

## **Oak Grove PTO Proxy Voting Instructions for the April 5, 2023 Meeting**

The next Oak Grove PTO meeting will be held on May 3, 2023 at 6:30 pm. At that meeting, the PTO membership will be voting on the requests listed below. If you would like additional information, please contact [president@ogspto.org](mailto:president@ogspto.org).

- \$500 requested by Ms. Alyssa Osterman for a book binding machine..
- \$580 requested by Dr. Jason Meltzer for two tripods and a Sony lens.
- \$236 requested by Shellie Fahy for 8th Grade celebration items.

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, May 1st through Wednesday, May 3rd at 3:30 pm. Proxy forms are also available upon request from the PTO's Secretary, Elisabeth Cobb via email at [elisabethacobb@gmail.com](mailto: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](mailto: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](mailto:president@ogspto.org).

Thank you.

**PTO Proxy Form**  
**May 3, 2023 Meeting**

This form is to be used to vote on a request for funds from Ms. Alyssa Osterman in the amount of up to \$500 to purchase a book binding machine.

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

This form is to be used to vote on a request for funds from Dr. Jason Meltzer in the amount of up to \$580 to purchase two tripods and a Sony lens.

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

This form is to be used to vote on a request for funds from Shellie Fahy in the amount of up to \$236 for 8th grade celebration costs.

- ☐ 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.