

Oak Knoll PTO
Minutes of the PTO Executive Board Meeting
December 11, 2019
8:15 – 10:00 AM
Oak Knoll – Staff Room

2019-2020 Executive Board Officers:	
Sarah Sobel, President	Katie Gardner, Communications Chair
Kristin Lim, Vice President	Kristen Gracia, Oak Knoll Principal
Jenny Buddin, Parliamentarian	Alicia Payton, Guest Oak Knoll Assistant Principal
Laura Low Ah Kee, Secretary	Trish Stella, Teacher Representative
Julie Winter, Treasurer	Katherine Glass, MPAEF School Liaison
Rebecca Emery, Financial Secretary	Vickie Mrva, Auditor

Absent: Aly Gay
Others: Ward Bullard
Quorum present: Yes

I.	Call To Order	Sarah Sobel
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The meeting was called to order at 8:22 AM by President Sarah Sobel.

II.	Review & Approval of PTO Board Meeting Minutes	Laura Low Ah Kee
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The October 2019 PTO Board Meeting minutes were reviewed at 8:23 AM. Julie Winter moved to take a vote to approve the minutes; Sarah Sobel seconded the motion. The minutes were approved by unanimous vote.

The November 2019 PTO General Meeting minutes were reviewed at 8:23 AM. Kristin Lim moved to take a vote to approve the minutes; Rebecca Emery seconded the motion. The minutes were approved by unanimous vote.

III.	President's Report	Sarah Sobel
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- **Book Fair** - The book fair was a very successful event this year. We raised a lot of books for the school. We also had some learnings about training volunteers, including making training more accessible to parents who work during the day (e.g., offer evening training sessions).
- **November District Council Meeting** - The district is using the whole child framework, which is similar to the framework already in use at Oak Knoll. It is broken into five parts - healthy relationships, integrated well-being, learner centered, competency and evidence-based, meaningful work. Metrics for the framework are currently being developed. The district will be rolling out this framework over the year.
- **Halloween Parade** - Coffee was not served this year, but turnout was so strong, so we should consider another way next year to engage and build community while so many parents are on campus.
- **PTO General Meeting** - The meeting was well-attended, but there should be further discussion of how to make the meetings accessible to all parents.

- **OCC Final Fundraising Accounting** - The final amount received from the OCC was more than we thought when we approved the school budget. Across the board, everyone has met or exceeded their initial budget. This all assumes the pledges are fulfilled; there is an action plan in place to follow-up on pledges. Oak Knoll is receiving one large direct donation in honor of a teacher, although the school has not done a lot of messaging for direct donations.
- **OCC MOU Funding 2020/2021** - These conversations are well underway. The ask of \$2000 seemed like the right number, so it will likely not change next year, and the \$250 per child to the schools was also reasonable. Next year, the district is proposing picking up funding for overnight field trips that take place across all the elementary school (e.g., Ship Trip and Outdoor Ed). MPAEF has increased the initial grant to \$25K and a \$25K “line of credit” to help with the timing gap between when the funds come in from the OCC and the expenses the school have at the very beginning of the year.

IV.	MPAEF Update	Katherine Glass
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- Auction - Pre-sale tables for MPAEF and PTO Leadership are now available.
- Wine Walk and Dine Out took place last week and well attended despite weather.
- Jeanie Ritchie Grants - An award ceremony was held to honor the awardees; could be featured one at a time in the Oak Knoll newsletter. The date of the ceremony was the same as the Site Council meeting and conference prep week - perhaps next year it could be scheduled around those events.

V.	Treasurer’s Report	Julie Winter
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- Revision of the budget was completed before the General PTO meeting in November.
- Book fair numbers came in and are hitting the budget.
- We staying close to budget to date.

VI.	Parent Education Update	Kristin Lim
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- **Girls Leadership Program** - All sold out except Grades 4-5, but working on selling last slots. There is consideration to hold another session in Spring, as well, to meet demand, especially for Grades K-3; perhaps hold on a different day of the week than fall.
- **Jim Wiltons Parent Program** - Low on enrollment to date (fewer than 10 families); the program will be highlighted again in the newsletter this week and Katie Gardner will send out to Grades 4-5 through ParentSquare. It will also be featured on KNOL. Jim is currently on campus with 4th graders, so this may drive some additional participation as students discuss with parents at home.
- **Oak Knoll Speaker Series** - Thanks to David Eagleman for participating as the speaker this year. Also thank you to Christa West for handling child care for the evening at the last minute.

VII.	Teachers’ Update	Trish Stella
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- Parent Teacher Conferences were just completed. In older grades, students typically participate in a self-assessment and in some cases the students attend the actual conference.
- Some parents have been asking about Oak Knoll Homework agreement and data driving that agreement. Kristen indicated there is a lot of data supporting this.

- Professional Development Day - Took place Monday after Thanksgiving, focused on collaborating around student outcomes in math, and what happens vertically from kindergarten to fifth grade. Some parents shared feedback that having Professional Development day in the same week as the conferences (three minimum days) was difficult for some families; Kristen will take this feedback to district discussions for next year.

VIII.	Oak Knoll Update	Kristen Gracia & Alicia Payton
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- Kristen held two successful talks this fall on Parenting Dilemmas, along with Jenny Ryan and Nicole Scott. One talk was in the morning, one in the evening based on parent feedback. Another series will take place this spring on Academics.
- Oak Knoll was nominated for the Distinguished School based on school data; we are the only school in the district that was nominated this round. This is an exciting nomination but did require work to complete the application.
- December Update to parents will highlight a 360-review that Kristen is working on for January.
- The next District Council will take place in February.
- Current staff read is We Got This by Cornelius Minor. The idea of the book is that school should work for the students and bend curriculum to their needs, not just push curriculum through. The author is speaking to Oak Knoll staff in January for the staff Professional Development day.
- Fifth graders are trying something new this year - the D.A.R.E. Program, which will be taught by Victoria Trask (our Community Safety Police Officer). The program’s curriculum has shifted toward teaching a decision-making framework for kids, as opposed to learning about the substances themselves. Kristen feels a sense of urgency in part due to pressures of vaping that are arising in middle school.
- Leah Kessler will be returning to work on December 20, 2019. Alicia Payton has done a fantastic job as Guest Oak Knoll Vice Principal and will be staying on for the rest of the year as a full-time Instructional Coach.
- Talent Show auditions are underway and have been held in a way that has minimized missed class time.
- Musical auditions - class lists will be listed on Friday, December 20th.

IX.	Conclusion & Review of Action Items	Sarah Sobel
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- Next meeting is on 01/15/20.
- Adjourned at 9:17 AM.

Respectfully submitted,

Laura Low Ah Kee
PTO Secretary