

**Oak Grove School Parent Teacher Organization  
Meeting Minutes – Wednesday, May 17, 2023**

**1. Call to Order**

- a. The meeting was called to order on Wednesday, May 17, 2023 at 9:35 am CT in the Elementary Library at Oak Grove School. Participants included the following:

**Zoom Participants**

Jen Liu	Carrie Waddell	Georgene Sardis	Bethany Williams
Randi Muzumdar	Sarah Farster	Aayshah Mirza	

**In-Person Participants**

Kate Byers	Beth Zender	Haeli Byrnes	Elisabeth Cobb
Elizabeth O'Neill	Karin Pawlowski	Joni Kane	Niki Tucker
Maryanne Korkut	Ambika Mayer	Raabia Khan Mohammed	Jina Rappaport
Allison Sherman	Laura Reutzel		

**2. Approval of Minutes**

- a. Minutes from May 3, 2023 were reviewed. Minutes were approved as read.

**3. Correspondence**

- a. Thank you notes were received from the reading team and special education teachers (Casey Dugan, Nicole Barmanjte, Jean Hattendorf, Becky Jakubowski and Paula Forman), Moira Muller and Sara Kurtz regarding Teacher Appreciation Week.
- b. Dr. Jason Meltzer shared his thanks along with a picture of the new tripods and camera lens.

**4. Report of Officers**

- a. President (Kate Byers & Beth Zender)
  - i. Recognition of OGS retirees: Steve Cummins, Cindy Hamlin, Lynn Koehler, Amy Loumeau, Diane Neiweem, Cathie Saia (not present - Julie Waehner and Jill Whitlock). Mr. Logan Farris and first grade students performed songs and gifts were distributed.
- b. Vice President (Elizabeth O'Neill)
  - i. Report of CoW and BoE meeting on May 16, 2023
    - 1. Finance Report. Steve Cummins noted that work is ongoing to put together the FY2024 budget. Kurt Valentin, a former OGS Business Manager, will support the process.
    - 2. Facilities Report. The canopies will be sealed the week of June 12. Repairs and updates to the JH cafeteria will take place over the summer.
    - 3. Curriculum Adoptions. Leslie Weber recommended Board adoption of new social studies and science curricula and materials

for 3-5 grades as well as an early childhood curriculum. Information is in a deck linked to the meeting agenda. If anyone would like to review materials, all are welcome to reach out to Leslie.

4. Early Childhood Update. A draft contract has been received for the lease of a classroom in the Mundelein school district to house OGS's early childhood program. It will be brought to the BOE for adoption in June. Costs are coming in under budget and, a teacher candidate has been identified.
  5. Communications Update. The Communications Committee gave an overview of the findings from the communication survey sent out several weeks ago. Next steps include reviewing the website to add banner information, exploring using texting as a mode of communication, using social media to tell the story of OGS and continuing to improve upon board transparency and communication.
- ii. Helping Hands Report
    1. Helping Hands is a long-standing PTO program that assists OGS students experiencing financial hardship. The money for this program is primarily raised during registration when families are asked if they would like to contribute to the PTO for this purpose. By working with Lori Sandler and Melissa Thoune, the program maintains student confidentiality.
    2. This year HH funds have covered school supplies, lunches, including some hot lunches, book fair money, spirit wear, clothing items, personal hygiene items, a used laptop, breakfast food to keep at school, the 8th grade field trip, holiday gift cards (which both HH and staff contributed to), and comped tickets for PTO events like Son Plus One, Girl & Guest and the Variety Show.
    3. HH has spent just over \$5,000 of the \$6,824 donated this year or carried over from previous years.
  - iii. On behalf of the PTO Executive Board, recognition was given to Kate Byers and Beth Zender for their leadership and commitment to the OGS PTO serving as Co-Presidents for the past two years.
- c. Treasurer (Haeli Byrnes)
    - i. 15 teachers have been reimbursed since the start of the month. Teachers are reminded to submit all requests by Friday, May 26 to ensure payment within the PTO fiscal year.
  - d. Registrar (Aayshah Mirza)
    - i. No report.
5. Report of Administration (Allison Sherman)
    - a. Gratitude was shared for PTO's planning of end-of-year events.

- b. 8th Grade Graduation is scheduled for Tuesday, May 30 at 7:00 pm at LHS. As requested by a parent, it will be streamed and recorded. A link will be available on the OGS website and through the OG News.
- c. This summer, the 1997 addition and lower parking lot will be closed for roof work starting June 5. Access to the building will be through the JH entrance. The Elementary office will be relocated to the District office during the project. The elementary playground will still be accessible.

