

Oak Knoll PTO
Minutes of the Regular PTO Executive Board
September 7th, 2016
8:15 – 9:30 AM
Oak Knoll – Staff Room

2016-2017 Executive Board Officers:	
Janelle McCombs, President	Kristen Gracia, Oak Knoll Principal
Christa West, Vice President	Leah Kessler, Oak Knoll Assistant Principal
Stephanie Chen, Parliamentarian	Trish Stella, Teacher Representative
Lauren Heysse, Secretary	Francie Maletis, Co-MPAEF Representative
Karen Dobbyn, Treasurer	Christa West, Co-MPAEF Representative
Renee Bache, Financial Secretary	Sherrie Feinstein, Auditor
Tamara Russel, Communications Chair	TBD, MPCSD Representative

Absent:

MPAEF School Board Representative –TBD if Oak Knoll (OK) will have representative for 2016-2017 school year.

Quorum present: yes

I.	Call To Order	Janelle McCombs
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The meeting was called to order at 8:18am by President, Janelle McCombs.

II.	Welcome and Introductions	Janelle McCombs
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Welcome and Introductions of 2016-2017 Board.

III.	PTO Board Meeting Minutes – Approval	Lauren Heysse
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N/A (In future meetings, this will be 5 minutes)

The June 8, 2016 PTO Board Meeting minutes were approved by prior board.

IV.	Treasurer’s Report	Karen Dobbyn
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- PTO Membership Update: \$12,000 to date, budget \$175,000
- Volleyball:
 - \$2,000 to date, \$100 over budget
 - 40-50 girls, 4 teams – strong interest
- Fall Fiesta: small amount of money trickling in
- Teacher Checks: Distributed – Making sure we allocate to correct budget (not over budget)
- Field Trips: Total correct, but allocation will likely move

V.	Joint Campaign Update	Janelle McCombs
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Official big on-campus presence starts Friday, September 9th

- PTO, MPAEF, staff, & parent representatives all participating in Friday AM awareness (wear orange)

Overall plan: Fun and Low Key

- Tracking Visual On-Campus for Students and Parents: School-wide participation (vs. by grade)
- Eliminating individual prizes and other incentives for donating (don't want kids to be involved in the donation piece – just the school spirit)

Marketing Efforts:

- Curbside presence
- Newsletters
- KNOL – pushing spirit
- Membership team stuffing bags to distribute to each child (9/7)

VI.	MPAEF Update	Christa West
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Two Co-lead Ambassadors for 2016-2017 School Year: Christa West & Francie Maletis

Joint Campaign: PTO takes lead on 1st half & MPAEF takes lead on 2nd half lead imitative

VII.	Teachers' Update	Trish Stella
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- Big thanks from teachers for classroom materials checks
- Kinder Welcome and Room Parent Meeting: very organized, much appreciated by teachers
- Teacher contract: voted yes to new agreement in summer
- PTO Representative Endorsement question: TBD if OK will endorse specific representatives (two openings and 5 candidates this year)
 - Candidate night 9/29 7-8:30

VIII.	Oak Knoll Update	Kristen Gracia & Leah Kessler
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- “Best Year Yet”: Principal’s 2016-2017 message
- School start: Smoothest start to the school year
 - Due to no summer camp, no construction at OK, and late school start – easy clean up, teachers could start back when they wanted
- New 2016-2017 Teachers Update
 - More teacher openings than in past and the openings occurred very close to the start of the school year (*Background – Kristen is not allowed to move teachers after April 1st (by contract). If teachers move grades/roles after that date, there has to be a lot of collaboration.*)
 - Internal OK Teacher Shifts
 - Staff members requested grade level changes (always positive to mix up roles) after Kris McColloch retired (slotted to teach 4th grade in 2016-17)
 - Carol Brewbaker (formerly 2nd grade) moved to 4th grade
 - Sara Bartlett (formerly multi-age/ 3rd moved to 2nd grade
 - New Teachers to OK
 - Interviewed large pool of candidates, Rigorous panel (of teachers interviewers) and process for interviewing and selecting new teachers

