

PTO Meeting Minutes
10/02/2019

- I. The PTO meeting was called to order on Wednesday, October 2, 2019 at 9:00 am in the Elementary PD Room at Oak Grove School.
Attendees: Laura Reutzal, Julie Kovach, Donna Griffin, Beth Zender, Lynsey Wolfe, Lonny Lemon, Nick Heckel, Jina Rappaport, Ken LaCrosse, Cathie DeMoon, Jill Procop, Raabia Khan, Mary Haas, Christine Merrild, Liz Howard, Karin Pawlowski, Bonnie Brown, Taylor, Christy Swanson, Sarah Gotlund
- II. September 4, 2019 minutes were approved as corrected. In the minutes under the President's Report, please clarify that Julie and Laura will review the "PTO Request for Funds" Form versus the "Teacher Fund Request" Forms.
- III. **Reports of the Officers**
 - A. **President's Report** - Laura reported.
 1. The PTO received a thank you from Kim Downing at Teacher Tailored thanking Jen Liu for the time she spent ensuring the success of this year's pre-pack program.
 2. Lunchroom Volunteer Protocol - The PTO has been in discussion with Mr. Murray on how the lunchroom volunteers can assist in behavioral concerns the occur during lunch. We definitely want our volunteers to feel comfortable while assisting in the lunchroom and believe that if at any time they have a concern they should report it to any of the following people: Mr. Robb, the lunchroom staff, PTO Presidents, and/or Administration. We will continue to work with Mr. Murray to make sure we figure out a method that works both for the volunteers and the Administration. We do know that there are QR codes, but until we have a better understanding on what that process involves, we feel that any concerns in the lunchroom should be addressed directly to the lunchroom staff and/or administration.
 3. Superintendent Search - The PTO and OGSEF were asked to meet with the gentlemen conducting the Superintendent search. Julie Kovach, Christine Merrild, and Laura Reutzal met with Dr. Joe Porto on Tuesday, September 24th to discuss what they think is important in the next Superintendent.
 4. OGSEF Board Meeting - Representatives from the PTO have been asked to attend the next OGSEF meeting on October 8th. At this meeting they will be creating a workshop like feel to help reflect on the Foundation, what they do, the upcoming challenges the district expects and ask a few questions to ensure that they continue to be aligned with the school. A few teachers and parents have also been invited.
 5. Box Tops Update - Last year we received two checks from Box Tops totaling \$1293.70. Checks are issued twice a year. We expect to receive another check this December for at least \$250 based on our submissions this summer. As General Mills is phasing out physical (on the box) box tops and moving to an app-based system there is a good chance our revenues will continue to decrease. For example, our box top account shows that from the end of August to the end of September only 37 receipts were scanned for our school for a total of \$39.80. If that limited participation continues, we would

only earn \$477.60 from the app for the year. Info about the Box Top app has been circulated through the Oak Grove news and on the Green Oaks Moms Facebook page. The PTO calendar also has monthly reminders to send in physical box tops.

6. Spirit Wear - The orders should arrive at the school between the 7th and 11th. Orders go home with the child parents listed on their order form. We made a little less this year than last, but some families bought a lot of Spiritwear this spring when Sports 11 had their online sale. We have had requests to do a holiday sale again and possibly a spring sale that offers more summer attire and accessories like ball caps etc. We will follow up about future sales once we have all of the fall orders in.
 7. PE Uniforms - This year, not enough PE uniforms were ordered. A second order had to be made after school started and arrived at the beginning of September. For the following year, we would like to see if we can place the order by January. This will ensure that we receive the uniforms in time for the beginning of school. Julie and Laura will meet with Brenda Taylor, who is the committee head in November to discuss further.
 8. Calendars - Leah Parr has found replacement co-chairs for next year, Franci Neumann and Gina Reynolds. One thing Leah wanted to stress was how important it is for PTO chairs to provide dates to the Calendar chair as soon as possible, preferably before the end of the school year.
 9. Directories - The directories were sent to the printer on Monday. Hopefully there will be a quick turn around and we can get them out to the families soon.
- B. **Vice-President:** Beth Zender gave a brief overview of the September 24th Board Meeting.
- 8th grade requested the Chicago field trip be only one day and the students spend the full day until evening. In the past they have made two trips during rush hour and felt wasted time in traffic.
 - Snow removal was selected.
 - They did a Curriculum overview.
 - The SIP day last Friday was increased to 3 hours and everyone found so much more productive. They will continue to do in the future.
 - There was a survey for professional development interests.
 - Beth explained the new Star test results this year and how Dave Huber worked to show change over time.
 - There will be a survey sent to the community on the new superintendent search.
 - Multiple members from the Board will be at the ETO open house tonight. They are also considering whether to place some cannisters at Oak Grove. The cost is \$1000 per test/cannister.
 - There was some discussion on SEDOL. There have been some emergency closings in Grayslake due to lack of staff, though OGS kids are not at that location.
 - OGS 8th Grade Graduation has been set for May 28 at LHS.