**6. Report of Special Committees & Representatives**

- a. PTO-Teacher Liaison (Jina Rappaport)
  - i. Gratitude was shared for Teacher Appreciation Week.
  - ii. Special thank you from Jina Rappaport & Alyssa Osterman for the binding machine approved at the May 3 meeting. The machine has already been put to use. It will save both time and money.
- b. BSA Pack 194 Liaison (Beth Zender for Doug Malkin)
  - i. May events have included the following: 25 scouts advanced in rank on May 5; Spring Campout was at Camp Crown in Wisconsin on May 13-14; the pack plans to march in the Libertyville Memorial Day parade and place flags at grave sites on May 29.
  - ii. June events include Blasting Into Summer on June 3 - all are welcome. Rocket kits are available for purchase at ACE Hardware.
- c. OGSEF Representative (Raabia Khan Mohammed)
  - i. The Foundation selected teachers for Teacher of the Year awards to be awarded Thursday, May 18. Teachers nominate teachers for three categories: K-4, 5-8 and specials.
  - ii. The Foundation provided grants for the following: poster printer for Alyssa Osterman, scientist of the week kit for third grade team and will split 60/40 with the district to purchase a robotics kit for Mr. Henneberry's STEM class.
  - iii. OGSEF is looking for members. All are welcome.
- d. DEI Representative (Raabia Khan Mohammed)
  - i. DEI presented to the BOE. Presentation is available online.

**7. Reports of Standing Committees**

- a. Book Fair (Kate Byers for Kelly Epley)
  - i. BOGO Book Fair had \$15,000 in sales, up from previous years. \$1,500 was raised for Reading Power.
  - ii. \$1,416 received in Scholastic Dollars. Funds were used to purchase books in the teachers' wish list baskets.
  - iii. Not all volunteers were filled - especially during Family Night hours.
- b. Field Day (Karin Pawlowski & Laura Reutzel)
  - i. Planning is on track and currently creating student pairings. Volunteer instructions will be emailed on Friday. Volunteers are asked to wear OGS spiritwear.
- c. Grade Level Coordinators

- i. K-4 (Beth Zender for Aayshah Mirza). End-of-year festivities are on track. Kindergarten and First Grade are playing games and having a pizza lunch. Second Grade is going bowling and returning to school for pizza lunch. Third Grade is going to the movies and returning to school for pizza lunch. Fourth Grade is going to the roller rink and returning to school for pizza lunch.
      - ii. 5-8 (Laura Reutzal). Fifth Grade is eating at the Sports Complex. Sixth and Seventh are both getting pizza.
      - iii. Gluten-free pizza options will be purchased from Marla's vendor Half & Half Pizza Co.
    - d. Pre-Pack School Supplies (Jen Liu)
      - i. Deadline for early bird pricing is June 4.
      - ii. Any questions can be emailed to Jen at [jen\\_hen@comcast.net](mailto:jen_hen@comcast.net)
      - iii. There was discussion about receipt e-mails from EPI. If you do not get a receipt from EPI check your spam filter. If it is not there, e-mail Jen and she can confirm your order with EPI.
    - e. Teacher Appreciation Week (Kate Byers for Melody Lyon)
      - i. Appreciation for OGS teachers was shared through Card My Yard on Monday, breakfast on Tuesday, Nothing Bundt Cakes on Wednesday, apples from Rocky Mt. Chocolate Factory on Thursday and taco bar lunch on Friday.
    - f. Treat Train
      - i. Final Treat Train is scheduled for May 23. The theme is "ORANGE you glad it's almost summer".
- 8. Old Business
  - a. '23-'24 PTO Chairperson Candidate Slate
    - i. Laura Reutzal made a motion and Ambika Mayer seconded the motion to discuss.
    - ii. Christine Malkin was added as Spiritwear Co-Chair. Moving forward, in order to fill the remaining chair positions the PTO Bylaws state that the President(s) can nominate or appoint a chairperson so long as the executive board approves unanimously that the person can fill the position.
    - iii. Slate passed unanimously.
  - b. '23-'24 PTO Budget
    - i. Joni Kane made a motion and Laura Reutzal seconded the motion to discuss.
    - ii. Haeli Byrnes shared the following changes to the budget: increase to Field Day after the committee did more research, increased the amount for 8th grade graduation plaques and included a Spotify subscription for PE to provide advertisement-free and "clean" music during classes.
    - iii. Budget passed unanimously.
- 9. New Business

- a. Request for funds from Wendy Miller (1st Grade) for \$236.71 for sensory toys, classroom prizes and student birthday items.
  - i. Joni Kane made a motion and Ambika Mayer seconded the motion to discuss. Motion passed unanimously.

10. Announcements

- a. Important Dates:
  - i. May 17 - 3rd Grade Open House and Ice Cream Social
  - ii. May 18 - 6th & 7th Grade Social
  - iii. May 23 - 2nd Grade Open House and Ice Cream Social
  - iv. May 26 - Field Day
  - v. May 31 - Kona Ice Truck (K-7th)
  - vi. MARK YOUR CALENDAR! August 21 - Boohoo Yahoo Breakfast
- b. Be sure to follow OGS PTO on Facebook!

11. Adjourn

- a. The meeting adjourned at 10:32am CT.