

**Oak Grove School Parent Teacher Organization
Meeting Minutes - Wednesday, December 4, 2019**

A. Call to Order

The meeting was called to order on Wednesday, December 4, 2019 at 9:02am CT in the Elementary Professional Development (PD) Room at Oak Grove School. Attendees included:

Julie Kovach	Laura Reutzel	Beth Zender	Lynsey Wolfe
Donna Griffin	Kate Byers	Jina Rappaport	Jen Tippett
Raabia Khan	Cathie DeMoon	Christine Merrild	Karin Pawlowski
Ken LaCrosse	Nick Heckel		

B. Approval of Minutes

Minutes from November 6, 2019 were reviewed and approved as distributed.

C. Reports of Officers

a. President (Laura Reutzel)

- i. Thank you cards were sent to the PTO from Bonnie Brown & Bonnie Taylor, Dr. Lemon, Casey Dugan, Jina Rappaport, Frani Sherman and Heather McCarty for supporting various OGS events and supplies.
- ii. PTO Storage Units – The PTO Executive board will be meeting to address space issues with the storage units.
- iii. Marla’s Lunch – Marla’s will discontinue the twice-a-month buffet lunches. Ordering was difficult and day-of process was manpower heavy.
- iv. Take-and-Go Spiritwear – Two sport headbands and two baseball hat options have been added to the take-and-go spiritwear inventory. They will be sold at Holiday Halls and can be purchased with cash, check or PayPal.

b. Vice President (Beth Zender)

- i. The last payment to D70 was made for the loan to OGS. Having this loan paid off will increase our bond rating.
- ii. Dr. Lemon worked with the Board of Education to draft a resolution regarding ethylene oxide (ETO). The resolution is available on the OGS website by searching “ETO Emission Information”.
- iii. Superintendent search and interview process is ongoing and going well.

c. Treasurer (Donna Griffin)

- i. Recent income from Marla’s Lunch for October \$4,122 and Spiritwear sales for \$1,349
- ii. A check was paid to OGS for the Helping Hands Fund for \$1,976
- iii. Snowflake payment still needs to be made. The PTO needs an invoice from OGS so we can contribute our portion.

d. Registrar (Lynsey Wolfe)

- i. Nothing to report

D. Report of Administration (Nick Heckel)

- a. Fall conferences went very well. They were well attended and ran smoothly.

E. Reports from Standing Committees

- a. Teachers Liaison (Jina Rappaport)

- i. The teacher & staff dinner during conferences was much appreciated and the desserts were plentiful and delicious.
 - ii. The Little Free Library is ready to install. There was discussion regarding the best location for installation. Outside door #18 is the front-runner location. A plaque will be ordered from the Little Free Library organization and this will make the OGS location searchable in a database of nationwide Little Free Libraries.
- b. Fall Book Fairs (Raabia Khan & Jen Tippett)
 - i. The Junior High book fair went well, but didn't make as much money as previous years. Revenue for the book fair was just shy of \$4k and the PTO will get about \$750 of that as income. We currently use Andersons Book Company because they have a wider variety of middle school books, but their books are more expensive. Scholastic has reportedly improved their middle school book selection and their prices are lower, so Scholastic will be considered as a vendor for future fairs. Also, the Jr. High book fair isn't scheduled at time that coincides with a school event or parent night so traffic isn't as high. An idea was proposed to combine the book fairs into one time frame, but this would require a larger space.
 - ii. The Elementary book fair went very well. Overall sales were approximately \$19k which will mean a cash profit of approximately \$2,700 for the PTO. The Scholastic dollars worked very well and almost all of them were used. \$845 were raised during the All For Books drive and 118 books were purchased for the Reading Power program. The eWallet system was a great addition this year. Parents and the book fair volunteers found it easy to use. The only confusion with eWallet was that Jr. High kids couldn't use it because the fairs use different vendors.
- c. Fannie May Candy Sales (Laura Reutzler on behalf of Carlene Lichter)
 - i. The candy sale totaled approximately \$6k in sales. The PTO will make almost \$2k in profit from the sale. One very large order accounts for a majority of the sales.
- d. Staff Appreciation Meals (Christine Merrild)
 - i. The teacher and staff dinner during conferences went very well. Dessert bakers are more than willing to volunteer. The teacher and staff appreciation breakfast will take place on 12/19 and volunteers are still needed to cover morning playground supervision.
- e. Room Parents/Winter Holiday Parties (Beth Zender & Christine Merrild)
 - i. K-4 grade level coordinators have been using Google Docs to maintain an inventory of party supplies. This has worked very well so far and supplies are being reused from previous years saving money and resources. The deadline to submit volunteer names for security badges for the Winter parties is Monday Dec. 16 at 8am. Mrs. Draths requested no anonymous edits to the document. 8 volunteers are allowed per room and no one is allowed to "float" between parties. A suggestion was made to use a Google Form instead of Google Spreadsheet to submit names for security badges.
 - ii. In grades 5-8 each grade organizes something different in cooperation with the grade-level staff to celebrate party occasions. 5th grade will have a pizza party, 6th grade is holding the money to end of the year for a lunch before their outing to Great Wolfe Lodge, 7th grade is going to work on Linus project squares and 8th grade is still working with staff to make a plan.

