

**Oak Grove School Parent Teacher Organization**  
**Meeting Minutes**  
**Wednesday, May 26, 2021**

**1. Call to Order**

The meeting was called to order on May 26, 2021 at 11:32am CT virtually via Zoom. Attendees included:

Julie Kovach	Laura Reutzel	Beth Zender	Donna Griffin
Kate Byers	Allison Sherman	Jina Rappaport	Elizabeth O'Neill
Jason Ehrick	Aayshah Mirza	Cathie DeMoon	Raabia Kahn Mohammed
Elisabeth Cobb			

**2. Approval of Minutes**

Minutes from May 5, 2021 were reviewed. Minutes were approved as distributed.

**3. Report of Officers**

- a. President (Laura Reutzel)
  - i. Reviewed Thank You notes from Patti Tazzioli, OGS Special Services Teachers for Teacher Appreciation week and also from Mrs. Bulley's 4<sup>th</sup> Grade ELA Class for the book fair.
  - ii. The PTO will continue to use Marla's Lunch as the lunch vendor/partner next year. Laura, Julie, Beth and Kate met with Marla to begin planning for next year and will communicate Covid-related considerations with Marla and her team throughout the summer.
  - iii. "Those Who Excel" signs were placed in the yards of all PTO committee chairs from the past two years to show appreciation for their hard work and dedication to the PTO and in recognition of the PTO's Illinois State Board of Education "Those Who Excel" award.
- b. Vice President (Beth Zender) - Report from the May 18, 2021 BOE meeting:
  - i. The architect's report included a \$35k landscaping bid for the new front sidewalk that will be installed this summer.
  - ii. Budget changes for next year will include the addition of an extra bus to accommodate additional students riding the bus will all students back in session.
  - iii. A webinar will be released to preview return-to-school in the fall. Topics will include an opt-in Covid testing program, the school day schedule (PE will be shorter due to cafeteria overflow in the gyms), TAG updates, IE time for all grades and fall athletics among others.
  - iv. Kindergarten screening will be June 7 & 8 and practice kindergarten will be August 13.
  - v. 8<sup>th</sup> Grader Dakota Olson was published in the Young American Poetry Digest.
  - vi. The Mobile Museum of Tolerance (MMOT) came during last in-service day to help teachers with DEI goals.
  - vii. Board members expressed thanks to the PTO and OGSEF for being creative and innovative in ways to continue to make things fun and exciting for OGS students despite the current circumstances.
- c. Treasurer (Donna Griffin)
  - i. Continuing to process reimbursements for end-of-year activities including 8<sup>th</sup> grade celebrations and teacher funds.
  - ii. The fiscal year ends June 30 and Donna will be out of town for a couple weeks, so please try to get all requests to her ASAP.
- d. Registrar (Laura Reutzel on behalf of Lynsey Wolfe)
  - i. The new PTO laptop is in and Lynsey is working with Aayshah ('21-'22 Registrar) to move files over and get the laptop set up for the next school year.

**4. Report of Administration (Allison Sherman)**

- a. Thank you to Julie & Laura for their leadership of the PTO and service to OGS. Thank you also to the parents putting in extra hours to make the end of the year special, specifically for 8<sup>th</sup> graders. Parent and student feedback about the movie night was very positive.
- b. Fall preview webinar will be distributed on 5/27 at 6pm and will include information about operations and programming for Fall 2021. Information in the webinar is subject to change based on health protocols and local/state/national guidance as necessary.
- c. On 5/25 a new set of health protocols was released by ISBE indicating that all students should be masked in the fall. IDPH has aligned with CDC guidance which may give schools discretion, but OGS is planning students will be masked in the fall and this may likely be in place until children ages 6-11 have access to the vaccine.
- d. OGS will provide a remote option for medically fragile students or a student with a medically fragile household member. Both require documentation from a doctor.
- e. Monitoring the outcomes of a Lake County pilot project that is examining the impact of positive Covid cases and resulting symptoms/positive cases of individuals identified as “close contacts”. OGS was not a participant in this pilot because we maintained 6-ft social distancing and we do not have a Covid testing program for students.
- f. There was a question regarding mask requirements for vaccinated students if students supply proof of vaccination. The school nurses have access to the I-CARE immunization record system to confirm vaccination status and could use this to determine if a student needed to quarantine if they were deemed a close contact. There has not been discussion regarding if vaccination status would extend to in-school masking, but the school expects more guidance late in the summer regarding masking in a mixed-age community setting.