- Cathie DeMoon added there is going to be a survey to staff on buildout/space options for Oak Grove. If enrollment continues to grow, there will be space constraints. There is a \$35,000 feasibility study possibility, but they are looking into options more first before the Board votes on doing the study.
- Dr. Lemon added the Administration is looking at updating the elementary library. People have wanted to make donations in memory of OGS librarian Mrs. Timony. The administration and Board agreed this would be a good use of those funds. The teacher's also have funds that can be used to make a donation. The cost is estimated to be \$50,000 or more. Funds would come from multiple sources. They are meeting with two groups on plans and hope to do over winter break. They have also discussed with Mrs. Timony's family.
- Cathie noted Scott is looking into making it possible for students to print at home from their school laptops.

- C. **Treasurer:** Donna Griffin reviewed the September PTO financial report. Registration funds from revtrak have been paid to the PTO including PTO dues, directory, calendars, and party fees. A check was also received for pre-pack sales, which was just short of our target \$2500. Yard sign sales for September was \$385. Teacher funds distributed was \$852, almost \$1000 to date.
- D. **Registrar:** Lynsey Wolfe sent committee volunteer lists to committee heads. If you did not receive, please contact Lynsey.

IV. **Report from Administrative:**

- A. Dr. Lemon reminded everyone there is an ETO open house tonight (10/2). There has been a link added to the Oak Grove webpages so all the information in one place. More testing will resume on October 10th, but there are currently no testing sites in Green Oaks. Dr. Lemon is working with the Village of Green Oaks.
- B. See additional comments from Dr. Lemon on updating the Elementary Library under the Vice President's Report.

V. **Report from Standing Committees:**

A. **Teachers Liaison:**

1. Jina Rappaport thanked the PTO for the list of volunteers for the library.
2. Mrs. Rappaport asked for clarification on the submittal timeline & deadlines for PTO request for funds. Laura responded the deadline is one week prior (end of day Wednesday) before the next PTO meeting.

- B. **Room Parents/Halloween Parties** - Beth provided an update. They are all set with room coordinators. The guidelines will be the same as last year including no food, eight volunteers max per room including head room parents, and a no face mask policy for adults. Google docs will be used by the front office to check in volunteers and that list will be due by Monday morning. If there are exceptions/late additions, those should be sent to Mr. Heckel. There is a new end-of-day procedure if parents are checking out more than one child at the end of the day; they should send a note that morning with all children for the front office. Volunteers with multiple kids in parties may visit their other children briefly, but they may not stay in the room. Beth added that she, Laura and Lynsey Wolfe have also been discussing how to improve the process of signing up for head room parents. This year over 50 people signed up during registration, but only 19 agreed to do so. Christine Merrild provided an update on the grade 5-8 "parties".

There are no actual parties, instead teacher representatives choose how to spend the funds each year. This year for Halloween they plan to bring in a DJ during the lunch periods. This was done last year for the Holiday party and was a big hit with the students. Christine added she also had some issues coordinating with parents for help. They are also reviewing how the funds should be broken down per grade. Christine noted there have been some questions for 5-8 parents with kids that want to dress up. Dr. Lemon put under his administration agenda to look into the history.

- C. **Fall Book Fairs** - Raabia Khan provided an update. The Junior High Book Fair will take place November 11-15th. They try to overlap with the Veteran's Day Ceremony since more people at the school. The Elementary Book Fair is the following week. There will be emails going out to volunteers and something in the OGS News.
- D. **Report from OGSEF** – The next OGSEF Board meeting is on October 8th. Three teachers are also coming from various grade levels. They will be reviewing ideas on what to do for the Gala theme for why raising money. The Gala is scheduled for February 29th.

