

**Oak Grove School Parent Teacher Organization
Meeting Agenda - Wednesday, February 5, 2020**

1. Call to Order

The meeting was called to order on Wednesday, February 5, 2020 at 9:00am 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	Cathie DeMoon
Elizabeth O'Neill	Debbie Greer	Raabia Khan	Ken LaCrosse
Katrina Treutelaar	Jill Procop	Shannon Bilcox	Melissa Sallmann
Nick Heckel	Lonny Lemon	Sarah Cacciatore	

2. Approval of Minutes

Minutes from January 8, 2020 were reviewed. A correction was requested regarding the incorrect spelling of Raabia Khan's name in item 6 on page 3. Minutes were approved as corrected.

3. Reports of Officers

a. **President** (Laura Reutzel)

i. PTO Budget/Financial Update

1. A goal for this year has been to identify a wish list of projects for grades K-8 with the idea that the PTO could fund one/more of these projects this year with money in our account not earmarked for existing programs.
2. In order to better understand the financial position of the PTO and to be good stewards of PTO funds, research has been done into the PTO's revenue/expenditure history, as well as the history behind the PTO's cash reserve. Nine years of budget, expenditure, revenue and end of year account balance information has been reviewed. Over the past 7 years the PTO has not gone under \$80,000 as an end of year balance, and many years finished closer to \$100,000 cash reserve, but it should also be noted that the past few years we have made less and spent more.
3. The PTO cash flows needs begin on the first day of school, but that does not match up with the timing of our fundraisers. **The PTO Exec Board therefore feels it is prudent to keep one year of expenditures as our cash reserve.** This allows us to pay our expenses starting in August. If we spent all of the cash reserve at the end of the previous school year, we would need a very significant fundraiser before the beginning of a school year which is not something we feel is feasible. Most of our revenues (hot lunch program, registration, spiritwear, etc) do not start coming in until October.
4. We started the year with approximately \$100,000 in the PTO account. In having a balanced budget, we have to anticipate we will finish there. Our 2019-2020 budget is approximately \$55,000 (not including any new requests above and beyond our approved budget). Keeping in line with our prudent recommendation to keep one year of expenditures as cash reserve **that would leave an estimated \$45,000 of funds that could go to wish list projects.**
5. The PTO receives and funds an estimated \$8,000-10,000 a year in New Funding Requests (not included in the budget); not including the larger funding requests such as the elementary playground (\$50,000 in 2014/2015) or the K-6 Bookroom (\$23,000 paid in 2018/2019). However, the PTO does not have excess funds each year. Once all these "surplus funds" are spent, new funding requests by teachers/staff will be based on whether we end the previous year with an unanticipated surplus due to fundraising

and/or generous donations; and that will be what the PTO has to work within for requests above and beyond our budget.

b. **Vice President** (Beth Zender)

Board of Education meeting report:

