

**Oak Grove School Parent Teacher Organization  
Meeting Minutes  
Wednesday, May 20, 2020**

**1. Call to Order**

The meeting was called to order on Wednesday, May 20, 2020 at 12:00pm CT virtually via Zoom.

Attendees included:

Julie Kovach	Laura Reutzel	Beth Zender	Lynsey Wolfe
Donna Griffin	Kate Byers	Ken LaCrosse	Lonny Lemon
Allison Sherman	Mia Hughes	Raabia Khan	Saroj Lenka
Cathie DeMoon	Agata Karpowicz	Advaith Ashmik	Asmaa Shiti
Jina Rappaport	Christine Merrild	Fernando Diaz	Jennifer Davis
Rana Franso	Karin Pawlowski	Mousumi Mandal	Pradipta Mishra
Katrina Treutelaar	Shellie Fahy	Zlata Doroshenko	Shuiquan Jing
Jennifer Liu	Nivethitha Thirupathiraja		

**2. Approval of Minutes**

Minutes from March 4, 2020 were reviewed. Minutes were approved as distributed.

**3. Reports of Officers**

a. **President** (Julie Kovach)

- i. **Thank you Notes:** Thank you notes were shared that were received from Karla Fillinger, Heather McCarty, Ann Coughlin, Cathie Saia, Kathy Zurawski and Krista Demma.
- ii. **Marla's Lunch:** We will be contracting with Marla's lunch again next year. All lunches purchased during the recent school closing have been credited back to accounts. If questions about refunds remain, contact Marla's. Marla has been collecting donations for local food pantries and delivering food weekly. \$368 has been collected from OGS families and food has been delivered to the Libertyville Food Pantry in addition to the \$200 donated by the PTO.
- iii. **Remote Learning Funding Requests:** Due to the current circumstances with COVID-19 and the school closure, the PTO set up a weekly application process for PTO funding requests specifically supporting Remote Learning. Each week the PTO Board met to review and vote on requests to support immediate needs to be implemented starting the following week. More than \$1,500 in requests have been approved. Examples of funded requests include subscriptions to the ShowMeApp App for Teachers, dry erase boards, spell checkers for the Wilson program, SLP support materials, Apple pencils and a computer monitor. Additional details about this program can be found in the PTO minutes on the OGS website.
- iv. **PTO Appreciation:** Due to the current circumstances, we were not able to host a PTO Appreciation event this year. We want to thank all our volunteers, committees and committee chairs for their time and commitment supporting the PTO this year. Without volunteers, none of our events and activities would be possible. Your time and help is greatly appreciated. Our PTO Committee Chairs will also be receiving a special thank you next week.
- v. **8<sup>th</sup> Grade Graduating Class:** The PTO wants to celebrate the unity & strength of the 8th grade class during this difficult time, and ask our community to help celebrate and show support for the 8th grade class. The PTO is coordinating blue ribbons to tie around mailboxes to "paint the town blue". A google form was created to request a ribbon, and a volunteer will deliver and tie the ribbon, no contact needed. Almost 200 ribbons have been requested so far. We will be providing an additional PTO Award for the 8th Grade Class honoring the strength, unity, and perseverance of the graduating Class of 2020 during the Covid-19 Pandemic. A framed picture/plaque will be hung in the halls along with the other PTO award

plaques. The PTO will continue to supply the 8th grade awards; but per the request of the 8th grade staff, these will no longer be awarded as part of the graduation ceremony. A separate virtual event on May 29th will be held congratulating those students, and plaques will be delivered.

- vi. **Teacher/Staff Retirements:** We want to say a huge thank you to Julie Savage, Maria Luce, Bonnie Taylor, Karla Fillinger, Jill Rogers, Mark Clement, Chief Financial Officer Dr. Valentin, and Superintendent Dr. Lonny Lemon for their time, dedication and above and beyond commitment to our kids during their time at OGS.

