

**Oak Grove School Parent Teacher Organization
Meeting Minutes
Friday, August 7, 2020**

1. Call to Order

The meeting was called to order on Friday, August 7, 2020 at 11:40am CT virtually via Zoom.

Attendees included:

Julie Kovach	Laura Reutzel	Beth Zender	Donna Griffin
Lynsey Wolfe	Kate Byers	Allison Sherman	Nick Heckel
Adam Poor	Advik Vijay Anand	Ajith George	Ashley Miller
Bethany Williams	Carrie Waddell	Christine Merrild	Corrinne Harrington
Daniel Choe	Darlene Taylor	Debbie Greer	Doug Peterson
Elisabeth Cobb	Gianna Cathlina	Hillary Bolke	Jacquelyn Melius
Jeff Barry	Jennifer Davis	Jennifer Liu	Jina Rappaport
John Mason	Karin Pawlowski	Katrina Treutelaar	Kris Fitzgerald
Kristin Golumbeck	Mary Haas	Melissa Melius Lynch	Misbah Lamba
Prashanth Sivadasan	Raabia Khan	Rachel Margolis	Randi Muzumdar
Sarah Buckley	Sarah VanHeirselee	Stacey Buell	Subba Ganjikunta
Talitha Hayburn	Tracy Rockney	William John Mason	

2. Reports of Officers

a. **President** (Laura Reutzel)

- **Committee Update:** Thank you to everyone who has volunteered to chair a committee this year. This year is going to look very different from any prior year. Many of our activities and events bring together large groups and will have to be indefinitely postponed. There are still some activities that we hope we can move forward with modifications. Examples include the Teacher and Staff Welcome Back Lunch, Teacher Appreciation Week, and Speakers and Programs events which can be virtual. It is more important than ever, to find ways to bring this community together. Please send any programming suggestions you have to Julie and Laura. If you are a committee chair, you will hear from Julie and Laura either at the beginning of the school year or prior to your event or activity. If you have any ideas on ways to modify your event or activity to meet the safety restriction in place, please share them.
- **Financial Position:** As of 7/14/2020, the PTO has \$17,475 available to spend on funding requests. On average the PTO funds around \$10k in additional funding requests in a “normal” year. Many of the PTOs fundraising events will most likely not take place this year or will be heavily modified. Our largest fundraising line item is Marla’s hot lunch program. Marla’s will be the hot lunch vendor this year and will continue to give the PTO a portion of proceeds, but with fewer students at school, reduced menu offerings and unknown interest from families in utilizing Marla’s we anticipate reduced revenues. This may be offset by fewer anticipated event expenditures since many events can’t happen as the usually do. The PTO Executive Board examined our cash reserves position last year and recommended maintaining an amount equal to the budget. At the time, this was approximately \$55k which gives us cushion this year and even leading into next year to both fund “emergency” requests as well as bear the inevitable decrease in fundraising revenue. The unspent funds earmarked for several ‘19-’20 line items such as 8th Grade Graduation, 8th Grade Reception and 5th Grade Mother Daughter Tea were rolled into this year’s budget as well. The renovation of the elementary library is complete, but we have not paid the school the approved PTO contribution. Following the PTO vote, the OGSEF did vote to contribute \$10k to the library renovation, so

we do expect the amount we owe the school to be less than the approved amount of \$45,226.