- i. Showcase of Technology: Ryan Murray presented his work with SEL, Elyssa's Mission, and Mindfulness. He shared the "Get to Green" video with zones of self-regulation.
- ii. Technology Report: OGS participated in a cyber security awareness drill with a simulated phishing campaign to test staff's vulnerability. OGS is working on protecting itself from online threats.
- iii. Calendar: The BOE approved calendar Option 1 for 2020-2021, which mirrors D70, has the same Spring Break as LHS, and was favored by staff. The first day of student attendance will be Thursday, Aug. 20th. Spring Break will be one day longer; the last day before spring break will be Thursday, March 18th, 2021.
- iv. SEDOL Update: SEDOL will be running the OGS Early Childhood Program for Special Education students for the '20-'21 schoolyear at Fairhaven Elementary School in Mundelein at a cost of \$18,000 per student. This relieves OGS from having to find a classroom to house them and develop our own EC Special Ed program.
- v. Facilities: The BOE was shown a slideshow by Graves Design Group regarding space usage options:
 - a. For 2020-2021, the only space critically needed is a staff lounge, since SEDOL will be at Fairhaven and space for EC Special Ed is no longer needed. However, in the near future, the Nurse space should be reconfigured, additional classrooms will most likely be needed, elementary art should have its own room, the office space could be improved and SEDOL may not offer the EC program in subsequent years.
 - b. Population Growth: In 2013, we had 848 students. In 2019, we had 923 students, which is about 10 new students each year, or about a 1-2% growth, with the exception of this past year, where the population dropped by 37 students. Last year OGS ended the year with 979 students. We are currently at 958 students which is 37 fewer students than last year at this point; however, more students will most likely enroll before the end of the year. Kindergarten is the smallest class with 90 students. Seventh grade is the largest with 115 students.
 - c. We use 47 classrooms (but only have 46); in 2017-2018 we made the elementary art room into a general classroom. The staff has also lost their lounge/lunchroom.
 - d. Space Solutions Proposed by Peter Graves, architect from Graves Design Group:
 - i. Increase class Size: Decrease sections from 5 to 4 in K-3, which increases class size (+4-5 students per class). If sections are reduced, staff will be let go. Aides would be added to each K-3 classroom with increased class sizes.
 - ii. Move drama to after school
 - iii. Junior High Foreign Language would be a "Curriculum on Cart," similar to the elementary program.
 - iv. Subdivide multipurpose room 114 into 2 classrooms and 2 offices, plus add 3 curtains into the Pat Patt gym, so more PE classes can go on simultaneously at a cost of \$1.2 million. This includes new bleachers.
 - v. Add a mobile unit with 1-2 classrooms (\$250,000 initially, then \$40,000/ year rental), placed at the end of the hallway near the Junior High cafeteria: no bathroom, so it would be a class that rotates every 45 minutes and all students attend, such as foreign language.
 - vi. The double science rooms could be split back into two classrooms as they were previously, at a cost of about \$300,000 per room.

- vii. An expansion to the school was also discussed. The suggested expansion would extended from Ms. Saia's room and run parallel to the outside of the building, creating a small courtyard in the center.
- viii. OGS currently has \$3,000,000 for "available reserves," and an expansion would be \$2,000,000+. There was discussion that perhaps our bond rating could be reduced due to this building expansion; we may need to borrow, we may need to have less in reserves, etc. Public comment was made that unexpected expenses arise and the BOE needs to be cautious about spending all of its reserves.
- ix. Next steps: BOE has a public Special Facilities Meeting to discuss the school's needs and options. By July, the Board would like to have a decision on which plan to enact so they have a plan moving forward.
- vi. Discipline Report: 1 student has a 5 day out-of-school suspension.
- vii. Principal's Award: Nick Heckel presented the new Principal's Award. One student from each grade will be recognized for their outstanding character each month. Teachers submit reports about these outstanding students and they received a certificate from Mr. Heckel and a medal from Dr. Lemon.
- viii. Master Schedule & Creating an "Intermediate School Model" for 4th & 5th Grades
 - a. There is a goal to create an easier transition through grades K-8 and reduce huge "jumps" that make some grade transitions harder.
 - b. Currently, there is no intervention time for 5th grade.
 - c. Class sizes vary widely in 4th and 5th grades. Changing the structure will prevent this and allow for flexibility when student populations increase and decrease. The TAG program causes large fluctuations in class size.
 - d. The suggested schedule change will resemble 6-8th grades.
 - e. The State Standards have changed, and classroom minutes need to be adjusted to meet those standards.
 - i. Currently teachers are self-contained and have large blocks of time to allot to content areas. With the new model, there will be daily minutes assigned to science (75 minutes) and social studies (30 minutes).
 - ii. 4th grade will lose 40 minutes of ELA each day, and 5th grade will lose 10 minutes of ELA. Content area teachers will be teaching reading and writing, as the standards have changed: e.g. science teachers will teach technical reading skills and writing arguments with claims, evidence and reasoning.
 - iii. Students would rotate individually, not as a class, among a 3-Teacher Team, instead of between a 2-Teacher Team.
 - iv. The BOE asked questions regarding 4th graders having the executive function skills to rotate for each content area and be able to handle the stress of more transitions.
 - v. If working backwards from 8th grade, this 3-Teacher Team Intermediate Model spreads out the number of transitions students encounter each year.
 - f. Reach out to Ms. Melamed with any questions about this proposed model. The BOE will be voting on this issue next month.
- ix. Superintendent's Report:
 - a. Jan. 30th was the 100th day of school, special activities were planned around the day focusing on the number 100.
 - b. The OGSEF Gala is Feb. 29th. The cap is 220 guests. Tickers are not sold out yet, but it has sold out in the past.
 - c. The third bid to renovate the library came in. Dr. Lemon referenced the PTO cash balance, and the BOE discussed the PTO's financial status in relation to the library bid.

