

PTO Meeting Minutes
9/05/2018

- I. The PTO meeting was called to order on Wednesday, September 5, 2018 at 9:01 am in the Junior High Cafeteria at Oak Grove School.
Attendees: Liz Howard, Christine Merrill, Agata Karpowicz, Ashley Wilson, Julie Kovach, Becky Rynes, Lonny Lemon, Andrew Fenton, Jina Rappaport, Ken LaCrosse, Lilli Melamed, Haeli Byrnes, Leah Parr, Cathie DeMoon, Lynsey Wolfe, Sarah Gotlund, Kate Byers, Rebecca Wagner, Jennifer Liu, Katrina Treutelaar, Jennifer Liu, Christina Swanson.
- II. May 16 May, 2018 minutes were approved as distributed.
- III. **Reports of the Officers**
 - A. **President's report -**
 1. The PTO received several thank you notes from last year including Mr. Nee, Ms. Moroz, Dr. Meltzer, and Ms. Poore.
 2. Hot lunch is going well so far. If there will be an event that conflicts with a school lunch for a grade, please give Marla at Marla's Lunch several weeks' notice to shut down that day for ordering so reimbursements are not needed. Marla did refund the 7th graders as needed for Camp Duncan.
 3. If you have something PTO related you would like to submit to the Oak Grove News, please email the exact text to both Christine Merrill and Liz Howard by Sunday evening for that week's news. Please note, the same news cannot be repeated two weeks in a row.
 - B. **Vice-President:** There were two Board Meetings scheduled for August, the second one was cancelled. More detailed Board Agendas/Minutes/Briefs can be referenced on the Oak Grove Web Pages. Items discussed included changes in drop off procedures for buses and parents, curriculum night, the 5-year tech plan was updated, some new laptops were purchased for 5th and 6th graders, and there was a discussion about hiring additional aides for teachers. Oak Grove enrollment was at 899 and was expected to go up to 915 at the time.
 - A. **Treasurer:** Ashley Wilson shared the budget for end of the year and the beginning of this fiscal year starting in July. Ashley is going to follow up on the box tops since we only received one check last January. Marla's hot lunch days came in about \$3400 under budget, but a check from May had not yet been deposited so in the end we are about \$500 over. Jina will coordinate with Ashley and Scott to submit final requests from teacher spending last year. Ashley reminded everyone this year all donations will be included under one lump sum. It was suggested to put a reminder in an upcoming OGS news to register for Amazon Smile and Heinen's
 - B. **Registrar:**
 - a. Becky Rynes reported that back in May we had registration for new families and Kindergarteners. In August everything was inputted by administration and she recently added about 100 sets of paperwork with contact information for directories, payments for calendars, party fees and volunteer information. There are 30-40 PTO Committee Chairs and she will share contact info for potential volunteers with those Chairs.

- b. Leah and Becky worked together on the calendars and updating the directory for this year.
- c. An email was sent out with a link to register for hot lunch volunteer slots in the elementary and junior high.

C. Report from Administrative: Dr. Lemon reported:

1. There was a special board meeting in early August to give the Board more time to prepare for last minute changes to class sizes. We are now at 913 students. The big increase this year was in the 4th grade which administration had been monitoring. The Board considered options for the increased class size and decided to hire 2 additional teachers to co-teach in the classrooms.
2. This year there are 45 new families, 125 people were at the new family night tours.
3. OGS has a lot of new staff, 11 new teachers/aides; 20 total in the District. With so many teachers they held an induction day for them all.
4. We are using all our building space. The previous teacher's lounge is now Ms. Luce's ELA classroom.
5. The new bookroom from the PTO is complete. It is located across from the elementary cafeteria and turned out spectacular. Dr. Lemon thanked Carlos for all his work building the room. Liz noted the PTO had not received a bill for the bookroom, Dr. Lemon will look into.
6. Last year the IL Board of Education awarded our custodian staff for all their work during our renovations. This year several of our staff were nominated and won including teacher aide Julie Piazzzi, Nurse Judy Klosterman, and Kathy Mahoney for Distinguished Educator Award. They will be attending a banquet on October 20th to celebrate. Congratulations!
7. A reminder, OGS is still looking for substitute teachers.
8. There will be a school board election in April, packets can be picked up starting September 12th. If anyone is interested, feel free to talk to Dr. Lemon with any questions. The packet can also be downloaded. Three board members' term will expire in April and it is currently unknown if they will run again. Christine noted typically the PTO hosts a meet and greet prior to the election. In the past that was held in late February or March.
9. Next year will have several more retirees.
10. Dr. Lemon introduced two new staff members at the meeting including our new Assistant Principal and new Instructional Coach

IV. Report from Standing Committees:

- A. **Teachers Liaison:** Jina Rappaport thanked the PTO for the teacher breakfast at the beginning of year. Liz asked Jina to remind teachers if they need supplies they have \$100 budgeted if not already used.
- B. **Family Fest** - Kate Byers did an awesome job with Family Fest this year! The PTO took in about \$2500 with tickets sales and spent about \$1500 on event. The 2-litre soda ring toss was by far the most popular station, but everything had a great audience. Shade tents were crucial with the heat, so we will keep that up in the future. Kate did receive some comments about hosting the event later in the Fall, but it was noted this becomes difficult for families with sports. Leah Parr was thanked for taking pictures during the event. Donations from local grocery

stores and one family donation helped offset costs, as well as several donations came in from the community for prizes. There are still a couple gift cards remaining if the PTO would like to use for another upcoming event.