F. Report from OGSEF (Raabia Khan)

- a. The theme of the Gala this year is literacy.

- b. Grade level coordinators and room parents/volunteers are working on their auction projects.
- c. A request for headphones with microphones was made for the 1st grade. The headphones will stay in the grade rather than travel with the student. The request was made because the headphones the students have are breaking and because teachers want the students to have a microphone to record as well. There was discussion about the headphones in the supply pack and either changing the type that are provided in the pack or leaving them out and listing headphones as a parent-provided item on the school supply list.

G. Old Business

- a. Request for funds from Nick Heckel for \$7,000 to purchase spiritwear t-shirts for every student. Request withdrawn.
- b. Request for funds from Nick Heckel for \$3,000 for a sensory pathway in the Elementary Hallway. Request withdrawn.

H. New Business

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

- a. A request was received from Brooke Schamber, school psychologist, to allocate funds to provide financial assistance to students on the free and/or reduced lunch list. A motion was made by Christine Merrild and seconded by Raabia Khan to discuss this request. Brooke came to the meeting to discuss her request. She described how students who qualify for free and/or reduced lunch also need assistance with items such as technology usage/repair, PE clothes, supply packs, field trips, book fair coupons, after school clubs, sports, 2nd pair of PE shoes, glasses, etc. Historically there have been approx. 5 students at OGS who qualify for free and/or reduced lunch, but that number is now up to 10 students. There was discussion of the Helping Hands fund that parents donate to during registration. The money from this fund is turned over to the school to be used at the school's discretion. Ideas were discussed regarding how various expenses for these students can be covered and Brooke was going to investigate further actual needs and how those are currently being met. An idea was also proposed for the PTO to match funds donated during registration to the Helping Hands fund.
- b. A request was received from Brittany Tromotola for leveled readers D and E/F that her students can use during independent and partner reading. A motion was made by Cathie DeMoon and seconded by Christine Merrild to discuss this request. The total amount requested is \$147.13. Mrs. Tromotola is a new kindergarten teacher who doesn't have as many supplies as other teachers and she switched grades from 4th in another district to become a kindergarten teacher at OGS. Request passed.
- c. A request was received from Brittany Tromotola for dry erase boards with handwriting lines. A motion was made by Christine Merrild and seconded by Raabia Khan to discuss this request. Total funds requested is \$264. The boards cost \$88 for a pack of 10 and she is requesting 3 packs. There was discussion of counts and price. Request passed.

I. Announcements

- a. Ken LaCrosse discussed Feed My Starving Children volunteer night coming up on Friday, December 13. 35 volunteer slots are still open. Moving forward the administration is going to take over scheduling and promoting FMSC volunteer nights.
- b. Holiday Halls is this Saturday, December 7 from 9am-12pm.

- c. Most of the grade level socials are booked. Watch for promotion and announcements in Oak Grove News.

J. Adjourn

Meeting adjourned at 10:09am CT. The next meeting is Wednesday, January 8th at 9 am CT in the PD Room.