OLIVE-MARY STITT PTA
GENERAL MEMBERSHIP MEETING MINUTES
November 20, 2025

Meeting Location: OMS Commons

Executive Members Present: Kelly Green-Spangler, Rachel Ahrens, Colleen Stack, Maribeth Lee, Christie Madsen, Amy Herbert

Executive Members on Zoom: Anne Trueg

Approximately 3 members present, 4 on Zoom

1. **Call to Order** - 7:01PM - Kelly Green-Spangler
    a. National PTA's Mission Statement read
    b. Welcome and Introduction of Board Members

2. **Secretary's Report** - Rachel Ahrens
    a. Approval of the Minutes from the September 18, 2025 meeting
        i. Amy Herbert seconded the motion

3. **Treasurer's Report** - Colleen Stack & Anne Trueg
    a. Budget
        i. Current Balance: $41,529
        ii. Expenses (Rachel's Challenge Assembly, Conference Dinner, Drum Assembly, and Candor Talks)
        iii. Income (Spirit Wear Fundraiser)
    b. Restructured Treasurer and Treasurer-Elect roles and responsibilities shared
        i. Treasure will be responsible for reconciling the transactions each month in the bank account
        ii. Treasurer-Elect will be responsible for reviewing the check requests and making disbursements
        iii. This will establish a best practice financial control between the person writing the checks and the person reconciling the accounts each month.
        iv. Updated bylaws will be presented for membership vote during the January 2026 PTA General Meeting

4. **First Vice President's Report** - Maribeth Lee
    a. Bylaws Update - none
    b. Procedure Guide - update in progress; committees asked to update the Procedure Guide as they finish up their responsibilities for the school year
    c. OMS PTA Shared Drive - creating a folder for each committee to include any documents, updated procedure guide, etc… for future committee chairs to access

5. **Second Vice President's Report** - Christie Madsen & Kate Sepe (Ways & Means)
    a. Ask Fatigue - Aware that there are a lot of asks to the families from the PTA and school throughout the school year. We are discussing options to streamline asks for cash and

in-kind contributions and match the needs of our school. Please reach out to Christie & Kate with any suggestions

6. **Third Vice President Report** - Amy Herbert (Legislative)
    a. Legislation Update - none

7. **Principals' Report** - Erin Davis & Julia Pemberton

    a. Reminders: Trimester 1 ends 11/21/25; report cards will be emailed home along with an attendance letter. All families will receive the letter. The principals will reach out directly if there is an attendance concern.

    b. Healthy Minds, Healthy Owls Assembly - students learned about kindness and started a kindness chain. Thank you to the PTA for organizing this initiative.

    c. Cultural Arts Assembly - Students enjoyed Ayodele's, the African Drumming and Dance group, performance today.

    d. Winter MAP Testing - begins 12/5/25 and ends 12/19/25. Classroom teachers will share individual testing schedules.

    e. Illinois School Report Card - New data was released at the end of October, and it was shared with OMS and four other District 25 schools. OMS was named Exemplary (top 10% performing schools in the state)! We are very proud of staff, students and the community.

    f. Season of Gratitude - principals expressed their thankfulness to the PTA and parent community for all the support, collaboration and communication.

8. **Teachers' Report** - Katie Morris & Marissa Duric
    a. Kindergarten -
        i. Reading - Reviewed most of the consonants, and are now introducing middle vowel sounds. Students are starting to blend the sounds/read decodable books.
        ii. Math - moving on from numbers to 5, and numbers to 10.
    b. First Grade -
        i. Math - Finished a unit on both 2D and 3D shapes. Starting a new chapter on numbers up to 20, which includes place value, ordering numbers and patterns.
        ii. Science - Working on a unit about sound and light.
        iii. Reading - Finished Module 2 about Amazing Animals and started Module 3 about Being a Good Citizen/Friend.
        iv. Writing - Kids did a fabulous job on their 1st research project about animals! They used Epic to find nonfiction books on their chosen animal, learned facts and ultimately, wrote about where the animal lives, what the animal eats, and other fun facts. They are now working on "How To" project.
        v. In December will learn about holidays around the world!
    c. Second Grade -
        i. Science - Diversity/Habitat Unit - second grade right of passage dissecting owl pellets! Students were excited to find out what their barn owl ate! The students did an AMAZING job carefully analyzing the bones that were found in their owl

pellet. They discovered that most of what the owls ate were voles, mice and birds!