- c. **Treasurer** (Donna Griffin)
 - i. Reviewed the current budget including income and expenditures in January. See budget handout for detailed line items. Income included a check from the Box Tops program, Daddy Daughter ticket sales, Fannie Mae candy sales, Marla's lunch revenue and fundraisers at B. Bungalow and Heather's Gym.
 - ii. Teachers have been submitting their expenditures against the budgeted Teacher Funds line item.
- d. **Registrar** (Lynsey Wolfe)
 - i. No report

4. **Report of Administration** (Lonny Lemon)

- a. Teacher negotiations start this afternoon. Pre-meeting and training have taken place.
- b. Associate Superintendent, Allison Sherman, will start full-time on Feb 24th. She will attend the Lake County superintendent meeting with Dr. Lemon. No date has been set for a meet and greet.
- c. Dr. Lemon warned the PTO of recent issue another school district experienced regarding a showing of a Disney movie at a PTO event where the licensing company came after that PTO to collect licensing rights fees.

5. **Reports from Standing Committees**

- a. **Teachers Liaison** (Jina Rappaport)
 - i. The Little Free Library is installed, but no books are in it yet. Still having an issue with the door sticking. Waiting to put books in until the ribbon cutting.
- b. **Daddy Daughter Dance** (Melissa Sallmann & Shannon Bilcox)
 - i. A financial summary of the event was distributed and reviewed. Reimbursement requests are not complete for this event, so the information reviewed is not a final financial summary.
 - ii. 223 girls registered for the dance in advance and 26 registered at the door. There was discussion about allowing day-of ticket sales. While no one wants to turn girls away, it is difficult to estimate counts for food and favors with day-of sales.
 - iii. There was discussed around eliminating favors in favor of more "experiential" things at the dance such as dance lessons, photo booths, etc.
- c. **Room Parents/End of Year Parties** (Beth Zender)
 - i. Teachers have not set dates for end of year picnic and parties
 - ii. Field Day is planned for May 22, but there was discussion regarding this date and how it conflicts with the date for the 8th grade dance. Field Day date may be adjusted.
 - iii. Kindergarten last day is May 28th (snow day pending)
- d. **Speakers & Programs** (Julie Kovach)
 - i. The Rope Warrior assembly in November went well. Working with administration to schedule another assembly in February/March as well as speaker/program in April. More details to follow.
- e. **Fundraisers** (Jill Procop)
 - i. The yoga class fundraiser at Heather's Gym was well-attended and raised \$400. Heather's Gym generously donated 100% of proceeds.
 - ii. A dinner fundraiser is being planned for April
- f. **Nominations** (Katrina Treutelaar)
 - i. A table/roster of Committee Chairs was distributed and reviewed
 - ii. A number of committees are in need of a chairperson for '20-'21 including Family Fest, Kids Holiday Gift Shop, Pancake Breakfast, Daddy/Daughter Dance, Mother/Son Dance, PE Uniforms, 5th Grade Father/Son night. Spiritwear may need a chairperson, TBD.

- iii. The PTO directory may go digital next year. Investigating going to an online directory with a vendor which is more flexible/real time. Julie & Laura will be more involved with this committee and a chair is TBD.
- iv. Elizabeth O'Neill and Raabia Khan volunteered to take over Programs & Speakers.
- v. Shannon Bilcox and Melissa Sallmann volunteered to take over 5th Grade Mother/Daughter Tea
- vi. The model for Room Parent Coordinators may change next year. Not looking to fill these spots right now as the model is discussed.
- vii. Grade Level socials may be combined under one committee chairperson. This change is also in discussion. There was discussion about the socials and how they used to be held on a Friday night which may increase attendance and make it easier for families to accommodate transportation.
- viii. Donations/Sponsors is a suggested new Committee Chair. This person would serve as one point of contact for all donations/sponsorships to limit the number of times PTO representatives go to the same businesses with requests.

