

**Oak Knoll PTO**  
**Minutes of the PTO Executive Board Meeting**  
**June 10, 2020**  
**8:15 – 10:00 AM**  
**Meeting via Zoom Conference Call**

<b>2019-2020 and 2020-2021 Executive Board Officers:</b>	
Sarah Sobel, '19-'20 President	Kristen Gracia, Oak Knoll Principal
Victoria Dorward, '20-'21 President	Leah Kessler, Oak Knoll Assistant Principal
Kristin Lim, '19-'20 Vice President	Aly Gay, MPAEF School Liaison
Casey Wilke, '20-'21 Vice President	Katherine Glass, MPAEF School Liaison
Jenny Buddin, Parliamentarian	Vickie Mrva, '19-20 Auditor
Laura Low Ah Kee, Secretary	Erin Abood, '20-'21 Auditor
Julie Winter, Treasurer	Katie Gardner, '19-'20 Communications Chair
Rebecca Emery, '19-'20 Financial Secretary	Meredith Nonnenberg, '20-'21 Comm. Chair
Katie Davis, '20-'21 Financial Secretary	

**Absent:** Trish Stella

**Quorum present:** Yes

<b>I.</b>	<b>Call to Order</b>	<b>Sarah Sobel</b>
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The meeting was called to order at 8:15 AM by President Sarah Sobel.

<b>II.</b>	<b>PTO Board Meeting Minutes – Review &amp; Approval</b>	<b>Laura Low Ah Kee</b>
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The March 2020 PTO Board Meeting minutes were reviewed at 8:18 AM. Sarah Sobel moved to take a vote to approve the minutes; Julie Winter seconded the motion. The minutes were approved by unanimous vote.

<b>III.</b>	<b>President's Report</b>	<b>Sarah Sobel</b>
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- **Welcome to New Board and Introductions** - Sarah Sobel welcomed all of the returning and new board members to their new or recurring roles. Each board member introduced themselves to the group. Kristen Gracia also welcomed Alicia Payton, who was not present at the meeting but will be joining Oak Knoll as the Assistant Principal next academic year. Alicia Payton has served as an instructional coach at Oak Knoll in the past, focusing on the curriculum and how it is being developed and delivered.
- **Open PTO Committee Info** - There are still some open committee positions for next year, including After School Programs. A team is continuing to work to fill these positions.
- **District Council Update** - The DC meeting took place last week. There was a vote on bylaw changes and the budget as approved. Golden Oaks were awarded to individuals who are retiring or leaving. School opening was also discussed.
- **Thank Yous** - Kristen Gracia thanked Leah Kessler for her work and service at Oak Knoll and wishes her the best going forward. Sarah Sobel thanked all of the outgoing PTO Board Members, as well as Kristen Gracia, Leah Kessler, and Trish Stella.

<b>IV.</b>	<b>MPAEF Update</b>	<b>Katherine Glass, Aly Gay</b>
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- The amount that the MPAEF will be granting the district this year was only 2% it's stretch goal, despite not being able to hold the live auction and run.

<b>V.</b>	<b>Parent Education Update</b>	<b>Kristin Lim</b>
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- The Girls Leadership workshop and parent education programs will continue next year, although it will likely look different (e.g., virtual).

<b>VI.</b>	<b>Treasurer's Report</b>	<b>Julie Winter</b>
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- We have had some additional donations come in to the PTO in recent weeks. Total revenue is \$164,491, which is almost \$30,000 above budget.
- Overall expenses were lower than expected due to distance learning - e.g., no awards luncheon, no musical, etc.
- The district's budget for Oak Knoll will cover scholarships for overnight field trips that occurred the 2019-2020 school year, which otherwise would have been paid by the PTO budget.
- Some PTO dollars were spent on distance learning support that had not previously been budgeted (e.g., printers for teachers at home). PTOs sent a check to teachers at home to help with these types of expenses. We have an excess of \$80,000 as of the end of May, which gives us some leeway for next year as we face additional expenses resulting from distance learning. Technology (e.g., Chromebooks) may be an area where there will be a need for additional PTO support next year due to distance learning.
- There was mention of interest among some families who may wish to donate directly to Oak Knoll (after and in addition to fulfilling their OCC expected contribution) to further support the efforts for increased cleaning and other expenses related to distance learning. Kristen Gracia emphasized that it will be important to clarify what items the district can and should support to ensure there is equity across all district schools.

