

**Oak Grove School Parent Teacher Organization
Meeting Agenda
Wednesday, November 6, 2019**

1. Call to Order

The PTO meeting was called to order on Wednesday, November 6, 2019 at 9:02am CT in the Elementary PD Room at Oak Grove School.

Julie Kovach	Laura Reutzel	Beth Zender	Lynsey Wolfe
Kate Byers	Jennifer Tippett	Libby Cathlena	Jill Procop
Ken LaCrosse	Lonny Lemon	Cathie DeMoon	Jina Rappaport
Raabia Khan	Susan Kurland	Nick Heckel	Christy Swanson

2. Approval of Minutes

Minutes from October 2, 2019 were reviewed and approved as distributed.

3. Reports of Officers

a. President (Julie Kovach)

- i. Supply Pack Replacement Reminder – Jen Liu is checking with the supply pack company regarding the warranty for the headphones in the supply pack and getting replacements for any that break. Once we have more information from her, an announcement will be posted in the Oak Grove News. A suggestion was made to not include headphones in the pack and make it less expensive.
- ii. Take & Go Spiritwear – There is still inventory of winter hats, gloves and socks. Also looking into pricing for athletic headbands, mesh hats and fleece headbands.
- iii. The Marlas Lunch take-and-go program is up and running.
- iv. A thank you note from Maria Luz’s students was distributed. The PTO helped offset costs for t-shirts for her class.

b. Vice President (Beth Zender)

- i. ETO:
 - 1. A community member presented a map illustrating that when the wind blows from the NE, OGS is in the direct path of Medline’s ETO emissions.
 - 2. The Board approved for Dr. Lemon to fill out witness slips on behalf of the school board on pending ETO legislation.
 - 3. Dr. Lemon, on behalf of the Board, will draft a resolution on the issue— which is in line with what the other neighboring schools have done (i.e. District 50 in Gurnee and Waukegan).
 - 4. Also, there was clarification to the Board on HB 3888. It does not aim to shut down Medline. It would require Medline to switch to an alternative for sterilization or move more than 5 miles away from schools and daycares by Jan. 2021.
- ii. Superintendent Search: The search is closed. The consulting firm will screen applicants. On Nov. 11th, the Board will meet to select candidates. The goal is to hire a new superintendent by December.
- iii. Technology Report:
 - 1. Security changes need to be considered for the future, as we reach “end of life” for hardware and software in 2020-2021. The OGS tech crew is working to make the school safer from ransomware that holds schools, municipalities, and hospitals hostage and unable to access their systems. Looking into quotes.

- iv. The Illinois Association of School Boards (IASB) is having its annual conference later this month. (There are 857 school boards in IL). We will be sending a representative to the conference, and at this conference the association of represented school boards will be voting on 18 resolutions.
 - 1. Res. #1 Oppose— Several community members from Moms Demand Action came and spoke in OPPOSITION to the first resolution which would allow school employees to carry guns at school. These community members cited research that in an active shooter situation, arming teachers does not prevent a school shooting, and it can impede a take down since police cannot identify the “bad guy.” They referred to last spring when a teacher in California accidentally shot himself while teaching. They listed numerous other concerns— students could get the weapon, teachers are not part of trained SWAT teams to know how to take down a shooter, etc. The OGS Board voted and will oppose this resolution. If this should pass it does not mean teachers will be carrying weapons – teachers who want to will have to get trained and it is up to individual schools to allow weapons in school.
 - 2. Res. #5 Support— the creation of a database for the Regional Offices of Education to share substitute teacher background checks. This saves substitute teachers money, too.
 - 3. Res. #10 Support— school board members will not get paid.
 - 4. Res. on Charter Schools Support-- Charter schools (which are funded by the local public school) must also serve at-risk students and must report on the progress of these students. In addition, the will be voting to support that the host school can be involved in the renewal proceedings of a charter school.
 - 5. Res. #18 Support— The State’s Standardized testing should be the same for 10 years (instead of switching every few years), and administered by October with results by December.
- v. Facilities Report:
 - 1. There was a staff survey (completed 11/1) to explore the scope of building improvements with population growth. Teachers were able to help advise how to deal with the classroom crunch. The Board has not yet hired a contractor (which was earlier proposed for \$35,000) to get expansion plans.
 - 2. Financial savings: switch to LED lighting through the school, new AC system that saved about \$30,000 on the electric bill and now using in-house lawn care.
- vi. Curriculum Update:
 - 1. Darien D61 and Lincolnshire school districts are coming to observe OGS’s implementation of “Bridges in Mathematics” which is a “greatness indicator”.
 - 2. OGS has switched to common Learning Management Systems (LMS) using Otis and Seesaw. The staff has had PD time to better implement these LMSs.
- vii. The Illinois State Board of Education sent out the 5 Essentials Survey. 6% of OGS families completed it.
- viii. Discipline Report: there have been a couple instances; 1 student had an out of school suspension.
- ix. OGSEF: Business Directory going out soon. Dan Wells delivered them last week.
- x. SEDOL is improving: Gages Lake has a freeze still with 90% staffed building. This is also the building where the two paraprofessionals used excessive force with children. (Charges have been filed.) The other campuses do not have an enrollment freeze. SEDOL is looking at a rent-to-own option of the Fairhaven Elementary School in Mundelein.