- C. **New Family Night** - Ashley Wilson gave an update. We had a big turnout this year with over 40 new families. The event was held in the Junior High gym for more room, but therefore had to take away refreshments. Instead we had little favor bags with blue and white jelly beans. There was a miscommunication and unfortunately none of the classrooms were open to tour, but otherwise everything went well. Ashley suggested in the future moving the event to the Elementary Cafeteria, it is more of a central location with multiple entrances/exits for tours. All the handouts went into folders which worked great. It was suggested to create a list of local sports and other activities, OGS activities, etc. for new families as well in the future with sign-up timeframes and locations. Mr. Fenton also suggested including Alice training at New Family Night in the future. This was talked about during Curriculum night last year, but doesn't need to happen every year. Ashley added having the Student Council president on the agenda was also a great addition, the kids had a lot of questions.
- D. **Calendars** - Leah Parr thanked all the PTO Chairs for their input in collecting dates for the calendar. Leah noted this year we had 40 last minute registrations which impacted numbers, and as a result additional calendars had to be ordered. Only 10 more were needed, but the smallest increment that can be ordered is 50. Additional calendars are therefore available for sale if anyone is interested. It was suggested to also leave some with the front offices should anyone come in and request. Leah suggested rethinking the timing of ordering the calendars for next year and wait until Week 2 of school to place the print order. This will only push back delivery by two weeks and won't risk us losing money having to place two orders if a large increase in registrations. Eight teachers also purchased calendars at the \$5 discounted price. Usually they charge us \$6.60 each and that went up to \$10 each with a second order. Leah is also going to set up a google photo album to include in the OGS News occasionally so photos can be uploaded following events and can be used for the OGS calendar or other needs. Ken suggested if push back the calendar delivery date, to include August of the following year in the calendar as well so have until the new ones come out.
- E. **Box Tops** - Elisabeth Cobb couldn't attend but sent a note that they want to eliminate the classroom competition and set a goal for the entire school with a creative reward.
- F. **Pre-Packs** - Jennifer Liu reported we sold over 300 pre-packs, with a profit similar to previous years. There have been some complaints on quality from some teachers. We can request name brands which we did with headphones, but there were still some issues and missing items. Jen is looking into a new company "Schoolkidz" for next year. Quotes are about \$3-\$4 less and no additional shipping fee. This includes all brand name items, as well as labels and envelopes for donations. The school will also get \$200 in free supplies with first order and \$50 for future orders. Jen will look into this more, but overall the new company seems more organized and has greater benefits.

G. **Spirit Wear** - New OGS Spirit Wear was available to order through September 7, 2018, and was also made available at Curriculum Nights. They are looking into a new vendor for next year.

H. **Report from OGSEF** –

1. The OGSEF board meeting was held the night before. Katrina shared that up to \$500 is available for classroom creativity grants. Fifteen mini-grants were recently awarded including a Dr. Seuss reading corner, hermit crabs for a classroom, flexible seating, and rubix cubes for a math class. They hope to do grants every trimester, the next one will be in October. OGSEF also funded Mr. Farris' new speaker system, it is portable for entire school to use; they funded an innovative 6th grade grant for Mr. Hennenberry for two tv's and VR goggles to take virtual field trips; and funded VR goggles and Itouches for Mr. Meynard which K-8 classrooms can check out. Gala funds were used to fund new equipment for the Junior High. They are currently looking at dates for the next Oak Grove Rocks event to be held in January or February. A Culver's night will be coming up soon.

V. **Old Business - None**

VI. **New Business -**

A. A request for funds from Jina Rappaport was received for approximately \$2200 to bring in youth author Jordan Sonnenblick for grades 6-8. Jina will continue coordination on a date and will work with Julie Kovach - Program & Speaker Chair, and the PTO.

VII. **Announcements** –

- A. The PTO is still in need of a Fundraiser Committee Chair. If interested, please contact the PTO.
- B. Agata noted the Heinen's fundraiser registration needs to be renewed annually, and suggested also noting that in the OGS News.
- C. Christina Swanson noted she sent an email to potential volunteers for the OGS Recycling Program but had not heard back from many people. She also asked to put in the OGS News to capture some additional volunteers that possibly didn't sign up during registration. If possible, she would also like to offer another incentive to student volunteers this year.
- D. Directories are estimated to come out in October.
- E. The Elementary PD Room has been reserved for PTO meetings for the remainder of the year.

The meeting was adjourned at 10:02 am. The next meeting will be on October 3, 2018 at 9:00 a.m. in the Elementary PD Room.