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

- a. Teachers Liaison (Jina Rappaport) – Congratulations to the PTO on the ISBE “Those Who Excel” award. Thank you for books that will be purchased for both libraries using Book Fair rewards. The teachers thoroughly enjoyed the Teacher Appreciation Week treats and gifts.
- b. Book Fair (Laura Reutzel on behalf of Jen Tippet) – Sales were \$14k, OGS net proceeds were \$2500 and \$1,700 Scholastic dollars are being split between the elementary and Jr. High libraries. Thank you to Beth Zender and Lori Beres who helped assign funds to students so they could purchase books and to admin for approving the book fair as an in-person event. The students were so excited to attend the book fair in person and the Eagles @ Home evening was well-attended giving these students an opportunity to talk face-to-face with their teachers and classmates.
- c. Family Fest (Laura Reutzel on behalf of Beth Koopman & Abigail Snodgrass) – Family Fest is typically the first Sunday after school begins and is an outdoor event. The committee chairs will work with the new PTO Exec Board to determine what Family Fest will look like for Fall ‘21.
- d. Partnership Fundraising (Laura Reutzel on behalf of Jill Procop & Rachel Margelos) – The Libertyville Coffee Company fundraiser raised more than \$900. Libertyville Coffee Company donated 50% of sales to the PTO. There was a comment that supporting local businesses through our partnership fundraising efforts was a win-win for the PTO and local businesses.
- e. School Supply Prepacks (Laura Reutzel on behalf of Jen Liu) – Educational Products, Inc. (EPI) will be the prepack vendor this year. The cost of EPI prepacks is lower than other vendors and they have better customer service. The PTO makes approximately \$7-8 per pack and shipping is \$8 per family. All non-consumable items are guaranteed for the school year and EPI will replace any damaged non-consumable items. Order window open through July 6, but there will be a \$10 late fee after June 13. The PTO will purchase prepack supplies for students in the free/reduced lunch program and can assist anyone else with financial hardship using PTO Helping Hands donations.

## **6. Report from OGSEF (Raabia Khan Mohammed)**

- OGSEF awarded two scholarships to LHS seniors who are OGS alums. Andrew Benoit and Samantha Skarbek each received a \$1,000 scholarship during the LHS scholarship night.
- Teachers can apply to OGSEF for a mini-grant of \$250 or less to update their classrooms purchase supplies.
- Save the Date for OGS Gala on February 19, 2022.
- Fundraiser \$68 for District 68 on 6/8 – donations are currently open and welcome in any denomination.
- “Teacher of the Year” award prizes will be given to one in-school and one remote teacher. These awards are nominated by teachers for teachers.

## **7. Old Business**

- a. Donna Griffin made a motion and Raabia Khan Mohammed seconded the motion to approve the 2021-2022 committee chair list. There has been one change from when the list was first presented on 5/5 and Elizabeth O’Neill and Laura Reutzel will now be co-chairs for the 5<sup>th</sup> Grade Boys Night. It was also discussed that Raabia Khan Mohammed is the School Board Liaison and the list will be updated to reflect the change. Motion passed unanimously.
- b. Donna Griffin made a motion and Elizabeth O’Neill seconded the motion to approve the 2021-2022 budget. The budget remains unchanged from when it was first shared on 5/5. Motion passed unanimously.
- c. Donna Griffin made a motion and Elisabeth Cobb seconded the motion to approve the 2021-2022 PTO Bylaws. The content of the Bylaws remains unchanged from when they were first shared on 5/5, but the Roman numeral numbering of the articles was corrected because they got out of order when things were changed in the editing process. Motion passed unanimously.

## **8. New Business**

## **9. Announcements & Questions**

- Thank you to volunteers, community members and local businesses who have supported the PTO this year. Thank you to the ’20-’21 Executive Board and welcome to the ’21-’22 Executive Board and Committee Chairs.
- The first meeting of the ’21-’22 school year will likely be on Wednesday, September 1<sup>st</sup>. Date, time and location will be announced at a later date.
- Thank you to everyone who has helped with the 8<sup>th</sup> grade Graduation Countdown activities including parents, the 8<sup>th</sup> grade teaching team, OGS custodial staff and admin. The events have been very fun for the students and there are a lot of fun activities still in store.

## **10. Adjourn**

The meeting adjourned at 12:14pm CT.