6. Report from OGSEF (Katrina Treutelaar)

- a. OGSEG asked the PTO for a donation of front row tickets to the Variety Show to auction at the Gala. The PTO will also provide spiritwear swag to go in the raffle basket with the tickets.
- b. 150 Gala tickets have been sold.
- c. The 8th grade musical cast party is from 5-8pm on the night of the Gala, so 8th grade parents will be late to the Gala, but will be able to attend.
- d. A premier auction item will be a designated parking spot for school pickup, school parties, etc. The parking spot will be designated for the winner for 2 years and the bidding will start at \$2k.

7. Old Business

None

8. New Business

A motion was made by Ken LaCrosse and was seconded by Lynsey Wolfe to open a discussion of New Business.

- a. A request for funds was received from Dr. Lemon for the renovation of the elementary library. The total amount requested is \$68,226.36. The request was presented to both the PTO and OGSEF in hopes that both organizations could fund a portion of the request.
- b. The shelving units in the library are starting to sag and there is a need to transform the library into a more modern and flexible learning environment. The library is often used by a number of classes/groups at the same time so the space needs to be more flexible.
- c. Dr. Lemon presented slides showing floor plan options and renderings of the proposed renovation. Three bids were secured. The lowest bid did not include installation costs and the materials suggested were not as durable as other bids. The total cost of the bid deemed the "lowest responsible bid" is just under \$100k. Of the total \$100k, the district would cover \$26k which includes demolition of the current library fittings, new carpet, repainting and technology upgrades. If the project is completed this summer, the pricing of the \$100k bid is locked in. In order for the project to be completed this summer a decision is needed by the end of March and the district needs significant financial help from the PTO and/or OGSEF. Once approved, the overall project will take 7-10 days with the installation taking 3 days.
- d. The new library plan is a flexible workspace where nearly every element is moveable so the space could be reconfigured in countless ways. The largest cost in the budget is the shelving that covers the perimeter of the room.

- e. There was discussion about why the library renovation is not a building renovation project. This project would have historically fallen into the maintenance budget, but that budget was reduced when the school transitioned to fully-funded kindergarten.
- f. A question was asked regarding how a library renovation factors in to the school expansion plan and if the library would be a space that would be transformed to classroom space in the near future. The reply was that the library is not being considered as a space that would be allocated to other educational use and it will remain a library for the foreseeable future. A question was also asked regarding combining the elementary and Jr. High libraries. However the number of books in the libraries alone makes combining impossible. In addition, both spaces are used by so many groups that both are critically needed.
- g. There were discussions about administration priorities for “Wish List” projects. In addition to the elementary library renovation, other needs include updates to the Jr. High playground and fields and a sound system for the Pat Patt gymnasium.
- h. There was subsequent discussion regarding resources in the budget for administration to cover up to \$50k of this project which would potentially reduce the request to the PTO to closer to \$45k instead of \$68k.
- i. As a representative of OGSEF, Katrina Treutelaar reported that OGSEF is not able to financially support this request due to their bylaws prohibiting expenditures on capital improvements.
- j. An idea was suggested to conduct a targeted fundraiser to raise money for the library renovation. In years past a fundraiser was conducted selling “Oak Tree” engraved leaves for \$100 each for the tree display near the Jr. High offices. A similar tree could be hung near the elementary office or by the elementary library and selling 300 leaves could amass \$30k for the library renovation. Other ideas were an Orange Ruler Run and a read-a-thon.
- k. If anyone has any questions regarding this request, please e-mail questions to Dr. Lemon and copy Julie Kovach and Laura Reutzel.
- l. Per PTO bylaws, since this request is more than \$500, a vote will occur at the next meeting on 3/4/20.

9. Announcements

- a. The 2nd/3rd Grade social at Just For Fun Roller Rink and the 4th/5th Grade social at X Factor Trampoline park are both happening next week on the SIP Day.
- b. Don't forget to buy Gala tickets

10. Adjourn

The meeting adjourned at 11:21am CT. The next meeting is Wednesday, March 4th at 9:00am CT in the Elementary PD Room at OGS.