

Oak Knoll PTO
Minutes of the Regular PTO Executive Board
October 11th, 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:

Francie Maletis

Quorum present: yes

I.	Call To Order	Janelle McCombs
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The meeting was called to order at 8:19am by President, Janelle McCombs.

II.	PTO Board Meeting Minutes – Approval	Lauren Heysse
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The September 7th, 2016 PTO Board Meeting minutes were approved by board.

III.	Treasurer’s Report	Karen Dobbyn
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Review of current budget:

- PTO membership: \$157,000 (this is as of 9/30; additional money has been deposited, but not yet reflected on financials).
- Volleyball: greater numbers than expected
- Fall Fiesta: under budget (reimbursements still need to be made)
- Otterwear: investigating when we will receive money from Zazzle (new that we are using Zazzle (they hold cash and give us profit at end, so far big efficiency improvement from last year))
- Balclutha: 3 visits so far – paid for 2
- Yearbook: this year’s budget will be off by \$1,260.42 due to last year’s payment being made in September 2016 (goal is to breakeven, *future: pay before June 30th*)
- Field Trips: Kristen is evaluating (“what is the Oak Knoll field trip experience?”, number and cost per grade/student, multi-age vs. traditional, do the field trips match up with our new learning standards, want to leave some autonomy for teachers)
- Weekly reader subscription (upper grades): old line item, put in curriculum support
- Afterschool Sports budget: for insurance needs, to be properly allocated
- Janelle and Karen adjusted budget line items week of October 3rd (not overall budget)

Notes for Next Year:

- *All invoices need to paid by June 30th to be accounted for in appropriate school year*
- *Treasurer should be notified of any changes that would impact budget (i.e., Otterwear using new company with different payment system)*

- Clarify labeling of line item wording

IV.	Joint Campaign Update	Janelle McCombs, Christa West
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PTO campaign officially closed

- Total contribution: \$190,566 (does not include corporate matching)
- 109% of budget
- 76% participation (lower than prior years)
- All programs can be funded/no cuts needed
- Note: Other MPAEF schools' percentages and dollar amounts down as well

PTO Team Analysis/Next Steps:

- Revisiting reasons why participation rates are lower and best practices for next year
 - Visual charts for class or grade level
 - Aiming to spread out the 'ask for money': parents are being asked to contribute to PTO, MPAEF, Noteworthy Art, Book Fair gift certificates, Fall Picnic, etc. all at same time
- Survey to be sent to non-donors regarding why they didn't donate

V.	MPAEF Update	Christa West
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MPAEF Campaign as of 10/7/16:

- \$1.5M in contributions – goal of as of \$3.7M
- Percentage down year over year – at 27% participation to date
- Curbside on October 13th
- Ramping up more than just Fridays due to minimum week
- Ideas: have something curbside, like coffee to draw people in

Notes for Next Year:

Improve wording/language for the two campaigns (i.e., "Joint Campaign" is confusing, clarify "joining PTO")

VI.	Teachers' Update	Trish Stella
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Very important year in regards to school board election and Parcel Tax:

- Teachers want to make sure parents understand the impact the Parcel Tax has on teachers – teachers endorsed Scott Saywell & David Ackerman (teachers have been very thoughtful on who they endorsed)
 - Timing of Parcel vote is very important (before or after pink slips)
- Requesting for parents to attend and speak at Special Board Meetings (October 24th and 25th)
- Requesting parents to attend October 18th information meeting to learn about the cuts
 - Parcel Tax requires \$5.3M in cuts over five years (90% of budget is people, very hard to make cuts that aren't impactful) – issue: 1) increased enrollment, 2) June 2017 end of Parcel Tax, 3) STRS increase (STRS)

Future: revisit lack of volunteers/interest/community involvement from K-2 parents

VII.	Oak Knoll Update	Kristen Gracia, Leah Kessler
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- Parcel Tax
 - Working on best way to communicate and get parents to understand Parcel Tax message (considering short video to be sent to parents)
- Labyrinth painted on playground – part of mindfulness practice
- Kinder Play yard Safety Painting: safety direction lines and dots on bike track

- Math
 - 10/11/16 group of teachers and administration will be discussing math assessments for mid-year and end of year (we have learned that students who are struggling in upper grades have trouble with number sense – want to review our number sense teaching in K-2)
 - Some teachers will attend math conference later in year
 - Math Expressions (newly implemented last year): pleased with, continuing to evaluate how to support kids who are not meeting grade level benchmarks (early intervention math)
- Parent Teacher Conferences:
 - Kristen is allowing teachers to postpone conferences (to mid-year or December) as parent feedback was that our conferences are too early (unable to change conference week as Minimum week is on MPAEF calendar)
- Report Card
 - Allowing teachers the option to either write comments on 1st and 2nd trimester report card or have short in-person conference (per parent feedback requesting more touch points with teacher)
- Teacher meetings with Kristen Gracia & Leah Kessler :
 - November one on one meetings with every teacher
- Community Survey
 - Community Survey being sent out across the district, worked with Panorama Education to create, Kristen was on the team to develop
- District Bus:
 - Bus route on Middle Ave starting on Oct 17th (allows families to avoid traffic and carline, pay to ride), Samstran continues to be afternoon option
- LunchMaster: going smoothly
- Lunch Time: Nicole Scott spending time at recess to make sure kids spend 15 minutes eating lunch (want consistency across lunches)
- Book Fair/Parent Talk: Principal/Parent talk with reading specialists about our approach to reading

IX.	District Update	
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Still TBD whether or not PTO will have a representative at our meeting (on MPAEF list, but not top priority)

Upcoming District Meetings:

- October 18 (Regular meeting) Topic: Recommendations for Reductions, Review Community Input, Board Directions to Staff 6:00 p.m., Hillview PAC
- October 24 (Special meeting) Community Input Session B (Daytime) Topic: Should MPCSD pursue a different Parcel Tax to avoid or minimize cuts? 9:00 a.m., Hillview PAC
- October 25 (Special meeting) Community Input Session B (Evening) Topic: Should MPCSD pursue a different Parcel Tax to avoid or minimize cuts? 6:00 p.m., Hillview PAC

X.	District Council / Parent Ed Updates	Christa West
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Reminder: October 18th, PTO Sponsored Coffee Talk with Kristen & reading specialists.

XI.	Other PTO Updates	Janelle McCombs
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Tuesday, October 18th: PTO General Meeting at Book Fair – Budget Review

Basketball registration: mandatory skills assessment sessions by grade on Wednesday, October 26

XII.	Adjournment	Janelle McCombs
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President Janelle McCombs adjourned the meeting at 9:37a.m.

Respectfully submitted,
Lauren Heyse, PTO Secretary
Date approved: 11/9/2016