

Oak Grove School Parent Teacher Organization
Meeting Minutes
Friday, September 4, 2020

1. Call to Order

The meeting was called to order on Friday, September 4, 2020 at 11:30am CT virtually via Zoom.

Attendees included:

Julie Kovach	Laura Reutzel	Beth Zender	Donna Griffin
Lynsey Wolfe	Kate Byers	Allison Sherman	Nick Heckel
Jill Procop	Baris Dogan	Raabia Khan	Hillary Bolke
Mary Haas	Cathie DeMoon	Christine Merrild	Sarah Roe
Karin Pawlowski	Adithya Prashanth	Talitha Hayburn	Rachel Margelos
Saroj Lenka	Mia Hughes	Katrina Treutelaar	

2. Approval of Minutes

Minutes from May 20, 2020 were reviewed. Minutes were approved as distributed. Minutes from August 7, 2020 were reviewed. Minutes were approved as distributed.

3. Report of Officers

a. President (Laura Reutzel)

- i. Reviewed thank you cards from Bonnie Taylor, Kurt Valentine and Maria Luz.
- ii. Chalk the Walk was a huge success. Thank you to all the volunteers who came out to draw and write messages for our students and staff. Thank you to Beth Zender for coordinating.
- iii. The PTO is coordinating a webpage of links to teacher Amazon wish lists to support unique classroom needs during the Covid-19 school year. A link to the wish lists will be shared with Oak Grove families once we have received and compiled all requests. There was discussion about the price limit of what teachers can request on their wish lists as well as the protocol for items being added to the list. While there is no set price limit, all items are approved by administration prior to being added to the list.

b. Vice President (Beth Zender)

- i. The Administration publishes detailed Board Briefs quickly following Board of Education and Committee of the Whole meetings so be sure to check there for the latest information.
- ii. Tents have been installed behind the school for outdoor activities and tent breaks. PODS storage units are storing non-essential classroom items to create extra space for physical distancing.
- iii. K-5 Eagles@School class size is 12-15 students per class and Eagles@Home is 12-18 students per class. 5th grade TAG has 23 students. Grades 6-8 Eagles@School class size is 12-17 students per class and Eagles@Home is 16-17 students per class with 23-25 students in TAG.
- iv. SEL lessons will be implemented by the classroom teacher this year. Mrs. Keifer is teaching 3rd grade.
- v. iReady testing is complete. Additional information is available in the Oak Grove News curriculum corner.
- vi. There is formal TAG math instruction for grades 4-8 and TAG ELA is completed with the students' regular teacher with differentiated instruction.
- vii. Students will be graded and evaluated this year, unlike during remote learning in the Spring. 6th grade is piloting standards based grading this year.

c. Treasurer (Donna Griffin)

- i. Reviewed revenue: Amazon Smile receipt \$40; \$85 cash/checks in office from calendars

- ii. Reviewed expenses: Paid Life Storage for the storage units. The next bill to Life Storage will be August 1, 2021. Paid the insurance Policy (\$675). Paid expenses related to the Welcome Back Lunch (\$970). Teacher funds have started to be disbursed.
- iii. Reviewed cash report. Library renovation invoice not yet received. Available funds as of September 3, 2020 were \$7,876. There was discussion regarding the money set aside for the library renovation. In February the PTO approved via vote \$45k toward the Library project. This is the amount we are bound to set aside since there was a vote. Since OGSEF gave \$10k toward the project, we anticipate the amount we are invoiced to be less. If we are invoiced less, we will pay less, but we cannot plan for that in the cash report.
- d. Registrar (Lynsey Wolfe)
 - i. Committee volunteer lists have not been sent because the PTO exec team needs to connect with committee chairs to determine how/if committee events will happen this year. Many events will need to be reimagined and many will need to be canceled this year.

4. Report of Administration (Allison Sherman)

Administration is thrilled to be celebrating two successful full weeks of school. It is important we continue to do as much as we can to be vigilant, but also celebrate the successes. There are usual spikes in case counts that come as a result of holiday weekend, so the admin team will watch the numbers closely after the long weekend. Green Oaks is significantly below the 8% positivity rate cut off for switching to remote learning and Lake County is at 4.69%. There is an Admin retreat this week to discuss what is working well and what needs attention. The Admin team is focusing on making sure remote and in-person students feel connected to each other and the school.