ii. Brookfield Zoo field trip - students saw animals in their habitat which provides them with their food, water, shelter and space to survive.

d. Third Grade -
   i. Math - Students are learning different strategies to solve multiplication facts. One strategy is solving an unknown fact by using a known fact.
   ii. Reading - Currently in Module 3 and exploring a variety of texts and media to learn about important U.S. documents and symbols. Genre focus is on Nonfiction.
   iii. Writing - Writing a descriptive essay about a favorite place using sensory details.
   iv. Social Studies - Learned about key geographic features such as the four hemispheres, five oceans, and seven continents on a map of Earth. Next, students will learn how to use map scales to estimate the distance of Arlington Heights to famous US landmarks.
e. Fourth Grade -
   i. Reading - students are learning that it takes courage to overcome a challenge in life. They are using that knowledge and their text-to-self connections to write a personal narrative about a time they had courage to overcome a challenge.
   ii. Science - students are learning about different types of energy and energy transfer.
   iii. Writing - Partnering with Mrs. Brown (LMC) to research someone famous and write a biography about that person's life. In December, the students will invite parents to a Living Museum to listen to their speeches and see all their hard work.
f. Fifth Grade -
   i. Reading - students finished a HMH unit on natural disasters. Students read and studied various selections and wrote persuasive essays relating to a natural disaster. The next unit is called "The American West" and allows students to explore the time period of westward expansion from a variety of viewpoints. Students will be writing a formal letter as part of this unit.

9. **Presidents' Report** - Kelly Green Spangler & Shetal Lettvin
   a. Thank you to these volunteer chair people who have completed events since our last meeting:
      i. Healthy Minds, Healthy Owls - Michele Hilgart, Heather Moss, Kristen Hernandez
      ii. The Owl Way - Stacy Hineline, Melinda Andrews, Natalie Speechley
      iii. Picture Day - Maribeth Lee
      iv. Stock the Lounge - Lauren Lickenbrock
      v. Conference Dinner - Heather Schramm and Cari McGuinn
      vi. Room Reps - Everyone that helped at the Halloween parties!
      vii. Multicultural Night - Mrs. Wrobel and all 10 host country families that showcased their culture
      viii. 2nd Grade Musical Performance - Mr. Szuwald
      ix. 3rd Grade Musical Performance - Mrs. Privett
      x. Just Jump - Alyssa Sullivan
      xi. PR/Social - Maribeth Lee
   b. AH Council PTA Update
      i. On October 20, 2025 at the Northwest Cook Region Annual Meeting in Schaumburg, Olive won a bronze membership award for new member growth -

congratulations!

ii. Reflections Art Contest - ongoing

iii. New District-wide Committee formed to have 5th graders interact before 6th grade

1. 1/4/26 - both schools; waiting on PR post to share
2. April 2026 - Get Air, split by middle school
3. Summer 2026 - Pool gathering

c. We are going to begin to recruit a Nominating Committee that will be announced and voted in at the January PTA general meeting to find next year's open Exec Board positions:

1. President-elect
2. Treasurer-elect
3. 2nd VP
4. 3rd VP

d. We are in the process of amending our Bylaws to include some new responsibility divisions between the Treasurer and Treasurer-elect. Those will be posted on our website before December 16, 2025 so they can be voted on at the next PTA general meeting in January 2026.

e. Dr. Kaye will be joining our next PTA general meeting on Thursday, January 15, 2026 - ZOOM. This is a ZOOM only meeting for everyone.