3. New Business

- a. Motion to Discuss: Raabia Khan; 2nd Christine Merrild
 - Funding request for \$2500 from Dave Huber for Adobe Creative Cloud K12 School Shared Device Site Licenses for one year. Administration confirmed they will purchase an annual license for these software titles in the 2021/22 school year, but it is not in the budget this year.
 - Junior High students would benefit from having more advanced software to expand on their digital arts program at OGS – especially going into a tech-heavy year where traditional art supplies cannot be used/shared. Having access to both Adobe Illustrator and Photoshop can teach two completely different skill sets when before they only had basic skills through Photoshop Elements.
 - Dr. Meltzer teaches advanced video editing, but he does so on software that is only installed on the computers in the lab. Remote learners could not take advantage of learning advanced video editing unless they were in the building.
 - OGSEF may consider funding this request at their next meeting.
 - This funding request is more than \$1,000 and will not be voted on until the September 2nd PTO Meeting.
- b. Motion to discuss: Bethany Williams; 2nd Raabia Khan
 - Funding request for \$2995 from administration for copies of The Distance Learning Playbook for all teachers. The Distance Learning Playbook applies research to understand what works best with distance learning. Topics include teacher-student relationships, teacher credibility and clarity, instructional design, assessments, and grading.
 - OGSEF may consider funding this request at their next meeting.
 - This funding request is more than \$1,000 and will not be voted on until the September 2nd PTO Meeting.
- c. Motion to discuss: Bethany Williams; 2nd Hillary Bolke
 - Funding request for \$3,000 from administration for 600 SeeSaw accounts for K-8 PE/Fine Arts.
 - OGSEF may consider funding this request at their next meeting.
 - This funding request is more than \$1,000 and will not be voted on until the September 2nd PTO Meeting.
- d. Motion to discuss: Christine Merrild; 2nd Raabia Khan
 - Funding request for \$4,165 from administration for 17 monitors at a cost of \$245/ea. These are for remote learning teachers who indicated they needed this equipment (there are more than 17 remote learning teachers). There was a question about where the monitors will go after remote learning ends. The monitors will return to the school and are part of school technology inventory.
 - Since this request is more than \$1,000, a motion was made by Tracy Rockney and seconded by Hillary Bolke to approve up to \$999 of this request today and defer the rest until the September 2nd since school starts before the next meeting and teachers need these to start the year.
 - Unanimously passed via online vote. The remainder of the request will be voted on during the September 2nd meeting.

- e. Motion to discuss: Rachel Margolis; 2nd Bethany Williams
 - Funding request for \$1,258 from administration for 17 Apple Wireless Keyboards at a cost of \$74/ea. These are for remote learning teachers who indicated they needed this equipment (there are more than 17 remote learning teachers). There was a question about how the district decides on pricing and models for peripheral technology equipment. The school business manager makes recommendations for consistency.
 - Since this request is more than \$1,000, a motion was made by Bethany Williams and seconded by Rachel Margolis to approve up to \$999 of this request today and defer the rest until the September 2nd since school starts before the next meeting and teachers need these to start the year.
 - Unanimously passed via online vote. The remainder of the request will be voted on during the September 2nd meeting.
- f. Motion to discuss: Rachel Margolis; 2nd Hillary Bolke
 - Funding request for \$510 from administration for 17 Apple Wireless mice at a cost of \$30/ea. These are for remote learning teachers who indicated they needed this equipment (there are more than 17 remote learning teachers).
 - Unanimously passed via online vote.
- g. Motion to discuss: Bethany Williams; 2nd Rachel Margolis
 - Funding request for \$118 from administration for 4 copies of the Fountas and Pinnell Prompting Guide Part 1 for remote ELA teachers. There was discussion regarding how these will still be useful and relevant if all teachers are back in school.
 - Unanimously passed via online vote.
- h. Motion to discuss Bethany Williams; 2nd Jeff Barry
 - Funding request for \$177 from administration for 6 copies of the Fountas and Pinnell Prompting Guide Part 2 for remote ELA teachers. There was discussion regarding why two more copies are needed than part 1. The school has fewer copies of part 2, so two more copies are needed.
 - Unanimously passed via online vote.
- i. Motion to discuss Bethany Williams; 2nd Hillary Bolke
 - Funding request for \$2,848 from administration for 32 Apple Pencils for Eagles@School iPad teachers at a cost of \$89/ea. There was discussion of the creation of Amazon Wishlists for each teacher and distributing these lists to OGS families. OGS families are likely to be very supportive of teacher Wishlist requests and Amazon Smile organizations like the PTO and OGSEF could benefit as well.
 - This funding request is more than \$1,000 and will not be voted on until the September 2nd PTO Meeting.
- j. Motion to discuss Elisabeth Cobb; 2nd Stacey Buell
 - Funding request for \$890 from administration for 10 Apple Pencils for Eagles@Home iPad Teachers. There was discussion about deferring this item to the next meeting for a similar reason to the previous discussion that these could be included on a teacher wish list.
 - Raabia Khan made a motion to defer voting on this item until September 2nd and Jennifer Liu seconded the motion. Motion passed via online vote with 16 “yes” votes and 1 “no” vote.
- k. Motion to discuss Mary Haas; 2nd Bethany Williams
 - Funding request for \$935 from administration for 17 headsets at a cost of \$55/ea for the Eagles@Home teachers.
 - Motion passed via online vote with 19 “yes” votes and 1 “no” vote.