5. Reports from Standing Committees

- a. Grade Level Coordinators (Beth Zender & Christine Merrild)

This year will be very different, but the goal of Grade Level Coordinators will be to continue to try to help with celebratory efforts that can be implemented both at school and at home. The Grade Level Coordinators will work collaboratively to come up with creative ideas to help the kids feel like kids. Send any ideas for grades K-4 to Beth Zender. Lynsey Wolfe volunteered to be Kindergarten grade level coordinator. 5th-8th grade coordinators are not yet set. The grade level celebrations for 5th-8th grades have been inclusive for the whole grade versus class by class and these need to be reimagined for this year. The focus will be on making it a fun year for everyone and getting everyone involved both in school and at home.
- b. Supply Packs (Laura Reutzler on behalf of Jen Liu)

311 supply packs were purchased this year, which is 1 more than last year. We will receive a refund of \$2,345.27 which is about \$100 more than last year, but under our budgeted revenue of \$2,500. The vendor is experiencing delays getting the checks out, but expect us to receive the check by mid-September. Jen Liu signed a contract with EPI for next year. This is the company that we previously used. EPI will not charge a fee if we break the contract. Usually, there is a \$500 fee, but because of the uncertainty due to COVID-19, they are waiving that fee for the next school year.
- c. Welcome Back Lunch (Christine Merrild)

The Welcome Back Lunch was a great success even amid uncertainty and change. Rather than the usual buffet style meal, a Google Doc was created where teachers put in their lunch orders and Marla's fulfilled the orders. Meals were set out alphabetically and teachers picked them up by grade level to minimize numbers congregating in the pickup area. There were no baked goods this year. All expenses to Marla's and Card My Yard have been paid.
- d. Spiritwear (Laura Reutzler on behalf of Courtney Johnston)

As of 9/2, 58 orders had been placed which amounts to approximately \$787 raised. The order deadline is 9/14/20, so there is still a little more than a week to go. There was discussion about

how the orders/revenue compares to last year. Last year Spiritwear raised just under \$1,350. There is still some time and some families may be more last-minute to order so it is hard to predict revenue for this year. Last year sample items were shown at Family Fest, Curriculum Nights, etc. so people had the opportunity to see the quality of items before ordering. PTO Exec team still needs to reach out to admin to order shirts for any child at school who needs financial assistance purchasing one.

e. Fundraisers/Virtual 5K (Jill Procop, Rachel Margelos, Kate Byers)

Fundraisers: Libertyville McDonalds is partnering with OGS for a dinner fund-raiser, but the date is TBA. Other ideas for fundraisers include a Rocky Mountain Chocolate Co. Halloween fundraiser and Donatis pizza take home kits. There was also discussion of OGS branded yoga mats, jump ropes, trampolines, balls, etc. that could be part of a PE-themed sale. The PTO could profit 30% of the price of these items.

Virtual 5K: There will be a Virtual 5k October 23-25 and anyone from the Oak Grove community can participate. Participants can walk, jog or run on a 5k course of their choosing. They will complete the 5k at any point the weekend of October 23-25. Anyone who shares a completion photo tagged with #OakGroveStrong will be entered to win one of 3 prizes to 847 Running. Participants do not need to share their completion times with the PTO. Registered participants will receive a race t-shirt and medal. Registration will open soon so watch OG News and e-mail for more information.

f. Calendar (Laura Reutzler on behalf of Franci Klotz & Gina Reynolds)

The calendar is complete and, after review, will be ready for printing. Currently have 172 calendars ordered through registration. Last year we had 208 preordered and had 250 printed. We need to verify if teachers have been asked if they want a copy.

6. Report from OGSEF (Hillary Bolke)

OGSEF approved \$32k to cover all remaining items from the administration and teacher requests to facilitate Covid-19 learning for Eagles@Home and Eagles@School.

7. Old Business

a. A motion was made by Christine Merrild and seconded by Raabia Khan to discuss a request for funds from Dave Huber for Adobe Creative Cloud K12 School Shared Device Site Licenses for one year. The total amount requested is \$2,500. This request was funded last month by OGSEF and is now closed.

b. A motion was made by Raabia Khan and seconded by Cathie DeMoon to discuss a request for funds from Administration to support immediate Eagles@School and Eagles@Home needs. The total amount remaining is \$22,443. Everything from this request except \$400 for a second bike rack was funded last month by OGSEF. Last month the PTO approved \$999 for bike racks. \$600 was used to purchase 2 and money remains to purchase one more. One bike rack was also moved from the elementary side of the school. This item is now closed.

8. New Business

a. A motion was made by Christine Merrild and seconded by Katrina Treutelaar to discuss a request for funds from Rebecca Sims for Logitech Headsets with microphones for all Eagles@School 7th grade students. The total amount requested is \$1,874.25. There was discussion about what an asset these devices would be and they would allow easier ability to communicate across the grade. There was discussion about whether or not these devices would stay with the grade or the student. A similar request funded last year for 1st grade modeled that the devices would stay with the grade, but this is to be determined. Since this request is more than \$1,000, PTO procedures state it will be voted on at the next meeting.

9. Announcements & Questions

- a. Directory: A list of teachers is needed for the directory particularly since there are so many new staff members this year.
- b. Student lists: A list of counts/names of all Eagles@Home is needed to calculate spending equitably for grade-level expenses. Allison Sherman will get the list and send it to Beth Zender and Christine Merrild.
- c. There was a question about delivery of Daddy Daughter Dance pictures because they were not delivered following the dance. Cathie DeMoon volunteered to follow-up with the photographer.

10. Adjourn

The meeting adjourned at 12:55pm CT. The next meeting will be Wednesday, October 7th at 11:30am CT via Zoom.