

**Oak Grove School**  
**Parent Teacher Organization**  
**PTO Emergency Board Meeting**  
**Wednesday, April 15, 2020**

In Attendance

Julie Kovach, President  
Laura Reutzel, President  
Beth Zender, Vice President  
Donna Griffin, Treasurer  
Kate Byers, Secretary  
Lynsey Wolfe, Registrar

Meeting Summary

1. Budget Update - The PTO Board is working on it's 2020-2021 budget.
2. Committee Updates
  - a) Variety Show - Based on the current situation and after consideration of many options, the Variety Show has unfortunately been cancelled for this year.
  - b) The below activities are being monitored by the PTO due to the school closing. Once a decision is made regarding the OGS opening or closing for May, more decisions will be made.
    - Field Day
    - Teacher Appreciation Week
    - 8<sup>th</sup> Grade Graduation
  - c) Party Money - All grade-level binders and party funds will be returned to the PTO at the end of the school year. Details will be sent in May to room parents & grade level coordinators.
3. New Business

Each week the PTO Board will review and vote on requests to support immediate remote learning/e-learning needs to be implemented starting the following week. The PTO Executive Board, if has a 100% unanimous vote, can approve requests. We feel these are extenuating circumstances to implement this process.

- 1) **Request for Funds from Becky Jakubowski for \$131.70** for grades 5<sup>th</sup>-6<sup>th</sup> for 4 more spell checkers to use with her groups. She has two.

This request was approved by 100% of the PTO Executive Board.

- 2) **Request for funds from Jennifer Elfering for \$50** for grades K-2 to purchase reading and spelling materials on TPT (teacher pay teacher). She is working with students in special education and needs at home materials that target their specific needs.

This request was withdrawn, Jennifer Elfering will use her teacher funds.

- 3) **Request for funds from Jason Meltzer for \$895.00** for Roland V-1 Portable 4 x HDMI Input Switcher to create high quality recording studio at home and to be used at OGS in future.

The Executive Board is requesting more details and had questions on example uses. A vote on this request has been deferred to the next PTO Executive Board Emergency Meeting on April 23<sup>rd</sup>.

- 4) **Request for funds from Julie Kovach and Laura Reutzler for \$120** for a meal donated to Condell Hospital Workers from the Oak Grove PTO. Total cost for 35-40 employees is anticipated at \$320. The PTO will also use \$200 from its Outreach Committee-Charitable Donation budget.

An announcement was recently seen that the Condell hospital workers are thankful for the donations, but feel there are people with greater need of food the days. Local food pantries are in great need of donations and there are local families struggling during this difficult time. Alternatives were discussed.

It was agreed the PTO will instead use \$200 from its Outreach Committee Charitable Donation budget to donate directly to the Libertyville Food Pantry.

\$100 to a couple gift cards was approved by 100% of the PTO Executive Board to support local. The PTO will coordinate with OGS social media to try and do some fun contests to use the gift cards.

- 5) **Notice from Administration that 19 more teachers are interested in the ShowMe App.** The PTO was notified by Dr. Lemon there are 19 more teachers interested in the ShowMe App to assist with remote learning. The PTO Presidents have been communicating with Administration on this need. Administration is looking into if a discounted rate is available. The PTO Executive Board discussed approving up to \$400 to cover 20 teachers for two months (Cost \$9.99/month) so teachers can proceed immediately if interested and implement for next week's e-learning.

It was approved by 100% of the PTO Executive Board to fund up to \$400 for 20 teachers to purchase the ShowMe App for 2 months to cover the remainder of the school year.

Teacher's that are interested in using these funds should submit a PTO Remote Learning Funding Request to the PTO so the PTO can track reimbursement needs.

#### 4. Other Discussion

Lynsey Wolfe asked if there had been any updates regarding new student registration for next year with the School Closure and Stay in Place. The PTO Presidents will reach out to Administration for an update.