

**Oak Grove School Parent Teacher Organization  
Meeting Minutes – Wednesday, March 1, 2023**

**1. Call to Order**

- a. The meeting was called to order on Wednesday, March 1, 2023 at 6:30 pm CT in the Elementary Library at Oak Grove School. Participants included:

**Zoom Participants**

Melissa Sheldon	Joni Kane	Raabia Khan Mohammed	Doug Malkin
Jaspreet Gill	Cathie DeMoon	Laura Buerstatte	Karin Pawlowski
Anabela Largo	Jen Liu	Niki Tucker	

**In-Person Participants**

Kate Byers	Elizabeth O'Neill	Aayshah Mirza	Elisabeth Cobb
Allison Sherman	Erin Liebgott	Jacki Lewis	Lynsey Wolfe
Maryanne Korkut			

**2. Approval of Minutes**

- a. Minutes from February 1, 2023 were reviewed. Minutes were approved as read.

**3. Correspondence**

- a. A thank you note from Mrs. Saia regarding the Treat Train was shared.

**4. Reports of Officers**

- a. President (Kate Byers)
  - i. Lunch Pantry Update. 32 lunches provided in elementary (JH seeing similar numbers). Decrease in JH numbers due to lunch staff encouraging students to call home to notify parents of forgotten lunch before getting pantry items.
  - ii. Nominating Committee is looking for volunteers and candidates. The committee is working to first finalize the new Executive Board slate. Nominees will be announced before the next meeting. The Executive Board vote will be held at the April meeting. The nominating committee will then fill the committee chairs slate for a May vote.
  - iii. IAR Treat Bag packing volunteers needed on March 10 - 12-2pm to fill treat bags for grades 3-8.
  - iv. Meet the Candidates night for the Board of Education is scheduled for March 15.
- b. Vice President (Elizabeth O'Neill). Report from the February 21, 2023 BOE Meeting:
  - i. BOE meetings are now being recorded (and timestamped).
  - ii. ESSR funds are government funds issued in the wake of the COVID-19 pandemic. OGS received approximately \$135,000 in the most recent wave of ESSER funds.
  - iii. Facilities Update. The district is considering bringing in its early childhood program to the building and monitoring enrollment to gauge whether an additional classroom space is needed. Many high-level discussions are taking place. Expanding the building is not out of the question.

- iv. Restorative Practices. A presentation was provided by Mr. Murray, Mrs. Kiefer and Mrs. Edelson. Teachers can still give consequences which could include detention, but the focus is on the antecedent.
  - v. The village of Green Oaks is seeking to complete the safety-related project on Lexington. Cost is \$30,000-\$35,000. The village is asking OGS to split the cost 50/50.
  - vi. Exit Interview Process. Interviews are voluntary and conducted by the Asst. Business Manager. The Board asked for a standardized form that departing staff get to fill out in their own words and for it to be signed off on by the person exiting.
  - vii. Calendar. The Board approved calendar option 3 which was the first choice of OGEA and one of the two options making Eid a non-attendance for students which was recommended by the DEI Committee. It is linked to the Board agenda.
  - viii. Bus Contract Renewal. Durham Bus proposed a 6.9% increase overall for services next year. The district will have continued conversations about the 19% increase that was authorized last year but did not yield the ability to run all pm routes at one time (3 routes still run late). Will have more information in March.
  - ix. Staffing Update. Kindergarten enrollment is at approximately 70 which is higher than usual for February. Admin will monitor the enrollment over the next couple months and throughout summer.
  - x. Public Comment. One teacher spoke about concerns over the use of involuntary transfers mid-year and lack of checks and balances related to upper administrative decisions.
  - xi. Communications Meeting. There was a communications committee meeting on February 28. The members of the committee discussed the process for: soliciting questions from the community on board process and operation, sending out summaries of Board meetings and a survey on issues related to communication potentially to be distributed to families later this school year
  - c. Treasurer (Kate Byers on behalf of Haeli Byrnes)
    - i. Because today is March 1st, the bank statement was not ready in time to reconcile February.
    - ii. January Giveback for Marla's was \$2,428.75 and February was \$3,227.75
    - iii. January expenses included: November teacher conferences - \$987, Winter pizza party for Jr high - \$1146.
    - iv. February expenses included: Teacher Funds reimbursements - \$815 (9 teachers), deposit for Variety Show audio equipment - \$600, K-1 Social & 2-3 Social - \$1800, Battle of the Books - \$645.
    - v. Some checks from sponsors for Son+One have been received. Final numbers will be provided after the event.
  - d. Registrar (Aayshah Mirza)
    - i. No report.
- 5. Report of Administration (Allison Sherman)**
- a. Mr. Murray will be the new OGS Principal. Three committees took part in the interviewing process and Mr. Murray rose to the top of the final 4 candidates.
  - b. The 8th grade musical was awesome. During chats with students, 8th graders repeatedly say to keep the musical. Next year's production will be announced soon.

- c. The new streaming equipment has received good feedback. 102 people tuned in at the peak of the first streamed board meeting. 23 people downloaded the recording the next day and 5 in the next two days. Board members continue to look for ways to reach out to the community.