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

**Overview of the 4/21/20 BOE meeting**

- i. **Finance Report:** Durham contract is being paid out at 82%, which covers the drivers' wages and bus leases. Summer work will cost about \$800,000. The 2020-2021 OGS school budget cannot be adopted yet because of how funds come from the State and flow through to SEDOL.
- ii. **Maintenance Report:** The building has been deep cleaned with a microban agent and a sprayer to ensure a safe work environment for the custodians and administrators that are in the building each day. The library renovation project has begun early. The books have been packed up and the old shelves were removed. Waiting on painting and flooring crews.
- iii. **Architect's Report:** Dr. Lemon shared Peter Graves' fee schedule from 2015 with the Board and Admin Team, but it wasn't visible on the Zoom call. The BOE's concerns regarding a building expansion include: Decreased kindergarten enrollment, 37 houses in the district on the market, 112 8th graders (one of the biggest classes) graduating, property taxes may not be paid on time/come in as expected because of the COVID-19 pandemic and high rate of unemployment. Dr. Lemon has concerns about school funding during a recession.
- iv. **Technology Report:** Apple purchase including 95 iPads at \$294 each and 110 MacBooks at \$814 each. The production Lab needs to be updated this summer at a cost of \$151,545. OGS has not determined how they will retrieve the student's iPads and MacBooks from this academic year with the COVID-19 pandemic. A new wireless system from CDW will be purchased: 40% of the cost will be covered by the FCC's E-Rate funding program. There was discussion of the usage of Google Meet for remote learning. At the time when a decision had to be made, Google Meet offered better security at a cheaper cost than Zoom. The decision will be reevaluated if remote learning continues into the fall or occurs again in the future. One BOE member mentioned that there is a grid extension (that resembles Zoom layout) on Meet, which is not on our student's machines.
- v. **Superintendent's Report:** Although cannabis is legal in Illinois, it is still not legal on school grounds. There is a long list of questions the Admin Team is trying to figure out: how/when will students be able to retrieve items from their lockers, how will graduation be handled, will there be summer school, etc. A BOE member suggested that Dr. Lemon host a Town Hall Zoom, like the LHS Superintendent is doing, before the end of the year, especially since Dr. Lemon is retiring.
- vi. **Communication from the Public:** The Kindergarten Team submitted a letter. Two kindergarten sections were eliminated for next year, but the school is only a couple of students away from adding a 4th section. The teachers also expressed the need for small class sizes next year due to the COVID-19 pandemic and students missing preschool and not developing the needed foundational skills.
- vii. **Discipline Report:** There has been concern with some students using their school devices in the middle of the night. Some students are not doing attendance check in or turning in work online. Teachers and staff have been reaching out to these families.

- viii. Curriculum Update: Dr. Cacciatore has done PD with teachers related to remote learning: documenting interventions, how to handle missing work, etc. State testing has been canceled for the remainder of the school year. Local testing (TAG placement, CoGat round 2) will be done online, the camera and microphone will be on-- to verify the student is taking the test without assistance.

#### **Overview of the 5/19/20 BOE Meeting**

- i. Ms. Savage is retiring after almost 25 years at OGS. For the past 9 years, she has been running a school-wide Kindness Service Project. Students made “tokens” for staff with a word that is stamped into the metal disk with his/her descriptor or guiding principle; staff have been wearing them on their staff ID lanyards. Unfortunately, the second part of the kindness project could not occur among the students because of COVID-19.
  - ii. Facilities Reports:
    - 1. Architect Report: preconstruction of summer work will begin on site next Tuesday, May 26th.
    - 2. Maintenance Report: library is prepped, packed up and cleared out for the renovation of the space.
    - 3. Technology Report: Goal is to keep students’ devices in their hands as long as possible this summer, a two-week return will occur for updates. The new Apple student devices will arrive mid-June. The wireless equipment will cost around \$97,000, and the installation costs are about \$10,000. With the Federal Government eRate reimbursement, OGS would be responsible for only about \$64,000. CDW would be able to complete the project this summer.
  - iii. COVID-19 Planning (will be covered at the Town Hall Meetings this week): OGS is positioning itself to be ready for any of the 3 options that the State has given including school resumes in person in the fall, remote learning continues in the fall, a hybrid or synchronous learning will occur. Three components that need to be considered: health and wellness factors (sanitizer, masks), facilities factors (6’ apart), instructional priorities for version 2.0 of Remote Learning (assessment and attendance policies), learning platforms (Zoom vs. Meet), learning loss assessment tools.
  - iv. Superintendent's Report: Recognized the PTO for their work on Teacher Appreciation Week and 8th grade support. Dr. Lemon thanked Dan Wells and family for the donation of the Red Oak tree to be OGS’s Wish Tree. Dr. Lemon thanked this year’s retirees. Dr. Lemon was very moved by the teacher’s retirement gift: Renaming the bus lane “Lemon Lane” and purchasing a bench to sit next to the Wish Tree.
  - v. Discipline Report: Students using their school devices during late night hours resulted in the school turning off access after 10:30 pm, to help ensure kids are getting their sleep and making healthy choices.
  - vi. Curriculum Report: TAG testing went well remotely. Around June 1st, information about the appeal process could go out to parents. Vertical articulation is occurring between grades so the teachers can adapt their curriculum for the fall semester. Dr. Cacciatore is looking at assessments to determine if gaps are forming with student achievement in regards to the standards.
  - vii. Remote Learning Summer Camps are will be available through OGS including topics such as coding, art, running, book club, cooking class and knitting.
- c. **Treasurer** (Donna Griffin)
- i. Remaining checks/revenue from Marla’s have been deposited. \$200 was donated to the Libertyville Food Pantry. Checks were written to pay Heather’s Gym and Tastebuds Kitchen

for the virtual assemblies. Approximately \$4,000 has been disbursed to reimburse allotted teacher funds and remote learning requests. The PTO's contribution to the elementary library renovation is still pending.