<b>VII.</b>	<b>Oak Knoll Update</b>	<b>Kristen Gracia, Leah Kessler</b>
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- The Oak Knoll Science Olympiad is taking place virtually today. It is a fun, hands-on competition for science and math for fourth and fifth graders.
- Kristen Gracia gave an update on discussions for school opening next year. She first described the development, evolution, and focus of the COVID-19 Response Team.
- For next year, the COVID-19 Team has been relying on San Mateo County's draft framework for schools reopening in the fall. This draft framework contains four pillars. In order to adhere to the Social Distancing pillar, in its current form, it is clear that not all students will be able to be on campus at the same time when school reopens. Instead, some form of "A-B" cohort model will need to be developed.
- The COVID-19 Response Team recently provided a recommendation to the School Board in support of the "every other week" model to fulfill the County's draft framework. Although all models have their pros and cons, the week on/week off model has some academic and operational benefits. For example, it allows for a learning arch over the week and allows for more thorough cleaning when classes turn over at the end of the week / over the weekend.
- Once the School Board approves the model - whatever that may be - Kristen Gracia expressed interest in creating two teams to adopt the model at Oak Knoll:

- **School Site Team** - This team would include Kristen Gracia (Principal), Alicia Payton (Assistant Principal), Cathy Petersen (Office Manager), Nicole Scott (School Counselor), two teachers (one upper, one lower). The team would meet as often as daily over the summer to plan the detailed logistics for scheduling, school cohesion, academics, SEL, placement, arrival, dismissal, health checks, lunch, recess, visitors, technology access, school walking routes, bathroom usage, engaging the parent community, etc. This team will make recommendations to the School Site Advisory Team (see next bullet).
- **School Site Advisory Team** - This team would include at least three parents, two more teachers, the school psychologist, a member of the PTO Executive Board and a member of Site Council. This team would meet periodically over the summer to review and discuss recommendations from the School Site Team and push their thinking.
- The focus of the “off” weeks in the week on/week off model have not yet been planned. The focus will depend in part on how much the district will desire to have uniformity across schools vs. allow for school-specific planning. These types of decisions also have to be discussed as part of (and will have an impact on) union negotiations.

<b>VIII.</b>	<b>Other Business</b>	<b>Sarah Sobel</b>
	<ul style="list-style-type: none"> <li>● Members of the PTO Executive Board discussed (at the meeting) and subsequently voted (by email) to send a letter to the School Board regarding the upcoming vote on the recommended school reopening model. The letter (attached to end of minutes) asks for additional avenues for parent input going forward with regard to planning school reopening next year.</li> <li>● Katie Gardner asked that the minutes reflect her strong suggestion that the letter should have more closely mirrored other school PTOs in the district and requested that the School Board hold off on voting on the recommended model by one week to help ease anxiety for those parents who feel that the School Board has jumped into a decision without parents’ proper reflection and feedback.</li> </ul>	

<b>IX.</b>	<b>Conclusion &amp; Review of Action Items</b>	<b>Sarah Sobel</b>
	<ul style="list-style-type: none"> <li>● Next meeting will be scheduled for Fall 2020.</li> <li>● Adjourned at 10:35 AM.</li> </ul>	

Respectfully submitted,

Laura Low Ah Kee  
PTO Secretary

Executive Board  
Oak Knoll Parent Teacher Organization  
June 11, 2020

MPCSD School Board  
Erik Burmeister, MPCSD Superintendent  
MPCSD COVID-19 Response Team  
Menlo Park, CA

**Re: 2020-2021 School Reopening Plan**

Dear School Board Members, Erik and Response Team Members:

We are writing on behalf of the parent community at Oak Knoll School to express our desire that there be an avenue for parent input as decisions are made regarding the implementation of the school reopening plan.

We appreciate that considerable and valuable work has been done by the district's COVID-19 Response Team, and we understand that the School Board is prepared to vote on their recommendations shortly. The proposed reopening plan involving moving to alternating weeks came as a surprise to many parents in our community. As you are no doubt aware, how to reopen schools in the midst of this pandemic is a topic that is highly contentious and emotional for everyone. Regardless of what option the School Board ultimately selects, as we move forward with the reopening plan we ask that the parent community be updated regularly, have more opportunities to be involved in the conversations, and be given timely chances to weigh in.

Let's partner together as one community.

Sincerely,

The Oak Knoll PTO Executive Board