f. Reminder - Use Tax Exempt letter when purchasing anything for the school

10. Committee Reports

a. 5th Grade Committee -

i. T-Shirts almost finalized, adding student names to the back

1. New student started this week at OMS to add their name to the t-shirt

ii. Parent volunteers to size the kids to order t-shirts

iii. Staff ordering form also available after Thanksgiving break

iv. T-Shirts handed out by mid-January to wear at 5th grade photo and concert

v. 5th grade pendants will be hung over winter break

b. Healthy Minds, Happy Owls - looking for a second engagement

c. Room Rep Coordinator - will send out an all school link for Gift Crowd to families

d. Comic Book Club - meeting on 12/8/25; it is full

e. Family BINGO - moving to the spring and paired with Book Fair (gym); save the date to follow

f. Puberty Talks - scheduled 5th grade boys on 12/4/25; Directory Spot will be used to inform parents; scheduled 4th grade girls on 4/4/26; both save the dates are on the Twig & social media

g. Storytime with the Principals - contacted principals to begin process of reaching out to parent volunteers for day of event

h. Dine Outs - opportunity to generate funds with a dine-out event at Nostimos Greek Kitchen on 12/9/25 from 11am-9pm with 10% of sales going back to the PTA; can also order online; communications via Twig and socials; exploring possible dine-in events in the spring

i. Hospitality & Outings - Parent Holiday Party on 12/5/25 at the Legion - will sell out; half the tickets sold already; portion of funds going back to Olive

j. Just Jump - $2,000 goal, currently approx. $1,600 raised, teachers have been building enthusiasm

k. Trivia Night - 1/31/25 save the date; same committee as last year hosting; more information about how to purchase tickets/theme to come soon; larger fundraiser for our budget; new committee needed for next year
l. Spirit Wear - new vendor this year, sales are going well; looking for a new volunteer to take over this role next year
m. Family Activity Nights - Chicago Dawgs on 5/31/26 @ 3pm, save the date
n. Grade Level Activity Nights - all three activity nights scheduled and new this year!
    i. K / 1st - 1/14/26 - Reptile Party
    ii. 2nd / 3rd - February 2026 - Ninja Science
    iii. 4th & 5th - March 2026 - Dual Art Creative Assembly
o. ABC25 Liaison - schools informed about grants received; grant approved to purchase a poster printer for Olive to accompany new curriculum
p. New Family Mentoring - 5-6 new families joined the event held on 9/18/25
q. Kindergarten Mentoring -
    i. The Kindergarten Committee welcomed this year's kinder students with three play dates at Greens Park. Parents got to meet one another while the kids had popsicles, colored with chalk, and ran around the playground.
    ii. Committee obtained and distributed the Welcome to OMS signs.
    iii. While informing parents about these opportunities, the Committee also provided details regarding House Hop, PTA/Parent Facebook groups, and other items relevant to incoming kindergarteners and their families, in coordination with relevant PTA leads.
    iv. In addition to sharing info by email, the Committee established an OMS Class of 2031 Facebook group for parents to use to connect with one another.
    v. Aside from some final reminders to return the signs, and potentially offering another opportunity to order a Class of 2031 t-shirt, the Kindergarten Committee's work is concluded for this school year.
r. Birthday Books - none
s. Cultural Arts - African Dancing; Greek Myths Assembly in March
t. LMC Coordinator - none
u. Reflections Art Contest - announcement posted on Twig & Socials, due date 12/1/25

11. Unfinished Business - none

12. New Business

a. Restructuring fundraising in progress - more details to follow
b. New Reimbursement process - going digital!
    i. Starting in January - will use google documents to submit payment requests for review, receipts can be uploaded and shared to the drive, Zelle payments will be used instead of written checks. Hopefully this process will be faster and more efficient starting in January.

13. Upcoming Dates

a. Nov 17-21 Just Jump [now!]
b. Nov 20 Cultural Arts Assembly [today!]
c. **Nov 24-28** **FALL BREAK**
d. Dec 4 Candor Health 5th Grade Boys Puberty Talk
e. Dec 5 PTA Holiday Party & Bingo
f. Dec 8 Comic Club

g. Dec 19 Story Time with the Principals
h. **Dec 22 - Jan 5 WINTER BREAK**
i. Jan 8 Exec Board Meeting
j. Jan 14 Activity Night K & 1st Grade
k. Jan 15 Next PTA Meeting – ZOOM ONLY – Dr. Kaye will be joining

14. Adjournment: 7:29pm