

Oak Knoll PTO
Minutes of the Regular PTO Executive Board
Oak Knoll Teachers' Staff Room
November 12, 2014

2014-2015 Executive Board Officers:

Jill Wurster, President	David Ackerman, Oak Knoll Co-Principal
Stephanie Chen, Vice-President	Scott Hinshaw, MPCSD Representative
Page Curtin, Secretary	Ashley Honerkamp, MPAEF Representative
Regina Skinner, Treasurer	Tamara Russell, Communications Chair
Emily Record, Financial Secretary	Aarti Chandna, Auditor
Tracy Watt, Parliamentarian	

Absent:

Kristen Gracia, Oak Knoll Co-Principal
Leah Kessler, Oak Knoll Vice Principal
Trish Stella, Teacher Representative

I. Call to Order - Jill Wurster

The meeting was called to order at 8:24 a.m. by President, Jill Wurster.

II. Approval of Minutes - Page Curtin

The regular PTO board meeting minutes of October 2014 were approved as presented.

Motion: Gina Skinner. Second: Jill Wurster.

III. Treasurer's Report - Gina Skinner

Gina presented the Budget v. Actual August 1, 2014 – November 10, 2014. The 2014-15 School Year Budget was approved at the October General Meeting.

Continue to receive PTO donations and matching donations.

Otterwear sales raised over \$5,000 for PTO. Fall Fiesta made a small revenue as well.

It was discussed that a better process for collecting and tracking scholarships is needed. It would be helpful to list the different scholarship opportunities – Fall Picnic, Otterwear, etc. - in a letter to parents at the beginning of the year. If more scholarship donations than needed are received for a given event, the additional dollars could go to a general scholarship fund.

IV. Audit Report – Aarti Chandra

Aarti reported that she reviewed the Oak Knoll PTO financial records for February – July 2014 and found them to be correct.

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The idea of purging records 5-7 years old was discussed. Possible storage of current records in Oak Knoll PTO closet.

V. MPAEF Update – Ashley Honerkamp

Final days of the campaign with a big “80 for 80” push to close on November 20th. A group of families pledged a collective \$80,000 donation if MPAEF reaches 80% participation by the 20th. District wide, 617 families needed to reach 80%. Big MPAEF presence planned at pickup and drop off leading up to “Are You In (Wear Orange) Day” on November 20th. Ollie the Otter and music planned for pickup on this day.

Continue to distribute magnets to families who have donated.

Boutique to kickoff Thursday evening, 11/13 and will be open during school hours Friday, 11/14.

Reminder to use shop.mpaef.org for online shopping.

VI. Oak Knoll School Update – David Ackerman

David spoke to the success of Appreciating Our Differences Week. The leaders made it easy on teachers to incorporate lessons into their curriculum.

Final touches on site plan being made. David, Kristen and Leah to present plan at December Board Meeting.

School directory complete and to be distributed to youngest child in family this week. It was discussed that November 13th is too late to be distributing a school directory. Tracy Watt mentioned that the idea of going electronic will be reviewed in the Spring.

Report cards to be sent home the day before Thanksgiving. They will look different as there is a new prototype. There is some debate as to the purpose of a report card – reward, incentive, communication device? Should it be standard based (measuring grade level standards) at a school where 90% students exceed grade level?

VII. Teacher's Update

Trish Stella was not in attendance. She and five other Oak Knoll teachers were participating in a Writer's Workshop led by a coach from New York.

VIII. District Update - Scott Hinshaw

Scott reviewed the format for the evening's District Board Meeting. Meeting to open with a review of the Guiding Principles. The Board will discuss the Leadership Team's Evaluation of the Mandarin School. They will open for public comment before making decision.

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Review of the Spanish-Immersion Program coming out soon.

Tech Plan / Sustainability – The Board is meeting every couple of months on this. There are three parent-led committees: 1) Digital Tat2 2) Curriculum/Learning Software – How to make sure teachers are up to speed 3) Nuts& Bolts – A permanent committee to stay current with constant changes in technology.

IX. District Ed/Parent Education - Stephanie Chen

Positive feedback and parent evaluations received for the Parent Ed Conference. 115 parents registered / 100 attended. 88 kids registered for childcare / 70 attended. Entire event cost \$300.

Digital Tat2 – 40-45 parents attended event at Oak Knoll. Seemed appropriate for 4th-5th graders. However, some parents felt that it lacked clear guidelines. Scott Hinshaw mentioned that the program at Hillview is excellent. Parents and students are partners. The parent community is aligned on certain rules such as no phones at sleepovers.

GLI – Open spots in 2nd-3rd grade group in February. Need to fill or this class will be canceled.

X. Other PTO Updates - Jill Wurster

Busy evening with District Board Meeting at Encinal and Embracing Our Differences Meeting at Oak Knoll.

Jenny Lang to attend December Board Meeting to review this Fall's Book Fair. Book Fair does not generate revenue for PTO as dollars earned are put toward books for the classrooms.

XI. Adjournment - Jill Wurster

President Jill Wurster adjourned the meeting at 9:48 a.m.

Respectfully submitted,

Page Curtin, PTO Secretary

Date approved: December 10, 2014