VI. **New Business** -

- A. **Request for funds from Bonnie Brown and Bonnie Taylor for 15 "Teaching with Love and Logic" books for \$300.** Mrs. Brown and Mrs. Taylor gave an overview. They attended a workshop this summer on their own expense and have been sharing what they learned with teachers to help students problem solve and take responsibility for their problems. They have 18-20 teachers interested and would like everyone to have their own book. There is also a book for parents. The cost is \$280 for 15 books. It was suggested a copy of each book also be placed in the library for teachers. The cost is \$21.95 per book, no shipping or tax and a 10% discount when they get to 15 books. There was a motion to fund \$325 to purchase 17 books so can keep a copy in the library. Motion for funds was approved.
- B. **Request for funds from Lori Colclasure and Dan Mayer for the 2019 IAHPERD State Convention for \$330.** This conference allows them to learn from other PE professions in areas such as dance, health, technology, assessment and so much more. The activities, games and strategies they learn can help benefit all students in every grade level. The Conference provides a variety of sessions to choose from and they always bring back new ideas every time they attend. There was discussion on what professional development is provided by Administration. Dr. Lemon explained there are a lot of conferences the teachers attend that are covered. The PE teachers do this conference on an annual basis. With six PE teachers, they get three registration slots each year and the teachers work out who will attend. The additional spots being requested are for those that were in rotation last year, so Administration was not able to cover these additional spots being requested. Discussion that followed included that this request was for five teachers to attend versus three, that those attending could come back and share what they learned, and that there would already be three staff out needing substitutes. It was clarified this conference

is local and the funds are for registration. There was a vote. The motion for the request for funds did not pass.

- C. Request for funds from Kimberly Wesley for the multi-district parent workshop with district 128 high school and feeder districts for \$100.** A similar request was made and approved last year. At that time, it was discussed including \$100 in the 2019-2020 budget, but was an oversight and not included. The motion for funds was approved. It was suggested increasing the snowflake/red ribbon line item by \$100 for next year. Liz Howard noted the budget for OGS's portion of snowflake is \$1,000 and Red Ribbon is \$200. A check should go to OGS for the \$1,000 from the PTO for Snowflake.
- D. Request for funds from Jina Rappaport for" a Free Little Library" for the OGS grounds with a plaque in memory of Librarian Mrs. Yvonne Timony. Request for funds up to \$700.** Mrs. Timony was a librarian at OGS for 22 years and passed in June. Dr. Lemon confirmed that Allison Honaker agreed she could build the library. Mrs. Rappaport explained how the libraries work, take a book and/or leave a book and they hold approximately up to 25 books. It was suggested to include a notebook for kids to write in and/or include bookplate stickers that kids can place in books when leave in the Free Little Library. A hashtag could also be included on the stickers; and as the books get passed around over time, can see how far they go, sharing books in Mrs. Timony's memory as well. As part of the book fair we could also ask for book donations to get the library started. The motion for funds was approved.
- E. Request from Cathie Saia for items used to create "Stay at home math bags" for 2nd grade Child Parent Math Night for \$292.73.** There will be one more event on January 8th. Beth Zender noted this night was a great experience last year and a lot of families attended. There was discussion whether the bags could be given back and re-used, but it was agreed these bags could not be re-used. Motion for funds was approved.
- F. Request for funds from Maria Luce for 20 custom silk-screened t-shirts for her TAG class that will be performing a poetry reading at Birdy's Café in Libertyville on November 3rd. Funds requested is \$350.** The students wrote bird poetry and they will perform their work. Mrs. Luce would like the students to all have the same shirt with the words "word birds" and "#soaringpoets". The cost is \$17.13 each plus delivery. American Outfitters and Allison Honaker were suggested as options to possibly get the shirts cheaper. The first-grade shirts were also purchased from a vendor that could turn around quickly for around \$5/shirt. Karen Pawlowski will forward information to Julie and Laura. There was discussion that there were options to get the shirts for \$10 or less. There was a motion to provide funds up to \$200 for the 20 shirts. The motion for \$200 in funds was approved. Laura and Julie will share the alternatives suggested with Mrs. Luce.

VII. Old Business - None

VIII. Announcements –

- A. Beth Zender talked to Rob about getting sound cancelling panels in the lunch room to help with noise. A new ceiling would cost over \$1,000. Currently there

are sound panels in the band room and rubber gym, so they are looking into hanging some of those down from the ceiling.

- B. Mrs. Rappaport noted after the vote on Maria Luce's request, she received a photo of the proposed shirt through custom ink with a bird on a baseball tee.
- C. Raabia Khan commented that the junior high lunch needs more volunteers and asked it be shared in the OGS news. Two volunteers are needed on all buffet lunch days. Julie and Laura have a schedule of these days and will put something in the OGS News the Monday prior if those days are still in need of volunteers.
- D. There was discussion why buffet lunches were being provided instead of individual lunches. Julie and Laura noted that some places were unable to package individual lunches, so it gave us more options.
- E. Beth Zender asked about the policy on no plastic knives in the elementary lunch room. She noted it made some hot lunch items difficult to eat for some of the kids, and asked that it be considered if anything could be done to help.

The meeting was adjourned at 10:12 am.

The next meeting will take place on Wednesday, November 6th at 9:00am in the PD Room.