

Oak Grove School Parent Teacher Organization
Meeting Minutes
Wednesday, November 4, 2020

1. Call to Order

The meeting was called to order on November 4, 2020 at 11:30am CT virtually via Zoom. Attendees included:

Julie Kovach	Laura Reutzel	Beth Zender	Donna Griffin
Lynsey Wolfe	Kate Byers	Allison Sherman	Nick Heckel
Aayshah Mirza	Carrie Waddell	Cathie DeMoon	Jason Ehrick
Jason Meltzer	Jina Rappaport	Karin Pawlowski	Katrina Treutelaar
Mary Haas	Sarah Ali	Corinne Harrington	Jason Meltzer
Jaspreet Gill			

2. Approval of Minutes

Minutes from October 7, 2020 were reviewed. Minutes were approved as distributed.

3. Report of Officers

a. President (Laura Reutzel)

- i. Thank you notes from Mrs. McCarty and her class and Mrs. Koehler regarding the virtual assembly were reviewed
- ii. All committee heads are being asked to use the following COVID disclaimer when promoting PTO activities: The PTO looks forward to continuing community activities in accordance with State and County guidelines under COVID. By participating in this activity, the PTO is requesting that all families follow the COVID guidelines provided by the school including, but not limited to group sizes, masks, and social distancing.
- iii. The PTO plans to coordinate an OGS Family Recipe Book. In the coming weeks, families, teachers, and staff will be asked to share favorite recipes (everyday and holiday) as well as a short write up of what makes the recipe special. The recipes will be compiled into a PDF that can be accessed on the PTO webpage.
- iv. An 8th grade student committee is working with the PTO to coordinate 20 Days of Giving to benefit the Libertyville Food Pantry. A calendar will be developed with 20 days of different food items needed by the Food Pantry. Items will be collected over the course of 20 days and delivered to the Libertyville Food Pantry in mid-December.
- v. The link to teacher Amazon Wish Lists was included in the 10/19 OGS News. Shipping addresses have been updated since the time the list was first distributed. Purchasing items off of the teacher wish lists is a great way to show appreciation for everything OGS teachers are doing in this unique year.
- vi. Positions will be available on the PTO Executive Board for next year. The PTO's executive board consist of a President, Vice President, Treasurer, Secretary, and Registrar. All positions are one year commitments with the exception of the Treasurer position; however, historically positions are held for 2 years. Further communication regarding available positions will be sent in the next month.

b. Vice President (Beth Zender)

- i. Natalie Sabatino reported to the BOE regarding a finance audit. No deficiencies were found, but several reserve categories are low.
- ii. Facilities: Scott Blumberg, Ozzie Suarez and Allison Sherman are compiling a list of "have to" facilities items that need to be addresses in the next 1.5 years.
- iii. Technology: The Clever app sign in is adding more apps to simplify logging in. OGS is transitioning to a new mass communication system for sending electronic notifications.

- iv. PRESS Policy Updates from ISBE were reviewed, but none impact any major changes for OGS.
- v. Reentry Update: Lake County incidence rate has been over the threshold for 7 days and the health department recommends all districts transition to virtual learning. The OGS zip code has been over the threshold for 5 days. Preparations to transition to remote learning are underway and the school will be ready to react as necessary.
- vi. eLearning Update: Integration of virtual instructional practices are taking place for Eagles@School. Virtual instructional practices will help the school be more flexible in the event a student or teacher needs to quarantine for a period of time, if there is a snow day or if the whole school needs to transition to remote learning.
- c. Treasurer (Donna Griffin)
 - i. Revenue: All registration receipts received. Hot lunch revenue is 50% of the level of prior years. Parent-on-the-go donation receipts are \$500 higher than projected. School supply prepack revenue was in line with projections. Calendar revenue is approximately \$500 less than projected. Online spiritwear sale was very successful and raised \$2200. Helping Hands donations are more than in the past by \$1000.
 - ii. Expenses: 5 reimbursements have been processed for use of teacher funds. The PTO sponsored caramel apples for all teachers as a treat to replace the pies we usually deliver as part of Red Ribbon Week. A playground paver on behalf of the 8th grade class of 2020 was purchased from OGSEF as a tribute to the class and using funds that would have been used for graduation celebrations.
 - iii. The PTO contribution to the library renovation has been processed. The PTO ended up paying \$35,226 compared to \$45k approved in the February 2020 vote due to the contribution from OGSEF.
- d. Registrar (Lynsey Wolfe)
 - i. Directories have been ordered and are being printed now.