c. Treasurer (Julie Kovach on behalf of Donna Griffin)

- i. The teacher fund tracking list has been updated.
- ii. The Battle of the books invoice has been processed.
- iii. Insurance expense was slightly higher than anticipated.
- iv. The income statement does not reflect PE uniform income because we don't have it yet.

d. Registrar (Lynsey Wolfe)

No report

4. Report of Administration (Lonny Lemon)

- i. November 25th is the date for the teacher dinner during conferences. Mr. Huber has blocked 5:15-5:45pm in the conference registration system as the window for the PTO-supported teacher dinner.
- ii. ETO – Tony Giamis is going to work with Dr. Lemon to draft the OGS resolution on ETO. They have an example from Waukegan. Woodland and Rondout distributed information but did not draft their own statement/resolution.
- iii. Superintendent search – speculate final round interviews on December 11th.
- iv. Elementary Library Renovation – A contractor provided a renovation bid and another company is coming in next week. The project will likely be over \$35k and may be more in the range of \$90-\$100k estimate. They will be looking to fund this project by asking for support from the Foundation and/or PTO. Nothing has been updated in the library since 1997 when it was constructed. Some “new” shelving has been salvaged from other libraries.

5. Reports from Standing Committees

a. Teachers Liaison (Jina Rappaport)

- i. In conjunction with the Multicultural Committee the whole school will be reading the same book in the month of April. Ordering 750 books so a book can go home to all families. The Foundation is supporting the program with \$5k. There was an issue with the publisher and the price quoted ended up being much higher than anticipated, but the books had already been ordered.
- ii. The Little Free Library in honor of Mrs. Timony will be ready by the end of this month. The OGS facilities team can install.

b. Programs & Assemblies (Julie Kovach)

- i. Two sessions of the Rope warrior assembly are taking place today.

c. Recycling (Christy Swanson)

- i. Reached out to SWALCO about Reuse-a-Shoe program. They will provide a bin in April. Also talked with SWALCO about their Earth Flag program to recognize the efforts of the school. There is a simple application process and then SWALCO provides a small sign of recognition.
- ii. Terrecycling bins recycles items that are not taken through municipal programs such as drink pouches, yogurt containers, chip bags, etc. It costs \$100-\$200 to get a container. Fundraising suggestion for this program is to sell milkweed seed packets. These packets can be purchased for \$35.
- iii. A suggestion was made to improve the labeling on recycling containers in the lunchrooms to make them more consistent since the color of the cans themselves aren't standardized. Color code the cans – use a sticker or make a sign.

d. Snowflake (Julie Kovach)

- i. No report was submitted, but Julie made comments based on her attendance. The event seemed to go well. The same topics are covered in 7th and 8th grade, so students seem to attend one year and not be as interested to attend the second year.

- ii. There is some confusion about what the PTO owes and who we owe it to both for this year and last year. Dr. Lemon will help sort out the outstanding information.
- iii. Dr. Lemon also reported on the event. 300 total kids between the 3 schools. It is nice when Hawthorn hosts because parking is easier.

e. Bookfairs (Raabia Khan & Jennifer Tippett)

- i. Jr. High bookfair starts Monday right after Veteran's Day and goes until the 15th at 1:00pm. Volunteer staffing is good, but not full. The volunteers help with tax calculations and monitoring inventory.
- ii. Elementary book fair runs from November 18th-22nd with a faculty preview on the 18th. The family night will be Wednesday the 19th from 6-8pm. The Elementary book fair used to go until PT Conference week, but there have been issues with volunteer availability and kids getting "left" in the book fair while parents are in their conference. Volunteer shifts for the elementary fair are full. All For Books is collecting dollars in the classrooms to support a North Chicago reading program. The winning class gets a Bookfair shopping spree.

f. Holiday Halls (Libby Cathlena & Susan Kurland)

- i. Volunteer link was sent out for all 3 events – the Shopping Village, Holly Jolly Breakfast and Mall in the Hall. Mrs. Tazzioli and Mrs. Evans are sending links to the NHS and Student Council students to also sign up for volunteer shifts.
- ii. Social media posts have gone up and others are planned.
- iii. Choir will not be in the Shopping Village as much this year. This year they will primarily be in the cafeteria and in the entrance area for more exposure.
- iv. Overbought items for the Shopping Village last year so will spend less on those items this year.
- v. Need someone to step into the chairperson role next year. Suggest teaming up with someone as co-chairs. Run something in OG News to advertise the role.

g. Fundraising (Jill Procop)

- i. Fun drive is an organization that will pay us \$.20/lb for items that families donate such as clothing, shoes, towels, home items, etc. We would rent a truck and have a central collection spot over a period of 2-3 days. If we collect 2,500 lbs or more, they will provide \$75 reimbursement for the truck rental. There was discussion about the best timing for an activity like this and "spring cleaning" time in coordination with crowds coming to the school for the 8th grade musical or spring conferences was suggested.
- ii. There was also discussion about fundraising meal night(s) and shopping gives back options.

