

Oak Knoll PTO
Minutes of the Regular PTO Executive Board
January 11, 2017
8:15 – 9:30 AM
Oak Knoll – Staff Room

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

Absent: Trish Stella

Quorum present: Yes

I.	Call To Order	Janelle McCombs
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The meeting was called to order at 8:40am by President, Janelle McCombs.

II.	PTO Board Meeting Minutes – Approval	Lauren Heysse
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The December 14, 2016 PTO Board Meeting minutes were approved by board.

III.	Treasurer’s Report	Karen Dobbyn
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- \$11.9K banked in corporate matching and more to come (*next year one person will be dedicated to bolster corporate matching*)
- Books Inc.: \$6.4k gross profit (excludes expenses)
- Otterware/Zazzle: \$2.1k profit
- Field Trips/Special Programs: paying upfront for SF Giants park tour, Roaring camp, Jim Wiltens
- School improvements: Added yellow dashed lines to track to help visually impaired students
- *Note: Treasurer Role – consider making the role longer than one year due to the learning curve*

IV.	Teachers’ Update	Trish Stella
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- Ms. Stella out sick for the day

V.	Oak Knoll Update	Kristen Gracia, Jonathan Coldoff
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- Professional development day for teachers on Monday 1/9:
 - District wide activity focusing on closing our achievement gap in which each teacher picked one student to focus on who is struggling (journalled, where was the student when they first met, where are they now, group discussion with other teachers, set 2-3 measureable goals for this student and the teachers’ goals to help student, etc.)
 - Used a lot of technology in project: Created video of interviews with kids throughout district (interview questions: what is hard in school, what are their dreams, what is effective teaching, etc.). Also, Superintendent live streamed a video from OK to all schools.
 - Kristen and Jonathan will meet with the teachers in March to discuss progress

- The result will be a huge impact if each of these students moves up, teachers very engaged and excited about project.
 - Class participation goal: teachers wrote a goal for each of their classrooms
 - Mrs. Kessler welcomed Elliott Dylan on Thursday, January 5
 - Outdoor Ed (5th grade): Feb 6-10 (rain or shine): packets sent out yesterday to parents and due next week, OK attending with two smaller schools from the Jefferson school district, looking for cabin leaders (from Woodside and MA high schools)
 - Jim Wiltens leadership program is coming up: 4th graders (students think it is more impactful in 4th grade vs. doing in both 4th and 5th grade)
 - Oak Knoll Parent Survey: each family received email from Mrs. Gracia on 1/10 with unique login information for the annual Oak Knoll School Parent Survey to be completed by January 27. Responses are confidential and this year Panorama Education will be managing the survey process to ensure data privacy and security.
 - Each family will survey some of the specialists (not all), for the school and specific teacher
 - Panorama will compile the feedback reports: every teacher will get their results to be discussed in February
 - Student Surveys:
 - 3rd-5th graders will be completing feedback for teachers (Mr. Coldoff and Ms. Bennion will be facilitating)
 - K-2nd graders: Will also complete a shorter survey with the goal of developing a culture of feedback (Nicole Scott will create survey)
 - Timeline: In January we all take surveys and in February we get feedback
 - Site Council: Panorama will be leading a Site Council meeting about the Parent Survey
 - Third Grade traditional teachers having coaching today
 - Kindergarten Registration: February 1st, Info Night on 1/26 from 7-8pm library
 - Will offer tours in classrooms by Kristen and Jonathan

VI.	District Update	Janelle McCombs
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- N/A

VII.	MPAEF Update	Christa West
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- As of mid-December, campaign was \$228,000 shy of goal
- Auction
 - In January starting to ramp up auction efforts
 - Summer Camp Online Mini-Auction (new in 2017) in January (1/17-23)
- Measure X – MPAEF voted to endorse parcel tax

VIII.	District Council / Parent Ed Updates	Christa West
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- District
 - Next meeting at new Upper Laurel campus
 - Taking email vote regarding District Council's endorsement of Measure X
- Parent Ed
 - Upcoming coffee talk in February
 - Girls Leadership workshop starting next week for 4th and 5th graders, following week for K-2nd graders

X.	Other PTO Updates	Janelle McCombs
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- Speakers Series
 - New this year, each school with “host” a Speaker Talk at Hillview
 - OK to host on February 28th: Raising Empowered Girls – Lauren Hersch (will need OK volunteers to help run event)

IX.	Adjournment	Janelle McCombs
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President Janelle McCombs adjourned the meeting at 9:29a.m.

Respectfully submitted,
Lauren Heysse, PTO Secretary
Date approved: 2/8/2016