4. Report of Administration (Allison Sherman)

- a. Administration is in constant contact with health officials, but Wednesdays and Thursdays are the days when they receive major COVID metrics updates from the health department. County rates continue to rise, but our local area is mostly stable. The school board and legal counsel are also integrally involved in these updates and decision making. There have been 2 positive COVID cases among the Eagles@School population, but neither resulted in additional quarantine beyond the individuals directly impacted. Early isolation, social distancing and masking are effectively helping in-person learning continue. Administration continues to evaluate the need for headsets for students. A vendor has been identified who can supply the headsets at a reduced cost with an education discount once the count is determined. The IL State Board of Education awarded OGS PTO the "Those Who Excel" award for their tireless work on behalf of OGS.

5. Reports from Standing Committees

- a. Teachers Liaison (Jina Rappaport) – Thank you to the PTO on behalf of the teachers for the Taffy Apples. The library has 2 punch list items remaining and is almost complete. A reminder will be sent to teachers regarding their allocated \$100 reimbursable fund and to e-mail their expense forms to the Treasurer rather than drop in the office mailbox.
- b. Room Parent Coordinators (Beth Zender) – Halloween Parade was a success due to volunteers and Dr. Meltzer. K-4 coordinators did a great job with Halloween parties. The Winter parties will have crafts/games and maybe a virtual assembly. Administration has approved physical gifts for teachers.
- c. Programs & Speakers (Laura Reutzel on behalf of Elizabeth O'Neill) – The virtual assembly with BMX Flatland Rider Champion, Matt Wilhelm was very successful. Matt performed the show

from his personal, indoor training facility. He incorporated video clips of questions from OGS students (both Eagles@Home and @School) into his show. He also featured attempts to break his spinning world record, skits on helmet safety, tips on how to overcome obstacles and build resilience, and lots of bike tricks shown from Matt's helmet and bike cameras, as well as a glow in the dark finale. Feedback from the assembly was very positive.

- d. Staff Appreciation Meals (Laura Reutzal on behalf of Christine Merrild) – Fall conferences will be held remotely so the PTO does not need to coordinate the usual dinner and treat buffet. Instead the PTO will provide treats to the staff throughout the winter similar to the caramel apples distributed last week.
- e. Book Fairs (Laura Reutzal on behalf of Jen Tippett) – The book fair will run virtually Nov. 9th-22nd. A teacher wish list is currently being compiled. The plan is to share the wish list by Sign-up Genius, but please share any suggestions on how to efficiently manage the virtual wish list. Each family that makes a purchase will be entered to win a gift basket full of books and goodies.
- f. Fundraisers/Virtual 5k (Laura Reutzal & Kate Byers)
 - i. Rocky Mountain Fundraiser: 278 caramel apples were sold. RMCF is a very generous fundraising partner and 50% of proceeds are donated back to the school. As a result, the PTO made \$972.61 from this fundraiser.
 - ii. The Soaring Eagles 5k raised \$3,825.15! Winners of the “finish line” prizes were selected randomly from those who submitted photos, winners were notified and all prizes have been delivered. Thank you to Elan Landscaping for their sponsorship of the event and to Sports11 for donating prizes.
- g. Red Ribbon (Laura Reutzal on behalf of Dana Huennekens) The spirit week themes were fun and all Eagles enjoyed dressing up for Red Ribbon Week. 170 caramel apples were delivered Friday morning for faculty and staff instead of pies this year.
- h. Directory (Laura Reutzal on behalf of Dana Huennekens) The Directory is currently being printed. 650 copies will be printed. 620 copies will be distributed to registered families and 30 extras will be available upon request and/or for new families.

6. Report from OGSEF (Katrina Treutelaar)

OGSEF has a meeting next week and there is no report at this time.

7. Old Business

No old business

8. New Business

No new business

9. Announcements & Questions

No announcements

10. Adjourn

The meeting adjourned at 12:36pm CT. The next meeting will be Wednesday, December 2nd at 11:30am CT via Zoom.