

**Oak Grove School Parent Teacher Organization  
Meeting Minutes – Wednesday, April 5, 2023**

**1. Call to Order**

- a. The meeting was called to order on Wednesday, April 5, 2023 at 9:30 am CT in the Professional Development Room at Oak Grove School. Participants included:

**Zoom Participants**

Beth Koopman	Jacki Lewis	Raabia Khan Mohammed	Aayshah Mirza
Hillary Bolke	Amibka Mayer	Amanda Arnold	Karin Pawlowski
Amber Ashba	Jen Liu	Amy Peterson	Laura Buerstatte

**In-Person Participants**

Kate Byers	Beth Zender	Haeli Byrnes	Elisabeth Cobb
Allison Sherman	Laura Reutzell	Niki Tucker	Lynsey Wolfe
Maryanne Korkut	Jina Rappaport	Julie Kovach	Kelly Epley

Joni Kane

**2. Approval of Minutes**

- a. Minutes from March 1, 2023 were reviewed. One correction of the spelling of “Raabia” on page 3 was made. Minutes were approved as corrected.

**3. Correspondence**

**4. Reports of Officers**

- a. President (Kate Byers & Beth Zender)
  - i. Lunch Pantry Update. 41 lunches provided in elementary during March - lower due to Spring Break. JH usage has gone down due to having students call home.
  - ii. National Purple Up Day is April 14. Due to Fine Arts Day being scheduled for the same day, OGS will celebrate later in April.
  - iii. OGS Volunteer Breakfast is scheduled for April 27. Please RSVP by April 17.
  - iv. Field Day is traditionally every other year. It was not planned for this year, however because of the rain out last year, there was tremendous interest from families to try again this year. It is scheduled for Friday, May 26 (early dismissal). An indoor option in case of rain will be in place. During New Business there will be a discussion to allocate surplus funds to cover the cost of the event.
- b. Vice President (Beth Zender for Elizabeth O’Neill). Report from the March 21, 2023 BOE Meeting:
  - i. Mr. Murray and several teachers presented on school climate and culture. The presentation included various steps being taken to improve morale and culture.
  - ii. Finance Report. Steve Cummins is taking steps to ensure bills are paid at the right time and that no future late fees are incurred.
  - iii. Facilities Report. Steve Cummins shared the list of projects for health/life/safety, maintenance, and enhancements for the next several

years. The BOE agreed to send out an RFQ to find architectural professionals to help the community and school potentially pursue expanding the school's footprint.

- iv. Student Fees. There will be a \$10 increase in fees for band and athletics.
  - v. DEI Training. Representatives from the administration and staff will attend DEI training through the Regional Office of Education. The Board will receive DEI training as well.
  - vi. Durham Bus Renewal. Durham is proposing a 6.9% rate increase for the next year. A contract for next year will be brought before the Board in April.
  - vii. Public comment included the following issues:
    - 1. District's technology policy
    - 2. Lack of communication about former principal being placed on administrative leave
    - 3. School finances - particularly incurred late fees
    - 4. Concerns of compliance with handbook as it relates to TAG
    - 5. Staff retention and happiness
    - 6. ISBE retention data - OGS has dropped below state average
- c. Treasurer (Haeli Byrnes)
- i. Marla's March payout = \$2,736.25. On track to come close to what was budgeted for the year.
  - ii. Received \$20 from Abbvie as a matching donation. PTO is losing donations from Amazon Smile so every little bit helps.
  - iii. March expenses included: 3rd grade Mother's Day books - \$343; PTO's Zoom subscription - \$150; P/T conferences dinner - \$1,450; 8 teacher fund reimbursements.
  - iv. Taxes were filed with the State of IL. Check has been cashed, so our organization is in good standing.
  - v. Sidenote - PTO has a healthy reserve to cover surplus fund requests
- d. Registrar (Aayshah Mirza)
- i. No report.
5. Report of Administration (Allison Sherman)
- a. Kindergarten family night is scheduled for April 20 at 6:15pm.
  - b. Mr. Murray is reviewing possible changes to the Kindergarten screening process with K teachers.
  - c. Graduation letters went out to 8th grade families. 8th Dance is May 26 and Graduation is May 30.
  - d. All grade levels are finalizing Picnic day plans.
6. Reports of Special Committees & Representatives
- a. PTO-Teacher Liaison (Jina Rappaport)
    - i. Thank you for the P/T Conferences dinner.
  - b. BSA Pack 194 Liaison (Kate Byers for Doug Malkin)
    - i. March events included "camping with dinos", iFly, Scouting for Food (80 grocery bags collected) and 4 Cub Scouts graduating to Boy Scouts.
    - ii. Upcoming events include "Keeping Oak Grove Clean" on April 22 - partnering with the Sustainability committee to clean up the school grounds, and the spring campout on May 13-14.
  - c. OGSEF Representative (Raabia Khan Mohammed)

