

Oak Knoll PTO  
Minutes of the Regular PTO Executive Board  
Oak Knoll Teachers' Staff Room  
June 1, 2015

**2014-2015 Executive Board Officers:**

Jill Wurster, President	Kristen Gracia, Oak Knoll Co-Principal
Stephanie Chen, Vice-President	Tamara Russel, Communications Chair
Tracy Watt, Parliamentarian	Aarti Chandna, Auditor
Page Curtin, Secretary	Stacey Jones, School Board Representative
Regina Skinner, Treasurer	Trish Stella, Teacher Representative

Incoming Board Members Present:

Janelle McCombs, Incoming Vice President  
Karen Dobbyn, Incoming Financial Secretary  
Sherrie Feinstein, Incoming Auditor

Absent:

David Ackerman, Oak Knoll Co-Principal  
Leah Kessler, Oak Knoll Vice Principal  
Emily Record, Financial Secretary  
Ashley Honerkamp, MPAEF Representative

**I. Call to Order - Jill Wurster**

The meeting was called to order at 8:25am by President, Jill Wurster. Introductions were made to welcome new board members. Jill thanked the board for their help with the Volunteer Luncheon.

**II. Approval of Minutes - Page Curtin**

The regular PTO Board Meeting minutes of May 12, 2015 were approved as presented.

Motion: Tracy Watt Second: Gina Skinner

The General Meeting minutes of May 27, 2015 were approved as presented.

Motion: Tracy Watt Second: Gina Skinner

The General Meeting minutes of October 24, 2014 were approved as presented.

Motion: Tracy Watt Second: Gina Skinner

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### **III. Treasurer's Report - Gina Skinner**

Budget next year looks great. Currently spending down carryover budget. Payment for sunshade and table has been made already.

A few notes:

- New for next year, there will be boy's volleyball.
- Still receiving corporate matching which will continue through the next year.
- Newton After School program made a nice donation as a thank you. Newton has provided two extra yard duty volunteers all year. Also, they sent over extra helpers when the Volunteer Lunch went longer than expected.
- Pass-through revenues - Received money for sales of Willy Wonka DVD's and Compassion Class service projects. It was discussed that the projects where kids do something versus simply collect money is better received by parents.
- Taxes are complete.
- For After School Sports, registration has been switched to TeamSnap - relevant to all sports.
- Made some profit on Willy Wonka concessions.
- Ongoing debate about appropriate amount to tip vendors. Approval to come from PTO President on a case by case basis. Policies and procedures to be updated before Fall Picnic.

### **IV. Auditor's Report – Aarti Chandna**

Year ended on track and reconciled. However, there was some inconsistency between two months. Although the issue resolved itself and likely is due to an inter period booking issue, further research is being done. Sherrie Feinstein will present any findings in September.

### **V. Oak Knoll School Update – Kristen Gracia**

Busy end of year!

The MPAEF Run was a success.

Science Olympiad was a success. Over 100 parent volunteers. Healthy and spirited competition in science, math, coding and engineering. Each team dressed up and had their own team chant.

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Jenny Ryan is the faculty lead organizing the talent show. The show itself is run by kids. Backstage kids get a crew shirt provided by the PTO.

Teachers are busy assessing students. Class placement will stay underway through August.

Over summer, new roof and all classrooms to receive new carpet except for classes in new building.

Tentative Teacher placements:

- Dr. Westfall is taking a one year leave. Job has been offered to Hope Sheid who is an athlete, credentialed teacher and former PE instructor. Candidates were observed teaching Kindergarten PE.
- Jonathon Coldoff will be an Instructional Technology Coach splitting time between Oak Knoll and Encinal.
- Mr. Fuller will move back to 4<sup>th</sup> grade.
- Mr. Lopez is moving to 3<sup>rd</sup> Grade which will allow Miss Ziff back as full time Kindergarten teacher.
- Allison Howard will be full time 1<sup>st</sup> grade.

Kristen Gracia thanked the Board with brightly colored packs of straws for kids to enjoy during summer.

#### **VI. Teacher's Update - Trish Stella**

Staff outing in honor of David Ackerman at Holbrook Palmer May 15<sup>th</sup> was a success. Families came, baseball was played and there were lots of toasts and roasts.

It was confirmed that teachers do not need to submit receipts to Gina given the dollar amount given to teachers this year.

#### **VII. District Update - Stacey Jones**

Terry Thygesen will join Oak Knoll PTO Board next year as the School Board Representative.

Next meeting is June 9<sup>th</sup>. Interviews for Hillview Principal and HR Director are complete. Announcements coming soon. Laurel VP position will go through same process.

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Laurel campus already transformed with groundbreaking a week ago.

The City Council and Commission Meeting (CCSO) is tomorrow night. May vote on the petition presented by 31 homes on O'Connor Street who would like to be a part of Menlo Park School District. If the Commission approves, petition must go to a vote. Who makes the vote is decided upon by the Commission.

The State Board of Education did approve the Moreland petition for Fall of 2016. (8 voted in favor, 1 voted not in favor and 1 abstained.) The Mandarin Immersion petitioners have not appealed to the state yet but have until August 1st to do so. Tamara and a group of parents met with Joan Lambert last week to discuss whether it would be helpful to do anything proactive.

#### **VIII. District Ed/Parent Education - Stephanie Chen**

All PTO Committee Chair positions have been filled except for a Composting lead. At the District Council level, Aarti Chandna will be Co-President with Erin Reyes from Encinal, but the Parent Ed Chair position is still open.

#### **IX Communications - Tamara Russel**

This Sunday will be the last Otter Weekly of the year. Newsletter to resume the Sunday before school starts.

Back to school checklist to be sent August 16<sup>th</sup>.

#### **X. Announcements – Jill Wurster**

Jill presented candles as well as books donated to the library in each board member's name. Stephanie Chen presented a gift card to Jill on behalf of the Board.

#### **XI. Adjournment - Jill Wurster**

President Jill Wurster adjourned the meeting at 9:32am.

Respectfully submitted,

Page Curtin, PTO Secretary

Date approved: August 21, 2015