

**Oak Grove School Parent Teacher Organization
Meeting Minutes – Wednesday, May 3, 2023**

1. Call to Order

- a. The meeting was called to order on Wednesday, May 3, 2023 at 6:30 pm CT in the Elementary Library at Oak Grove School. Participants included:

Zoom Participants

Allison Sherman	Becky Honaker	Ambika Mayer	Karin Pawlowski
Joni Kane	Amanda Arnold	Laura Reutzel	Santhosh Kumar

In-Person Participants

Kate Byers	Beth Zender	Haeli Byrnes	Elisabeth Cobb
Elizabeth O'Neill	Randi Muzumder	Raabia Khan Mohammed	Doug Malkin

2. Approval of Minutes

- a. Minutes from April 5, 2023 were reviewed. Minutes were approved as read.

3. Correspondence

- a. Two thank you notes were shared from Cathy Saia and Sara Kurtz regarding Treat Train and all the PTO provides for teachers.

4. Reports of Officers

- a. President (Kate Byers & Beth Zender)
 - i. Lunch Pantry Update. 65 lunches provided during April. PTO will assess the program at the end of the year. A \$1 lunch pantry fee will be added for next year's optional fees.
 - ii. Website Update. The current PTO website platform, Mitsy, is going out of business. Mitsy has recommended PTBoard going forward. This platform was an option considered last summer. The PTO Executive Board will reassess and follow up.
- b. Vice President (Elizabeth O'Neill). Report from the April 25, 2023 BOE Meeting.
 - i. Finance Update. Steve Cummins shared how steps have been taken to avoid late fees on recurring bills. The BOE will hold a hearing at the May meeting on amendments to the FY2023 budget. The budget forecast for FY 2024 will be presented in May. The Board will approve the tentative budget in June and final approval will take place in August.
 - ii. Facilities Update. Staining of the JH canopies will take place after the end of the school year. Peter Graves, who has worked with OGS for 15 years, will no longer provide architectural services for Oak Grove after the summer 2023 projects.
 - iii. Admin and teacher members of the DEI committee presented to the Board. Several committee accomplishments were shared. The presentation is posted to the agenda.
 - iv. A school board election was held in April. Three individuals ran for three seats. These individuals are Raabia Khan, Kim Rihman and Nurridin Matthew Saratore. The Board selected the following leadership roles: Raabia Khan is Board President, Emily Savino is Board VP and Henry Liu is Board Secretary.

- v. Approvals. The Board approved the Durham Bus Contract Renewal which included a 6.9% increase to the daily rate cost for routes. The Board also approved a \$10 increase for band and athletics fees.
- vi. Teaching & Learning Update. The admin team is looking to increase instructional minutes for literacy. The team met with the 4th and 5th grade teachers. Next year, the model will remain a 3-teacher team model. In '24-'25, the teams will transition to 2-teacher teams. One teacher will teach math and science and one will teach ELA and social studies.
- c. Treasurer (Haeli Byrnes)
 - i. Marla's April payout = \$2,974.75. Total is very close to what was budgeted for the year.
 - ii. Variety Show had about \$2,000 in expenses. Waiting to receive RevTrak ticket sales.
 - iii. Other expenses included: Mobile Ed Productions (Women in History assembly) - \$1,300; Stepping into 6th Grade speakers - \$1,000; Purple Up Day - \$400; rectangular tablecloths - \$90.
- d. Registrar (Aayshah Mirza)
 - i. No report.

5. Report of Administration (Allison Sherman)

- a. High jump mat has been purchased. Thank you for your PTO contribution. This will benefit both the Track & Field team and PE classes.
- b. Purple Up Day was a very meaningful celebration.
- c. Events scheduled for '23-'24 can be added to the calendar. Working toward scheduling in advance to have a good cadence of events throughout the year.
- d. It was great to see everyone at the Volunteer Breakfast. Breakfast could become an annual event.
- e. Special thank you for Teacher Appreciation Week and Ice Cream Socials.

6. Reports of Special Committees & Representatives

- a. PTO-Teacher Liaison (Becky Honaker)
 - i. Gratitude was shared for the April Treat Train. Teachers enjoyed seeing all volunteers at the Volunteer Breakfast.
 - ii. Special thank you from the Kindergarten team for the PTO's help during their Open House and New Parent information night.
 - iii. Looking forward to Field Day and End-of-Year festivities.
- b. BSA Pack 194 Liaison (Doug Malkin)
 - i. April events included calendar planning for the next year and Keeping Oak Grove Beautiful on Earth Day.
 - ii. May events include Pack Meeting (25 scouts will advance in rank) on May 5; Camping in Wisconsin May 13-14; Marching in the Libertyville Memorial Day Parade.
 - iii. June events include Blasting Into Summer on June 3, 10am-12pm (all are welcome).
- c. OGSEF Representative (Raabia Khan Mohammed)
 - i. The Foundation presented two scholarships to Paige Regan and Charlie Verkoulen. Scholarships are presented to OGS alumni who are graduating seniors at LHS.
 - ii. The Foundation provided a \$1,200 grant to Dr. Meltzer for Go-Pro Max cameras.
- d. DEI Representative
 - i. No report.