- i. Approved 2 grants for 3rd grade Biography Night (\$1,118.28) and for a new shelving program in the elementary library (\$7,354).
    - ii. In the process of selecting scholarship winners. Scholarships are awarded to two LHS graduating seniors who are OGS alumni. OGS is the first feeder school to provide scholarships.
    - iii. Teacher awards will be presented at the end of the school year. These are nominated by teachers in three categories - Elementary, Junior High and specialists.
  - d. DEI Representative (Raabia Khan Mohammed)
    - i. The committee is going to provide training for the BOE.
- 7. Reports of Standing Committees
  - a. Book Fairs (Kelly Epley)
    - i. BOGO book fair will be held May 9-12 with family night on Wednesday, May 10 - same night as band concert to hopefully generate traffic. Schedule for all K-8 classes is set.
    - ii. Asking classes to collect donations for a local non-profit. The class in K-4 and 5-8 who collects the most will win a popsicle party.
    - iii. Determining the best way to provide parents a chance to donate to your teacher's library. Mrs. Rappaport mentioned this has never been done before and therefore is not an expectation of teachers.
    - iv. Teachers will have baskets to create their wishlist if students/parents would like to purchase for teacher classroom libraries.
  - b. Girl & Guest (Ambika Mayer)
    - i. 246 girls attended with 190 adult guests.
    - ii. Girls were able to bring in food items (for Community Give Back food drive) and receive raffle tickets.
    - iii. Ms. Spector and the Art Club created a sign for the hallway. Also something that might be considered again for next year.
    - iv. 44 items were donated for the raffle (had expected 25).
    - v. Thank you to all volunteers and local businesses.
    - vi. Moving forward, looking for ways to get more volunteers to help with setup and takedown.
  - c. Grade Level Coordinators
    - i. K-4 (Aayshah Mirza)
      - 1. Picnic Day planning is underway and on track for all grades. K & 1st are planning their events. Other grade events include: 2nd grade bowling, 3rd grade movies and 4th grade roller skating. Parents should look for information coming from the teachers.
    - ii. 5-8 (Julie Kovach)
      - 1. GLCs have been encouraged to reach out to their teacher liaisons.
      - 2. Kona Ice is an option on May 31, 12-3pm. 5-8 is welcome to join K-3 (4th grade opted out this year).
      - 3. There was discussion regarding increasing the party fee due to inflation. Allison Sherman stated registration dates will be determined soon.
  - d. Programs & Speakers (Raabia Khan Mohammed)
    - i. Final assembly of the school year is May 1 titled "They Made a Difference - Women in History." Sessions will have 3 grade levels at a time: K-2, 3-5 and 6-8.
  - e. Grade Level Socials