- Multi-Age (both new hires wanted to teach Multi-Age and work in a co-teaching situation)
 - Allison Zeiser (multi-age/4th) (former OK long-term substitute teacher, Encinal teacher)
 - Blythe Bulkin (multi-age/3rd) (Encinal teacher)
- 4th Grade Teacher needed due to John Fuller's departure
 - Katherine Perilloux (4th Grade) (OK math interventionist last year, known to OK, will be intern for this school year)
- 3rd Grade Teacher needed due to large class sizes (25/26 per class)
 - Mindy Garagozzo (3rd Grade) (OK graduate, OK substitute, known to OK, will be intern for this school year)
 - Background: OK advocated to get another 3rd grade teacher to keep class size in line with primary guideline of no more than 24 students in a class (Laurel teacher left district, OK was able to obtain that funding to hire a new teacher)
- Pleased with new teachers as well as the existing teachers who switched grades

OK:

- Largest school in district – According to District, should be getting smaller and losing one class per year, but we haven't seen enrollment go down
- No plan to re-district school map lines
- 2016 Spring Enrollment system:
 - District let families enroll for any of the three elementary schools (with the goal of letting anyone apply for Spanish emersion or Multi-Age)
 - 15-20 families (non-OK neighborhood) selected OK – allowed the 10 transfers who wanted Multi-Age
 - 4 OK families requested Spanish emersion program
 - District will likely change this process in the future

Back To School Night – Kristen and Leah 20 minute talk in gym:

- Homework agreement
 - A true-shared agreement among teachers & rigorous/thoughtful process to formalize agreement: reviewed research, asked teachers what is the least amount of homework they could live with, personal reflection, edits
 - Made class placements much easier (many of placement requests are based on amount of homework a teacher gives) / teachers did not like that parents viewed their rigor based on the amount of homework given
 - Principals will address 5th Grade Concern of readiness for Hillview (lots of research done on former OK students (who had little homework) and their success at Hillview. Conclusion: homework is not a predictor of success
 - Stretch Program for 5th Graders – NEW: Modeled after Hillview's Quest program (afterschool study hall-like program monitored by teachers for students to do

homework/unfinished work). Stretch Program at OK will be before the end of the school day and the time will be used to complete unfinished work and homework

- Impact on teachers: Save time from grading homework
- Impact on students: Send answer keys home which empowers kids to do the right thing
- Motivate Me Challenge
- 2016-17 Vision: Shared vision among teachers while providing autonomy
- 200 minutes of PE every 10 days

IX. District Update	
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N/A (In future meetings, this will be 10 minutes) – at present the School Board has not yet determined who our representative from the Board will be.

X. District Council / Parent Ed Updates	Christa West
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Parent Ed Update:

- Christa working with Girls Leadership Institute to have Part I for all grades and Part II (high demand) for 2nd and 3rd grades – January 2017

XI. Other Business	Janelle McCombs
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New Hot Lunch Program – Lunch Masters:

- Good initial feedback
- Need another co-chair and emergency volunteers
- PTO Members asked if Lunch Masters could run the program: cost of lunch would increase – so not an option for now

Fall Family Picnic

- Picnic will be October 7th, so Sign up & participate

Campus Enhancements that Kristen/Leah would like:

- Kinder Playground Track (track for bikes, line up area, and other drawings on playground)
- Labyrinth (for mindset) painted on campus
 - \$2,000 for both
- Bioswale: Goal to make more attractive and welcoming – to brainstorm
- Nurse on playground – triage station

Other PTO Enhancement Ideas:

- Shade coverage for big playground – to be researched

XI. Adjournment	Janelle McCombs
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President Janelle McCombs adjourned the meeting at 9:52a.m.

Respectfully submitted,
Lauren Heysse, PTO Secretary
Date approved: 10/11/2016