- d. **Registrar** (Lynsey Wolfe)
  - i. The link for registration for next year is still forthcoming. More information will be available from administration soon.

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

- a. Sign up to participate in one of two Town Hall meeting times where information will be shared about picking up student items and materials and dropping off student devices. The meetings will be archived online.
- b. Virtual Graduation Ceremony will take place on 5/28 at 7pm – There will be speakers from the administration team as well as an Oak Grove alum LHS Senior and 1 of 10 OGS students vying for 8<sup>th</sup> grade class speaker roll.
- c. The 8<sup>th</sup> Grade Awards Ceremony will take place separately and virtually on 5/29 at 6pm
- d. Dr. Lemon expressed his thanks to the PTO and announced that he's nominating the PTO for the "Those Who Excel" Award that is recognized at the Illinois State Board of Education banquet.

#### 5. **Reports from Standing Committees**

- a. **Teachers Liaison** (Jina Rappaport)
  - i. Thank you for Teacher Appreciation Week yard signs
  - ii. There was a question about returning library books and how parents can know what is at home that needs to be returned. Librarians will send home an e-mail list next week that details book titles and shows a picture of the cover of the books. Books will then be turned in when parents pick up locker and desk belongings.
- b. **Teacher Appreciation Week** – Thank you to Mel Lyon and the team of volunteers who delivered signs.
- c. **School Supply Pre-Packs** (Julie Kovach on behalf of Jennifer Liu)
  - i. School supply packs are now for sale online. Sales close 6/21. No extensions. The committee is working to investigate school supply pack vendors for '21-'22 already and will compare other vendors with EPI (current vendor).
- d. **Field Day** (Julie Kovach on behalf of Dana Huennekens) Since Field Day was cancelled, Administration has confirmed that Field Day will be moved to next year, and Fine Arts day will be pushed back a year.
- e. **Mother/Daughter Tea** (Julie Kovach on behalf of Adrienne Castro) The 5th Grade puberty talk by Nurse Callie was given on Monday. There were some technical issues with the virtual Q&A so that may be rescheduled. We are still working with our evening speaker to reschedule. That talk is more detailed and may be held until the Fall in hopes it can be in person. And if not, a virtual event will be considered.

#### 6. **Report from OGSEF** (Katrina Treutelaar)

- a. LHS Seniors Maggi Hutchins and Nathan John were awarded \$2,000 scholarships
- b. Each 8<sup>th</sup> grader received a yard sign and gift pack including a bucket hats from the PTO, a class photo & candy from OGSEF, and T-hirts from the Student Council
- c. Elections were held and Julianna Furlong will serve as president for another year
- d. The Foundation voted to contribute \$10k to the elementary library renovation project
- e. The Foundation approved a grant request from Mrs. Pusateri to fund new microscopes for her classroom

## **7. Old Business**

- a. Approve the 2020-2021 Executive Board & Committee Chairs
  - i. A motion was made by Lynsey Wolfe and seconded by Christine Merrild. The proposed Board and Committee Chairs were e-mailed to all PTO members on May 6. No comments or questions were e-mailed or discussed on Zoom.
  - ii. Vote via Zoom Poll: Motion Passed unanimously with 19 “yes” votes and zero “no” votes.
- b. Approve the budget for the 2020-2021 school year
  - i. A motion was made by Christine Merrild and seconded by Seroj Lenka. The budget changes from previous years are minor and reflect spending. The changes also reflect new committees including the Family Socials and New Activities committee. The proposed budget was e-mailed to all PTO members on May 6. No comments or questions were e-mailed or discussed on Zoom.
  - ii. Vote via Zoom poll: Motion passed unanimously with 19 “yes” votes and zero “no” votes.
- c. Approve the bylaws for the 2020-2021 school year
  - i. A motion was made by Seroj Lenka and seconded by Agata Karpowicz. The terminology in the bylaws was changed from “dues” to “fees” to better reflect how the organization runs. There will still be a \$10 fee per family, but families can choose to opt out when registering if they wish. A finance section was also added to the bylaws. The proposed bylaws were e-mailed to all PTO members on May 6. No comments or questions were e-mailed or discussed on Zoom.
  - ii. Vote Via Zoom poll: Motion passed unanimously with 19 “yes” votes and zero “no” votes.

## **8. New Business**

None

## **9. Announcements**

- a. Mailbox ribbons in support of the 8<sup>th</sup> Graders are being delivered by PTO volunteers. We are trying to get them out within 24-48 hours of the request on the Google Form, but rain slowed the deliver process down. Can still submit requests via the Google Form until 5/22.

## **10. Adjourn**

The meeting adjourned at 12:49pm CT. The next meeting will be Wednesday, September 2 at 9:00am CT in the Elementary Professional Development (PD) Room at OGS.