

Oak Knoll PTO
Minutes of the Regular PTO Executive Board
Oak Knoll Teachers' Staff Room
January 14, 2015

2014-2015 Executive Board Officers:

Jill Wurster, President	David Ackerman, Oak Knoll Co-Principal
Stephanie Chen, Vice-President	Kristen Gracia, Oak Knoll Co-Principal
Tracy Watt, Parliamentarian	Stacy Jones, School Board Rep
Page Curtin, Secretary	Ashley Honerkamp, MPAEF Representative
Regina Skinner, Treasurer	Tamara Russell, Communications Chair
Emily Record, Financial Secretary	Aarti Chandna, Auditor
Trish Stella, Teacher Representative	

I. Call to Order - Jill Wurster

The meeting was called to order at 8:25 a.m. by President, Jill Wurster.

II. Approval of Minutes - Page Curtin

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

Motion: Gina Skinner. Second: Jill Wurster.

III. Treasurer's Report - Gina Skinner

Gina reviewed the Budget v. Actual for August 1, 2014 - January 13, 2015. She highlighted that activity over the last month was largely related to field trips. It was pointed out that PTO pays for buses for Balclutha. Other activity highlighted included payment for Mrs. Soloman/KNOL, Coffee Cart, Noteworthy Art and basketball.

As a side item, it was discussed that Hot Lunch is struggling in terms of volunteers needed. A separate meeting will be organized to review this issue.

IV. MPAEF Update – Ashley Honerkamp

Dine Out scheduled for Tuesday, January 27th. Kristin to invite Oak Knoll community to join her family where she dines this night.

Working on solicitations for this year's Old Hollywood-themed auction to take place Saturday, April 11th.

Reminder to use Shop.mpaef.org when shopping.

V. Oak Knoll School Update – Kristen Gracia

Tomorrow's Spelling Bee is a great school community event and a good place to talk about Growth Mindset. Through hard work, students became good spellers. Standing up and participating takes courage.

Professional Development Day on Monday, January 5th focused on attention. Teachers who attended the Learning and the Brain Conference (1 from each grade level + 2 specialists) recreated workshops for Oak Knoll. This was an effective way to share conference experience

Oak Knoll PTO
Minutes of the Regular PTO Executive Board
Oak Knoll Teachers' Staff Room
January 14, 2015

with the rest of faculty. Professional development needs to be effective and worthwhile – the day was highly successful in this sense.

- ADHD is a relevant topic to everyone. Topic was chosen purposefully based on one-on-ones with teachers. Many requests for strategies on how to work with attention challenges. Having 2nd round of these meetings next week – 20 minute meetings to check-in on how teachers are doing and what additional support is needed.
- Key strategies learned:
 - Chunking – Brain can only take in information 10-12 minutes at a time. When possible, it is important to take brain breaks. Allows information to “marinate” and become more “savory.”
 - Press and release – Press is putting information in and release is giving students time to talk about it (different from brain breaks.) Release is collaboration time to continue to digest information given.
 - Novelties – Teaching lesson outside, music, etc.
- Teacher feedback was extremely positive. Teachers teaching teachers is the best professional development you can have. Ensures information is relevant. Findings to be shared with District and parents. Tamara and Leah to write recap for the newsletter.
- Teachers gained better understanding of what goes on in the brain of those with ADHD. Teachers have to change their methods in order to reach certain students. It can not be assumed that the child is simply not motivated.

Outdoor Ed and Kindergarten Information Nights – Thursday, January 15th.

Kindergarten Registration in February.

No camps at Oak Knoll this summer due to school renovations.

Parent Coffee went well yesterday. Next Parent Coffee on reading with Jane Bennion and Jacqui Cebrian scheduled for Tuesday, February 10th.

Saturday, January 24th – All day Speech and Debate tournament for 3rd and 4th graders.

VI. Teacher's Update

Teacher's Leadership Academy to be recognized at tonight's District Meeting tonight.

- Emily Chiet, Johnna Becker and Sara Bartlett have each completed a 1-2 year program.

Annual Staff Party this past weekend at Linda Cotter's house. Western themed in honor of David Ackerman – over 60 attended.

VII. District Update - Stacy Jones

Stacy Jones introduced as new District representative to the Oak Knoll PTO Board.

Oak Knoll PTO
Minutes of the Regular PTO Executive Board
Oak Knoll Teachers' Staff Room
January 14, 2015

Appeal of charter petition was discussed. The County will make its decision on February 4th. In the interim, those concerned can reach out to the County Board Members via the comments section.

- Decision is political. There are seven on the Board from Daly City to Menlo Park. It is hard to predict where they stand.
- County staff is working on their own evaluation of the criteria and Maurice meeting with them.
- Wednesday, February 4th is a public meeting. Board will discuss and make decision. County can come back with a conditional approval.
- Tamara emphasized the importance of reaching out to the County Board to express opposition in any form - a full letter is not necessary. Helpful as public record if charter goes to the State for appeal. State can look at the bigger picture, less parameters guiding decision.

In addition to Teacher's Leadership Academy recognition at tonight's District Meeting, Encinal and Hillview will present their site plans

VIII. District Ed/Parent Education - Stephanie Chen

Mindfulness Parent Event at 7pm with Amy Saltzman.

Tonight, first session of GLI – 2nd and 3rd grade.

Parent Child Yoga – Tuesday, February 24th with Yoga Belly from Mountain View

Found Solicitations Co-Chair from Encinal to work on auction.

IX. Other PTO Updates - Jill Wurster

Help needed with Winterfest – Saturday, February 7th. Carnival theme. Nicole Scott is part of committee.

Thank you to Tracy Watt for doing all tax receipts for PTO donations over the Winter Break.

Otter Run – Sunday, May 31st.

- 3 Co-Chairs from Oak Knoll. Need Logistics and Facilities volunteers from other schools.
- Split will be 10K to Oak Knoll, 60% to Foundation, remaining 40% split among other schools.
- Foundation to take on run next year so they will be involved with running the event. Schools to provide ambassadors. Similar to auction model. Only change – no longer Oak Knoll's responsibility to staff.

X. Adjournment - Jill Wurster

President Jill Wurster adjourned the meeting at 9:18a.m.

Respectfully submitted,

Page Curtin, PTO Secretary

Date approved: February 11, 2015