- I. Motion to discuss Bethany Williams; 2nd Elisabeth Cobb
 - Funding request for \$3,827 from administration for 43 microphones at a cost of \$89/ea for Eagles@School teachers. The microphones are so that classroom teachers, specifically those in larger spaces, can be heard more clearly without raising their voice. Administration tested various microphones to see what worked best.
 - Since this request is more than \$1,000, a motion was made by Bethany Williams and seconded by Rachel Margolis to approve up to \$999 of this request today and defer the rest until the September 2nd since school starts before the next meeting and teachers need these to start the year.
 - Motion passed via online vote with 20 “yes” votes and 2 “no” votes. The remainder of the request will be voted on during the September 2nd meeting.
- m. Motion to discuss Bethany Williams; 2nd Elisabeth Cobb
 - Funding request for \$3,995-\$4,995 from administration for 5 Meeting Owl smart conferencing camera, mic, and speaker devices that will be used for TAG services.
 - OGSEF may consider funding this request at their next meeting.
 - This funding request is more than \$1,000 and will not be voted on until the September 2nd PTO Meeting.
- n. Motion to discuss Bethany Williams; 2nd Jennifer Liu
 - Funding request for \$510 from administration for 17 laptop stands at a cost of \$30/ea for Eagles@Home teachers. There was discussion about deferring this item to the next meeting for a similar reason to the previous discussion that these could be included on a teacher wish list.
 - Jennifer Liu made a motion to defer voting on this item until September 2nd and Bethany Williams seconded the motion. Motion passed via online vote with 17 “yes” votes and 1 “no” vote.
- o. Motion to discuss Jennifer Liu, 2nd Bethany Williams
 - Funding request for \$300 from administration for 10 tripod stands for iPads for Eagles@Home teachers. There was discussion about deferring this item to the next meeting for a similar reason to the previous discussion that these could be included on a teacher wish list.
 - Jennifer Liu made a motion to defer voting on this item until September 2nd and Bethany Williams seconded the motion. Motion passed via online vote with 15 “yes” votes and 3 “no” votes.
- p. Motion to discuss Jennifer Liu; 2nd Raabia Khan
 - Funding request for \$1,400 from administration for 2 bike racks at a cost of \$700/ea. The school currently has 3 bike racks that are very full during a typical year. This year expectations are that there will be a lot more bike riders. There was discussion of voting on the racks separately or voting to approve one bike rack and deferring the vote on the other bike rack until the next meeting.
 - Since this request is more than \$1,000, a motion was made by Bethany Williams and seconded by Katrina Treutelaar to approve up to \$999 of this request today and defer the rest until the September 2nd since school starts before the next meeting and teachers need these to start the year.
 - Motion passed unanimously. The remainder of the request will be voted on during the September 2nd meeting.
- q. Motion to discuss Jennifer Liu; 2nd Beth Zender
 - Funding request for \$1,250 from administration for 50 headsets for students whose classroom is in the gym at a cost of \$25/ea

- Since this request is more than \$1,000, a motion was made by Jennifer Liu and seconded by Beth Zender to approve up to \$999 of this request today and defer the rest until the September 2nd since school starts before the next meeting and students need these to start the year.
- Motion passed via online vote with 16 “yes” votes and 1 “no” vote. The remainder of the request will be voted on during the September 2nd meeting.

4. Announcements

After all the discussed motions and votes, the PTO has voted to approve \$6,735 in expenditures.

5. Adjourn

The meeting adjourned at 1:16pm CT. The next meeting will be Wednesday, September 2, time TBA.