6. Report from OGSEF (Lonny Lemon)

- i. Welcomed 5-6 new members on the OGSEF Board.
- ii. Raabia Khan is transitioning in as the OGSEF Board of Education representative.
- iii. Gala preparations are in full swing and also in the middle of reviewing grant proposals.
- iv. Next meeting Nov. 12th.

7. Old Business

none

8. New Business

A motion was made by Ken LaCrosee and was seconded by Raabia Khan to open a discussion of New Business.

- a. A request was received from Lynn Koehler for \$120 for a one-year subscription to the online science teaching resource called Generation Genius. Cathie DeMoon made a motion to

discuss this request and Christy Swanson seconded. Mrs. Koehler has not used her individual teacher funds, but this request is for all 3rd grade classes. Request passed.

- b. A request was received from Brooke Schamber for \$100 to provide book fair “coupons” for children who may not be able to purchase books at the Elementary or Junior High Book Fairs. Approximately 10 students would use the coupons. Jen Tippett made a motion to discuss this request and Christy Swanson seconded. Dr. Lemon commented that OGS has 13 students who qualify for free and reduced lunch. Teachers could use these coupons as a “catch them being good” incentive so the students don’t feel singled out for needing assistance. The student would receive \$10 that could only be used for books, not toys. The certificates are numbered and tracked so we ensure they get spent. Request passed.
- c. A request was received from Amy Flores for \$495 for 5 microphones on tabletop stands for the 3rd Grade. Cathie DeMoon made a motion to discuss this request and Raabia Khan seconded. Mrs. Flores came to the meeting with a sample microphone and discussed how they would cancel out ambient noise while students recorded SeeSaw posts or other recordings while other things are happening in the classroom. She described how she got advice from Dr. Meltzger on the brand/style of microphone. Request passed.
- d. A request was received from Danielle Sonshine for \$350 to celebrate 4th grade reading goals each month with a craft or activity. Christy Swanson made a motion to discuss this request and Susan Kurland seconded. There was discussion about whether or not these activities are appealing to 4th graders and how much of an incentive they would be. There was a question about whether or not they’d be asking for this budget every year and if a line item should be added to the budget to cover it. The request passed with the provision that Mrs. Sonshine submit a summary of the results of the program at the end of the year including their plans to continue the program moving forward.
- e. A request was received from Nick Heckel for \$7,000 to purchase a spiritwear t-shirt for every student in the building. Cathie DeMoon made a motion to discuss this request and Jill Procop seconded the motion. The t-shirts will cost \$6.56 each from the online vendor and no comparison prices were submitted. Due to the request being over \$500, a vote will occur at the next meeting. There was a question about this being an ongoing cost as grades enter the building and kids grow over the years. There was discussion about how this conflicts with PTO spiritwear fundraising efforts. There was also discussion about how many students actually do not own spiritwear versus those who forget to wear or just don’t want to on spiritwear days.
- f. A request was received from Nick Heckel for \$3,000 for a sensory pathway in the Elementary hallway between the office and the Patt Patt Gym. Jill Procop made a motion to discuss this request and Christy Swanson seconded. No comparison prices submitted. Mr. Heckel provided information during this discussion and said these areas are becoming more common and that 40% of schools have a planned path sensory area. He commented that there are not many vendors that provide this type of sensory loop, but that the decals he is proposing are very durable on the floor and walls. He also commented that the path is not a distractions for students who don’t need them. Due to the request being over \$500, a vote will occur at the next meeting.

9. Announcements

- a. Feed My Starving Children volunteer event will take place on December 13 from 6:00-7:30pm. Information to sign up for a shift can be found in OG News. Need someone to take over next year. Dr. Lemon commented that someone from administration can likely cover the job.

- b. An early childhood room is needed in the school for SEDOL students. Administration has identified a space and is already making plans. A teacher also needs to be hired for this role. Special education rooms are intensive equipment rooms with higher startup costs, but long term it will be more affordable than the price to outsource to SEDOL.

10. Adjourn

The meeting adjourned at 10:48am CT. The next meeting will take place Wednesday, December 4th at 9:00am CT in the Elementary PD Room.