

Oak Knoll PTO
Minutes of the Regular PTO Executive Board
November 9th, 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	Christa West, Co-MPAEF Representative
Karen Dobbyn, Treasurer	Sherrie Feinstein, Auditor
Renee Bache, Financial Secretary	TBD, MPCSD Representative
Tamara Russel, Communications Chair	

Absent: None

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 October 11th, 2016 PTO Board Meeting minutes were approved by board.

III.	Treasurer’s Report	Karen Dobbyn
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Budget Update:

- Noteworthy Art: ~\$10,000 (a little lower than last year)
- Corporate Matching: \$9,700 so far that has come in (from some of the following companies: Google, Oracle, Apple, Juniper, Adobe, Logitech, Salesforce)
- Basketball: 13 3rd/4th grader teams, 7 5th grade teams, under budget (due to fewer kids this year)
- Book Fair: expecting to earn \$6,000 and costs of \$3,000-4,000
- Fall Picnic: revenue down 36% and costs down 38% (not intended to make money) – *next year drop budget*
- Otterwear (Zazzle): process has been successful (limited volunteer hours needed from parents with using Zazzle): \$7,000 in revenue / \$2,063 in margin (new items are customized – may have been too much customization), Tie-Died T-shirts (we purchased in bulk as Zazzle doesn’t offer)
 - *Budgeting for next year: going forward change the way we budget Zazzle – fulfilling its purpose of school spirit and not costing us anything*
 - Upcoming:
 - Need to make sure parents go through specific web link for OK to get credit
 - Relaunch in winter for hoodies, open seasonally
- Balclutha: 5 classes have been and all paid
- District Dues/Joint Campaign Dues: paid
- Water: concerted effort to decrease water, cost decreased by eliminating cups with each order
- Aesthetic Durables: labyrinth, kinder trike track, document camera, lectern
- Assemblies: Safe Moves paid

- Outside programs: Walk through CA, Wiltins for 5th grade, Spelling Bee
- Scholarships: OK t-shirts for outreach students
- KNOL: microphones
- Other: bday ribbons, motivate me posters

IV.	Teachers' Update	Trish Stella
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- Book Fair: Teachers are appreciative of the book fair and books received from PTO/parents
- Parcel Tax: Plea for parents to come to board meetings and speak out about the urgency of the Parcel Tax at Board Meetings
- Baby Shower: Baby shower on Dec 8th for expecting teachers
- Parent/Teacher conferences: some have been completed and some are still to come depending on what teachers think is best (especially for kindergartners) – teachers have flexibility to do conference during minimum week or around report card time (see October board meeting notes for more details)

V.	Oak Knoll Update	Kristen Gracia, Leah Kessler
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- PTO & Balclutha: Kristen asked if PTO should pay for Balclutha trip for each 5th grader – where do we want to put the extra money we are getting (board thinks we should consider)
- OK T-shirts: common experience that most kids have Otter t-shirt– we make sure every kid gets to pick on Otterwear item (anyone outside neighborhood)
- KNOL: may add YouTube links to newsletter so parents can watch
- Board Meeting: Motivate Me – OK kids speaking
- Report Card Comments: teachers have flexibility to either write comments on report card or have short conference (see October board meeting notes for more information)
- Election: Kristen plans to address to kids today regarding election to remind students to be compassionate, be our best, make good choices, and that we are a great community and school because we make great choices together, everyone has different feelings about the election but we need to be kind to each other (wanted to hear and see kids in the morning before addressing later in the morning)
- College Bound: staff looking at kids who fall into at risk category and underrepresented groups in colleges – focusing on their progress.
 - Past focus work on kids under benchmark for grade level who fall into an underrepresented group (African American, Hispanic, Pacific Islander, 1st Generation College, Tinsley program, free/reduced lunch, homeless and foster young, English as a Second Language) → now focusing on all kids (not just under benchmark): 55 kids at OK in College Bound program
 - Staff meeting was amazing (for example, teachers learned that most of these students don't feel they are leaders – working to design leadership programs for these kids)
 - After school program – College Bound: want to offer an after school program with high level engaging activities (coding, Acapella, etc.), start with one day after school and bus provided
- Principal/Teacher Meetings: Kristen & Leah are currently meeting with every teacher for 30 minutes (teachers, specialists, interventionists): run through class lists (review each student), how are kids doing, do they feel supported, how are the teachers, etc.

- Staff meetings: Tried a morning staff meeting (due to many teachers commuting and half requesting a morning meeting). Issue is that morning meeting would be 30 minutes vs. 90 minutes for a typical afterschool meeting. In order to use time most efficiently Kristen and Leah introduced topic 2 days before via a video – teachers had to watch video, and come to meeting ready to discuss.
 - Meeting topic: Focusing on engagement in classroom – Lesson learned from staff meeting is that student who are engaged learn better, they had a standing meeting (no sitting) in which they discussed evidence that has worked in the classroom, teachers felt liked they learned a lot
- Overall: Principals feel like we are at a good point in the year and able to learn about every kid

VII.	MPAEF / District Update	Christa West
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- MPAEF Campaign Conclusion
 - \$3.1M in commitments thus far, which represents 73% community participation and 91% of our Campaign goal of \$3.7M
 - Team is going back to table to see what will happen, looking at other focuses to come up with shortfall
- Holiday Boutique: taking a break for this year

VII.	District Council / Parent Ed Updates	Christa West
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- Coffee Talks
 - November 1st Coffee Talk: cancelled due to book fair talk that was in October
 - January Coffee Talk: TBD topic
- Staff Meeting Praised: recent new “flip” meeting was praised at District Council meeting
- Kristen’s video message to parents Praised: video message praised as creative way to update parents
- Parcel Tax FAQ: Erik Burmeister put together very informative FAQ related to parcel tax

X.	Other PTO Updates	Janelle McCombs
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- Parcel Tax: at the Leadership meeting discussed whether each individual PTO should endorse a parcel tax – legal research says we can endorse a specific parcel tax measure, but executive board needs to update bylaws, would need to call special general meeting (and make sure enough teachers and parents how up as executive PTO board doesn’t count toward quorum)
- Next Steps: PTO will try to get bylaws changed so we can weigh in if compelled

IX.	Adjournment	Janelle McCombs
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President Janelle McCombs adjourned the meeting at 9:45a.m.

Respectfully submitted,
 Lauren Heyse, PTO Secretary
 Date approved: 12/14/2016