## **6. Reports of Special Committees & Representatives**

- a. PTO-Teacher Liaison (Melissa Sheldon)
  - i. Thank you for organizing the food drive, book fair and treat train. The treat train always adds extra enjoyment to the day.
  - ii. Great reviews from students on the Girl & Guest dance and looking forward to the Variety Show.
- b. BSA Pack 194 Liaison (Doug Malkin)
  - i. The Pack recently participated in the Scout Olympics on February 10. The younger Scouts (K-2) visited the Libertyville Fire Department on February 11.
  - ii. The Pack is going camping with the dinosaurs at the Field Museum on March 3 and will have a STEM opportunity on March 10 at iFly in Rosemont.
  - iii. Additional upcoming events include: Annual Blue and Gold banquet on March 22, Scouting for Food in the Tantara, Lake Somerset, Regency Woods and Brookhaven neighborhoods on March 5 (collecting bags on March 11) and Keeping Green Oaks Beautiful community service event on April 22 at Lake Kathryn.
- c. OGSEF Representative (Rabbia Khan Mohammed)
  - i. First seminar with Simply Bee was in mid-January. Its recording had 266 visits. The next seminar is March 14.
  - ii. Lolo's fundraiser sold just over \$1000 making a \$218 profit.
- d. DEI Representative (Raabia Khan Mohammed)
  - i. DEI held a parent workshop with Biz Lindsay-Ryan who spoke with staff earlier this year. ~20 people attended. She is coming again (March 3) to speak with staff. It has also been recommended she meet with the BOE.

## **7. Reports of Standing Committees**

- a. Book Fairs
  - i. 5-8 (Lynsey Wolfe). Sold ~\$8,000. Netted \$1,200 profit (compared to last year's \$800). This year 5th grade was included. Recommending a survey to teachers to determine if 5th grade prefers the JH or elementary book fair. Thank you to Mrs. Ostermann, Derek Hilliard and office staff.
- b. Community Give Back (Kate Byers for Brooke Schamber). 2,000 donations were collected for the Libertyville Township Food Pantry. Thank you to all families who donated and to Nurse Callie and Maryanne Korkut for volunteering.
- c. Grade Level Coordinators
  - i. K-4 (Aayshah Mirza). Thank you to all parent volunteers who assisted with the Valentine's/Kindness Day parties.
- d. Grade Level Socials
  - i. K-1 (Jacki Lewis for Emily Savino). Event cost \$1,200 (which was under budget). Event held at Ultimate Ninjas. 90 students were registered but only 75 attended. Moving forward, it is suggested that a reminder is sent the day before and continue to use name tags to identify parent, student and grade.
  - ii. 4-5 (Elizabeth O'Neill for Donna Bachman). Event planned for April 28 7-8:30pm at Ultimate Ninjas. Volunteers needed.

- e. Son + One (Joni Kane). Glow Bowl on March 11 - 6-8:30pm at Bowlero. Event has been opened for 70 people on the waitlist. 295 tickets sold so far. When not bowling, there will be time to eat, play in the arcade and participate in the raffles (70 items available). Still looking for volunteers.
  - f. Spiritwear (Kate Byers for Courtney Johnston). Items will be delivered this week. Total sales were \$2,073.80 and anticipate \$300-\$375 profit back (15-18%).
  - g. Staff Appreciation Meals (Kate Byers for Jen Sahagian). The P/T conference staff dinner (3/2) will be catered by BBQ Productions with a fruit tray from Sunset Foods. ~20 volunteers have signed up to bring desserts. Desserts should be delivered to the office after 1pm.
  - h. Treat Train (Jacki Lewis). The Mardi Gras theme was well received. 4 winners won Target gift cards and one received a \$25 gift card to Amazon. March 10 treat train theme will be "We would Crumbl without you..." Only 3 spots left for 6th grade families to donate. April will be 7th grade, May 8th grade.
  - i. Variety Show (Kate Byers for Christine Merrild & Ashley Wilson). This year had the most 8th graders ever to try out for emcee. Acts are starting to register for tryouts to be held April 14/15. A teacher panel of judges will be looking for preparedness and a mix of different acts.
  - j. Coming of Age (Elizabeth O'Neill). The school now brings Candor in during the school day in place of tea/talks previously offered by the PTO. Due to a strong desire from the community to provide an event parents can attend with students, the PTO will try a new model this year. Looking at late April to organize a "setting up for success in Jr. High" event. Inspire Counseling will develop topics around puberty, social media, etc. There will also be a fun component such as an open gym, photo booth, games, and snacks. More info to come.
- 8. Old Business**
- a. None
- 9. New Business**
- a. Request from Aimee Brown for up to \$310 for a coil binding machine.
    - i. Jacki Lewis made a motion and Erin Liebgott seconded the motion to discuss the request. Motion passed unanimously.
- 10. Announcements**
- a. The next PTO meeting will be April 5, 2023 at 9:30am in the PD Room.
  - b. Important Dates:
    - i. March 11 - Son+One Glow Bowl
    - ii. March 15 - BOE Meet the candidate night
    - iii. April 14 - Fine Arts Day
    - iv. April 14 - Variety Show
  - c. Be sure to follow OGS PTO on Facebook!
- 11. Adjourn**
- a. The meeting adjourned at 7:21 pm CT.