- i. 4-5 (Kate Byers for Donna Acciari-Bachman). Social will be held at Ultimate Ninjas on April 28.
  - ii. 6-7 (Beth Zender for Carrie Siebert). Planning a trampoline social, date TBD.
- f. Son + One (Joni Kane)
  - i. Roughly 300 guests attended.
  - ii. Bowlero was \$5,500 which included pizza, unlimited soda and two hours of bowling. The raffle brought in \$6,900, sponsorships provided \$4,300. Expenses of supplies were \$243. The event made a grand total of \$5,433.31.
- g. Stepping Up to 6th Grade (Kate Byers for Jen Davis)
  - i. The event is scheduled for Monday, April 24 at 6pm. All 5th graders plus one adult are invited to attend. The evening will have two parts. During the first hour, attendees can select 2 of 4 mini sessions presented by Inspire Counseling covering topics related to coming of age. The second hour will include treats and fun as well as an art project/time capsule. Swag bags will be handed out as participants leave.
  - ii. 4th grade parents are encouraged to volunteer.
  - iii. A suggestion was made to admin to move Candor puberty education sooner in the 5th grade year.
- h. Treat Train (Jacki Lewis)
  - i. Final two treat trains are scheduled.
  - ii. May's treat train will recognize those staff members who are retiring. Looking into having the 8th graders help with distributing.
- i. Variety Show (Kate Byers for Ashley Wilson & Christine Merrill)
  - i. Variety Show is Friday, April 14 at 5:00pm and 7:30pm. Second show will start a few minutes late to allow those observing Ramadan to break their fast.
  - ii. Tickets are on sale on Revtrak. April 5 is the last day to purchase the cast dinner and program shoutouts on Revtrak.

## **8. Old Business**

- a. None

## **9. New Business**

- a. PTO Executive Board Candidate Slate
  - i. Joni Kane made a motion and Niki Tucker seconded the motion to discuss the candidate slate. Candidate slate includes: Co-Presidents - Kate Byers & Joni Kane, Co-Vice Presidents - Hillary Bolke & Ambika Mayer, Secretary - Amanda Arnold, Co-Treasurers - Laura Reutzel & Karin Pawlowski, Registrar - Randi Muzumdar. The 2023-24 PTO Executive Board Candidate Slate was approved unanimously.
- b. Request for Funds:
  - i. \$175 by Laura Reutzel on behalf of the Graduation Reception Committee to purchase tablecloths.
    - 1. Julie Kovach made the motion and Joni Kane seconded the motion to discuss. Request passed unanimously.
  - ii. \$250 by Beth Hughes for subscriptions for EL Team (Sports Illustrated for Kids & National Geographic).
    - 1. Laura Reutzel made the motion and Joni Kane seconded the motion to discuss. Questions were asked if this should be a line item in the budget moving forward. Request passed unanimously.
  - iii. \$450 by Staci Jones for Purple Up Day shirts and breakfast.

1. Lynsey Wolfe made the motion and Laura Reutzel seconded the motion to discuss. Motion passed unanimously.
- iv. \$999 by Karin Pawlowski for Field Day.
  1. Julie Kovach made the motion and Lynsey Wolfe seconded the motion to discuss. Motion passed unanimously.
- v. \$4,950 by Cody Callahan for a high jump mat for PE/Track & Field.
  1. Julie Kovach made the motion and Laura Reutzel seconded the motion to discuss. There was discussion about the history of this request and Allison Sherman offered to look into splitting the cost with the school. Due to PTO bylaws rules regarding requests of more than \$1k an alternate motion was proposed. Laura Reutzel made the motion and Joni Kane seconded to approve up to \$999 to share the cost of the high jump mat with the school. Motion passed unanimously.

#### **10. Announcements**

- a. The next PTO meeting will be May 3, 2023 at 6:30pm in the Elementary Library. The last PTO meeting of the year will be May 17, 2023 at 9:30am in the PD Room.
- b. Important Dates:
  - i. April 14 - Fine Arts Day
  - ii. April 14 - Variety Show
  - iii. April 20 - Kindergarten Open House & Ice Cream Social
  - iv. April 22 - Earth Day Clean Up on school grounds
  - v. April 24 - Stepping Up to 6th Grade
  - vi. April 28 - 4th/5th Grade Social
  - vii. May 9-12 - BOGO Book Fair (Family Night on 5/10)
  - viii. May 17 - 3rd Grade Open House & Ice Cream Social
  - ix. May 23 - 2nd Grade Open House & Ice Cream Social
  - x. May 26 - Field Day
- c. Be sure to follow OGS PTO on Facebook!

#### **11. Adjourn**

- a. The meeting adjourned at 10:32am CT.