7. Reports of Standing Committees
 - a. Book Fair (Beth Zender for Kelly Epley)
 - i. BOGO book fair will be held May 9-12 with family night on Wednesday, May 10 - same night as the band concert.
 - ii. Classrooms are encouraged to collect donations for Reading Power (local non-profit). The K-4 and 5-8 classrooms who collect the most will win a popsicle party. PTO will reach out to teachers regarding the fundraiser.
 - b. Field Day (Karin Pawlowski)
 - i. Plans are on track. Met with Ryan Murray and Susan Gilbert. Emails out to teachers to start student pairings. All volunteer spots are full. Indoor option is complete. Events will happen rain or shine.
 - c. Grade Level Coordinators
 - i. K-4 (Beth Zender for Aayshah Mirza). Committee is working with Half Baked Pizza Co. to find a better gluten-free option.
 - ii. 5-8 (Laura Reutzell). No update.
 - d. Grade Socials (Kate Byers for Carrie Siebert)
 - i. 6-7 is the last social event of the year. May 18 at Sky Zone. Registration is open.
 - e. Programs & Speakers (Elizabeth O'Neill)
 - i. The last assembly of the year was held on Monday, May 1. Martina Mathisen, an actress, presented "Women in History." She used costumes, accents, visuals and props to make the characters come alive. Three assemblies were held K-2, 3-5 and 6-8.
 - f. Stepping Up to 6th (Elizabeth O'Neill & Beth Zender)
 - i. This was a reinvention of a longstanding OGS event. Four counselors from Inspire Counseling presented on topics relevant to middle school students including social media and relationships. The second half of the evening included games, open gym and a capsule project to be given to students upon 8th grade graduation. Attendance included approximately half of all 5th graders.
 - g. Teacher Appreciation Week (Kate Byers for Melody Lyon)
 - i. Teacher Appreciation Week is May 8-12. Something will be provided to teachers everyday including: Card My Yard, breakfast, taco bar lunch and sweet treats.
 - ii. Look in the OG News for ways to help celebrate your teachers.
 - h. Treat Train - one more scheduled for the year.
 - i. Variety Show - update will be provided at the next PTO meeting. Dr. Meltzer has provided a recording divided by act.
8. Old Business
 - a. Update on request for funds for high jump mat. During April's meeting, it was approved to spend \$999 (the highest amount the PTO can vote on at a first meeting). The school then contributed roughly \$3,500 toward the remaining cost of the mat.
9. New Business
 - a. '23-'24 PTO Chairperson Candidate Slate (to be voted on at next meeting on May 17, 2023)
 - i. Raabia Khan Mohammed made the motion and Doug Malkin seconded the motion to discuss.
 - ii. Changes made to the slate include: Danielle Mazza to chair the Elementary Book Fair; Ashley Wilson to chair Community Give Back; Kelly Epley & Elisabeth Cobb to chair Stepping Up to 6th Grade; remove

Elisabeth Cobb and replace with Ashley Wilson for Variety Show. Positions are still open for the Welcome Back event, Co-chair for New Clubs & Activities and Winter Market chairs for Food and Secret Shopping Village.

- b. '23-'24 PTO Budget (to be voted on at next meeting on May 17, 2023)
 - i. Raabia Khan Mohammed made the motion and Doug Malkin seconded the motion to discuss.
 - ii. Haeli Byrnes presented changes to the budget. The budget has increased ~\$1,200 so the following adjustments were made: removed Family Fest (no chairperson); upped budget for Girl & Guest and Son + One due to this year's success; merged Spiritwear and Take & Go and all Winter Market sections; removed Family Socials, IAR treat bags and a handful of grade level expenditures that have not been used in the past 2 years.
 - iii. Increases for expenditures include: Life Storage; PTO insurance (more coverage for liability); costs of any meals, t-shirts and gifts; beginning of the school Popsicle Event; Staff Appreciation Days; Purple Up Day; Kona Ice Truck.
- c. Request for funds: \$500 by Alyssa Osterman for book binding machine and tape for both libraries.
 - i. Doug Malkin made the motion and Raabia Khan Mohammed seconded the motion to discuss. Discussion around the cost of on-going supplies (tape strips) arised. Questions will be brought to Mrs. Osterman. Motion passed unanimously.
- d. Request for funds: \$580 by Dr. Jason Meltzer for 2 tripods and Sony lens.
 - i. Randi Muzumdar made the motion and Doug Malkin seconded the motion to discuss. Motion passed unanimously.
- e. Request for funds: \$236 by Shellie Fahy for 8th Grade Celebration.
 - i. Randi Muzumdar made the motion and Doug Malkin seconded the motion to discuss, Motion passed unanimously.
- f. Request for funds: \$181 by Karin Pawlowski to cover Kona Ice for 4th grade.
 - i. Randi Muzumdar made the motion and Raabia Khan Mohammed seconded the motion to discuss. Motion passed unanimously.

10. Announcements

- a. The next PTO meeting will be May 17, 2023 at 9:30am in the PD Room. Light refreshments will be served. Retiring teachers will be recognized.
- b. Important Dates:
 - i. May 8-12 - Teacher Appreciation Week
 - ii. May 9-12 - BOGO Book Fair (Family Night on 5/10)
 - iii. May 17 - 3rd Grade Open House and Ice Cream Social
 - iv. May 18 - 6th-7th Grade Social
 - v. May 23 - 2nd Grade Open House and Ice Cream Social
 - vi. May 26 - Field Day
 - vii. May 31 - Kona Ice Truck (K-7th)
 - viii. Be sure to follow OGS PTO on Facebook!

11. Adjourn

- a. The Meeting adjourned at 7:26pm CT.