Oak Grove PTO Proxy Voting Instructions for the March 1, 2023 Meeting

The next Oak Grove PTO meeting will be held on March 1, 2023 at 6:30 pm. At that meeting, the PTO membership will be voting on a request for funds from Aimee Brown for up to $310 for a coil binding machine to use for Special Education materials. The request states, “The machine will be used to create social stories, visual maps and curriculum tools for special education students that are used for everyday routines in and outside of school. Some examples would be how to ride the bus, how to follow classroom routines, academic routines, as well as behavior books. The coil binding is the best tool for binding these books, and student materials that we use. The traditional comb binding is easily picked apart by my students and it is not best suited for the wear and tear that these materials go through.If you would like additional information, please contact president@ogspto.org.

According to the Oak Grove PTO’s Bylaws, PTO members who are unable to attend PTO meetings either in person or via Zoom may vote through signed, written proxy.

The Oak Grove PTO Bylaws define members as all parents, including step-parents, guardians, and other adults standing *in loco parentis* of current Oak Grove District 68 students; all individuals currently employed by Oak Grove District 68; and current Oak Grove District 68 School Board of Education members. Each member is granted a single vote.

Proxy forms (on reverse) will be available on the PTO website and in the PTO mailbox in the Oak Grove Main Office from Monday, February 27 through Wednesday, March 1 at 3:30 pm. Proxy forms are also available upon request from the PTO’s Secretary, Elisabeth Cobb via email at elisabethacobb@gmail.com.

To ensure only one vote per member, please return your proxy form in a sealed envelope with your name clearly written on the outside of the envelope. Completed votes in signed envelopes can be returned to the PTO mailbox in the office, delivered in person with someone attending the meeting, or delivered to Jina Rappaport. They may also be submitted via email at least one (1) hour prior to the meeting to elisabethacobb@gmail.com.

Thank you in advance for your patience as this is a new process for the PTO and there may be some kinks to work out as proxy voting becomes more established in the organization. If you have any questions, please feel free to reach out to president@ogspto.org.

Thank you.

PTO Proxy Form
March 1, 2023 Meeting

This form is to be used to vote on a request for funds from Aimee Brown in the amount of up to $310 to purchase a coil binding machine.

☐ I vote to **approve** the funds requested.

☐ I vote to **deny** the funds requested.

Thank you for your vote. The Oak Grove PTO Executive Board greatly appreciates your participation in the process.

Please remember to clearly print your name on the envelope used for your completed proxy form. Envelopes will be promptly separated from the proxy vote by the PTO Secretary; this process will allow us to ensure the integrity of one person, one vote. If you do not include your name on the envelope your vote will not be counted.