presentation. In the coming months, the Board will need to determine how much it will levy (ask for tax dollars). The decision as to how much to levy is, in part, a function of the increase in the Consumer Price Index (CPI) from the prior year. The CPI was significantly higher last year than in recent years which impacts district expenses. In past years, the Board has been able to keep the levy below 5%. If the levy is above 5%, additional procedural steps will be necessary.
8. SEDOL. Julie Wahner presented options for the future of the district's early childhood program. Currently, OGS purchases 4 spots in Mundelein's early childhood program. This was intended to be a short-term solution. There are also school-aged children in SEDOL classrooms. SEDOL informed OGS that certain services, including OT, PT, Social Work, Speech, etc. are not being provided to some students due to SEDOL staffing shortages. More information on potential solutions and costs will be presented at the next meeting.
9. Next meeting will be on November 15 at 6pm in the Jr. High Cafeteria.

c. Treasurer (Haeli Byrnes)

- i. PTO received the first installment of registration fees totalling \$18,111. The total is split among PTO Dues (\$4,240), Parents-on-the-Go contributions (\$4,133), Grade-level celebration fees (\$5,416) and Helping Hands contributions (\$4,322).
 - ii. Key activities from October: paid deposit for Girl + Guest photobooth, received \$505 from Culver's and \$703 from Rocky Mountain (apple sales) for Partnership Fundraising, paid 6 teachers reimbursements for \$508.
 - iii. PTO has ordered a debit card for auto renewals such as Quicken membership, Spotify and G-Suite. This will aid in a smooth transition as Executive Board members change.
 - iv. Both federal and state taxes will be ready soon.
 - d. Registrar (Aayshah Mirza)
 - i. Lunch volunteer sign-ups for January through the end of the school year are available. Volunteers are needed for the Jr. High Cafeteria.
- 5. Report of Administration** (Jen Barnabee)
- a. Gratitude to Laura Ruetzel and Donna Acciari for their work on the Principal's Book of Secrets. It was fun for all participants - K-8 students and teachers.
 - b. P/T Conference sign-ups will start on November 14 at 8am through November 18 at noon. An extra day will be provided for grades 4-8.
 - c. OGS is holding a book drive for Bernie's Book Bank the week leading up to the November Book Fair.
- 6. Reports of Special Committees & Representatives**
- a. PTO-Teacher Liaison (Melissa Sheldon)
 - i. Thank you for all the PTO has done: teachers enjoy the Treat Train, students enjoyed the DJ on Halloween and the pies for Red Ribbon week were delicious.
 - b. BSA Pack 194 Liaison
 - i. No report
 - c. OGSEF Representative (Jeff Barry)
 - i. Last meeting was 11/1. Leslie Weber joined.
 - ii. OGSEF is focusing on mental health. Teachers have been provided a list of 12-15 items to expand calm corners. Mental health speakers for staff and parents will be scheduled for February/March.
 - iii. Heather McCarty requested funds for a teacher book club studying the immigration experience.
 - d. DEI Representative
 - i. No report
- 7. Reports of Standing Committees**
- a. Book Fair (Kate Byers for Kelly Epley)
 - i. K-5 Book Fair is November 14 - November 17 in the Jr. High Library. The book fair flier will go home to all K-5 students no later than Monday. Volunteers are still needed and can utilize the new PTO website to sign up.
 - b. Community Give Back (Kate Byers for Brooke Schamber)
 - i. There are still 170 spots available to serve at Feed My Starving Children on November 17. For more information on how to register, see OG News.

- c. Girl + Guest (Beth Zender for Ambika Mayer & Heather Blidsten)
 - i. The Girl + Guest dance is scheduled for February 4. The DJ and photo booth have been booked. Help is needed with reaching out to vendors for raffle donations. You can volunteer via the PTO website. As the event nears, the committee will also need help with setting up/tearing down of decorations, making raffle baskets, and helping with ticket & raffle sales.
- d. Grade Level Coordinators
 - i. K-4 (Aayshah Mirza). Thank you to all parents, volunteers and office staff for assisting with Halloween parties.
- e. New Clubs & Activities (Kate Byers for Julie Kovach)
 - i. Exciting work is happening behind the scenes and the committee will have a report to share at an upcoming meeting.
- f. Partnership Fundraising (Erin Liebgott)
 - i. The committee has raised \$1,500+ so far this year - halfway to goal.
 - ii. Looking into new options for partnerships in 2023.
- g. PrePack Supplies (Beth Zender for Jen Liu)
 - i. The PTO profited \$3,109 from this year's pre-pack supplies.
- h. Programs & Assemblies (Elizabeth O'Neill)
 - i. Committee has been working with Jen Barnabee to schedule the first assembly of the year. Students will meet the roller skating dance crew BreakSk8 on December 7.
- i. Spiritwear (Beth Zender for Courtney Johnston)
 - i. The PTO profited \$1,804.08 from the fall sale. Committee is looking for a different vendor for a possible winter sale.
- j. Treat Train (Beth Zender for Jacki Lewis & Kate Robinson)
 - i. The next Treat Train is scheduled for next Friday 11/11. Thank you to 3rd grade families who have donated.
- k. Winter Market (AnneRose Poor)
 - i. Winter Market is scheduled for Saturday 12/3, 9am-12pm, in the Jr. High Gym. Fun Services is returning as the Secret Shopping Village vendor. Becky Ketterhagen is organizing food and drinks. The link for Stan's Donuts pre-order is on Facebook. Several outside vendors are scheduled to be in the hallways. Volunteers will be needed for set-up, day-of and cleanup. Students are providing music and volunteering as shopping helpers.

8. Old Business

9. New Business

- a. Request for funds from PTO Executive Board for \$350 for Staff Appreciation Committee Budget.
 - i. Jeff Barry made a motion and Raabia Khan Mohammed seconded the motion to discuss. Committee chairs will focus on acknowledging the OGS non-certified staff. This budget will provide enough for \$5 gift cards and personalized thank you notes to all non-certified staff (IT, custodians, subs, etc.). Motion passed.
- b. Request for funds from Rob Rendon for \$850 for an Ellison Die Cut Machine and accompanying die set.
 - i. Raabia Khan Mohammed made a motion and Joni Kane seconded the motion to discuss the request. Mr. Rob's crew creates bulletin board around the entire school. This machine will replace the old die cut machine. Motion passed.

- c. Request for funds from Rick Frankowski & Dave Jones for \$3,992.14 to purchase new band equipment and refurbish existing equipment. (No vote at this meeting per PTO Bylaws due to amount >\$1k).
 - i. Joni Kane made a motion and Daiva Deegan seconded the motion to discuss the request. The request would draw from PTO surplus funds (funds are currently very healthy). Parents spoke in favor of the request mentioning “the band is a lifeline for some kids in this sports-oriented world” and “band programs took a big hit during covid - it would be great to support a rebuild.” A vote will be conducted at the next meeting and the new proxy voting system will be in place by the next meeting.

10. Announcements

- a. The next PTO meeting will be December 7, 2022 at 9:30 am in the PD Room.
- b. Important Dates:
 - i. November 14-17 - K-5 Book Fair (Family Night on 11/16)
 - ii. November 17 - Feed My Starving Children Night
 - iii. December 3 - Winter Market
 - iv. January 31 - February 2, 2023 - Jr. High Book Fair
 - v. February 4, 2023 - Girl + Guest Dance
 - vi. March 11, 2023 - Son + One Glow Bowl
- c. Be sure to follow OGS PTO on Facebook!

11. Adjourn

- a. The meeting adjourned at 7:34pm CT.