

**Oak Knoll PTO**

**Minutes of the Regular PTO Executive Board**

**Oak Knoll Teachers' Staff Room**

**January 13 , 2016**

<b>2015-2016 Executive Board Officers:</b>	
Stephanie Chen, President	Kristen Gracia, Oak Knoll Principal
Janelle McCombs, Vice President	Leah Kessler, Oak Knoll Assistant Principal
Jill Wurster, Parliamentarian	Trish Stella, Teacher Representative
Jennifer Joffe, Secretary	Terry Thygesen, MPCSD Representative
Emily Record, Treasurer	Ashley Honerkamp, MPAEF Representative
Karen Dobbyn, Financial Secretary	Sherrie Feinstein, Auditor
Tamara Russel, Communications Chair	

**Absent:** Terry Thygesen

**Quorum present:** Yes

**I. Call to Order - Stephanie Chen**

The meeting was called to order at 8:15 a.m. by President, Stephanie Chen.

**II. Approval of Minutes – Jennifer Joffe**

The regular PTO Board Meeting minutes of December 9, 2015 were approved as presented.

Motion: Stephanie Chen, Second: Janelle McCombs

**III. Treasurer's Report - Emily Record**

Emily reviewed the budget and compared actual expenses to budgeted numbers. She noted that the Corporate Matching as part of the PTO Membership drive is still filtering in. They are working to verify all are corporate matches and not donations from Trusts.

Noteworthy Art Expenses were less than budgeted. New musical instruments are in, this was a one-time expense.

Art Enrichment budget is nearing limit and we are only half way thru year. Do we need to increase this? Emily will check- in with Jay when they redo the budget near year end.

Parent Education. Set aside 7k. Varies year to year. This year most speakers have been free, other years they have been more costly. Kristen feels this is the right amount.

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Upcoming Spring Fair. Bus is only big dollar expense that hasn't hit, everything else is tracking on budget as expected.

#### **IV. MPAEF Update- Ashley Honerkamp**

Nominating for 2016-2017 Board is coming up.

Team is working on the Auction. Auction is April 30th and will be held at Holbrook Palmer Park. Limited amount of tickets will be available this year as the location is smaller. Theme is California Dreaming.

Foundation run is set for May 22nd.

#### **V. Oak Knoll Update – Kristen Gracia & Leah Kessler**

New instruments came in just today and are on the playground, very exciting and there are plans to even hold some ORFF classes out there. Leah spoke announced their arrival on KNOL.

Kristen purchased all new lunch tables for Kindergarten area and those are in. District is currently phasing all new picnic tables for all schools.

3rd grade speech and debate program was not going great. Leah and Kristen met with teachers at each grade level on the last professional development day. 3rd Grade Team did not think speech and debate was proving value, and program was not meeting set expectations, so we have ended the program. Contract has been terminated. Kristen is open to other ideas, organizations, or individual contributors if anyone has any ideas please contact her.

Kinder information night will take place tomorrow January 17th. Tours will also be beginning soon. Kristen does not think current parents need to attend the information night, but did suggest tours can be beneficial.

Digital citizenship. Leah & Kristin made staff breakfast. Jonathan presented Digital Citizenship curriculum for all grade levels K-5, lessons are thru Common Sense Media. Important to incorporate social media into curriculum. Every student will go through the program.

Everyone is coding, and it is going great. Students and staff are using the new computer lab, and even doing some hands on coding.

Outdoor Ed assembly took place for 5th graders yesterday, kids are very excited. Parents will be coming this evening for their Q&A. Outdoor Ed is the week of January 25th. OK will also use that week to swap out the old KNOL equipment for all new equipment that has arrived.

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Tomorrow is 4th & 5th grade spelling bee. A good mindset experience for everyone in the room. Also they will be incorporating the calming techniques Nicole Scott has been covering this year.

ELA adoption committee is looking for materials. 2nd Grade Team is piloting "Words Their Way". Also looks like Reading Workshop will be a large part of the ELA. Reading Workshop is great, but doesn't cover everything so this would be a good additional component. Kristen noted Leah is actually on the ELA adoption committee.

There was a lengthy conversation about looping and we can expect a decision soon.

Website is looking really amazing! Kristen gave huge accolades to Tamara for her work on the website, as well as overall communication. They work very hard to have "intentional timing" on all the information they deliver.

Kristen also gave kudos to the Teaching Team and their desire to grow, learn, and keep getting better.

#### **VI. Teacher Update – Trish Stella**

Teachers College team from Columbia College is back to work with the lower grades (K-2). These Reading & Writing workshops are going very well and staff feels very fortunate this professional development is being provided, such a huge benefit to the children. Process is not a one size fits all and it is nice to bridge the differences using live coaching which is a powerful process. Trish even did some demonstrations and really emphasized how these unconventional methods increase the love of reading for all of the children.

#### **VII. District Update – Terry Thygesen was not present**

Kristen discussed a change to the enrollment process that was voted in.

Stephanie noted Jody Buckley will co-chair Parcel Tax with Scott Hinshaw.

#### **VIII. District Council / Parent Education Updates – Janelle McCombs**

Girls Leadership kicks back up, over enrolled & going great.

#### **IX. Other Business – Stephanie Chen**

Time to recruit for next years Board and committee members.

Jill spoke about recruiting new members, she has some individuals in mind and is open to suggestions.

Janelle also recruiting for PTO committee. Interest has been low, looking for ways to spread the word and engage new people in the process.

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**X. Adjournment - Stephanie Chen**

President Stephanie Chen adjourned the meeting at 9:50 a.m.

Respectfully submitted,

Jennifer Joffe, PTO Secretary

Date approved: February 10, 2016