

Oak Knoll PTO
Minutes of the PTO Executive Board Meeting
September 9, 2020
11:00 AM – 12:30 PM
via Zoom Conference Call

2020-2021 Executive Board Officers:	
Victoria Dorward, President	Meredith Nonnenberg, Communications Chair
Casey Wilke, Vice President	Kristen Gracia, Oak Knoll Principal
Katie Gardner, Co-Parliamentarian	Alicia Payton, Oak Knoll Assistant Principal
Alicia Baker, Co-Parliamentarian	Karen Clancy, Teacher Representative
Laura Low Ah Kee, Secretary	Erin Abood, Auditor
Julie Winter, Treasurer	Aly Gay, MPAEF School Liaison
Katie Davis, Financial Secretary	Katherine Cherry, MPAEF School Liaison

Quorum present: Yes

I.	Call To Order	Victoria Dorward
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The meeting was called to order at 11:01 AM by President Victoria Dorward.

II.	PTO Board Meeting Minutes – Review & Approval	Laura Low Ah Kee
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The June 2019 PTO Board Meeting minutes were reviewed at 11:02 AM. Julie Winter moved to take a vote to approve the minutes; Katie Davis seconded the motion. The minutes were approved by unanimous vote.

III.	President’s Report	Victoria Dorward
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- **Board Member Introductions:** The PTO Board members took turns introducing themselves and their roles on the Board.
- **Back-to-School PTO Updates:** Victoria shared several back-to-school updates: Victoria has spent some time updating the Oak Knoll website; the PTO had a presence on campus at the material distribution carline; we are filling some Committee chair positions that were still open; Room Parents have been meeting with teachers; preparations for the the Fall Family Picnic (9/11/20) are underway and include a yard sign and packet of activities for distribution at a car line this week, as well as a series of videos will be released by our Specialists for families to view.
- **One Community Campaign (OCC):** This has been a difficult fundraising year. However, the PTO is working closely with the MPAEF to communicate the importance of the OCC fundraising goal and encourage parent participation. (See MPAEF Update below).
- **District Council Update:** The first District Council meeting of the year took place last Friday, September 4th. All staff who are new to the district were introduced.
- **Virtual Academy (VA) - Oak Knoll Community:** Victoria has spent time trying to focus on ways to create a strong connection between the Virtual Academy and Oak Knoll. Casey Wilke -- who is the PTO Vice President -- is going to also serve as the VA representative on the PTO Board. The PTO Presidents across schools are working together to determine how to take the OCC funds that come in for each school PTO and allocate a portion to the VA.
- **PTO Meeting Time and Dates:** Victoria inquired about the best time for PTO meetings, which seem to vary from member to member. We discussed potentially alternating between holding meetings in the afternoon and some in the mornings, since everyone has different scheduling preferences. Victoria is going to send around a poll to better determine preferences.

IV.	Treasurer's Report	Julie Winter
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- **Budget Review:** The OCC has advanced the PTO \$25,000 towards the funds we will be receiving later this year. Most of our funds expended so far this year have been spent on classroom instruction materials and some on supplemental materials. Over the next few weeks, we will likely find that there are some budget line items where we end up spending less than anticipated, and some where we may wish to spend more. For example, we may wish to spend more on hands on materials that can be sent home to students, such as books and art supplies. We may also wish to expand outside programs with more virtual assemblies and new programming. In October, when we have a better sense of how the OCC campaign has fared and other areas where we may wish to spend money, we will likely need to revise the budget and review at the General PTO Meeting.
- **Allocation of Reserve:** Last year, we ended up with a surplus in the budget, largely due to cancellations resulting from COVID-19 (e.g., musical). Kristen suggested that we brainstorm “new” needs that have come up as a result of hybrid / distance learning (e.g., outfitting outdoor learning spaces, such as rolling white boards, wagons, tented areas, and outdoor stools; upgrading the garden, adding a second lunch seating area, etc.). There is some limitation on our ability to invest in technology for students or additional staff, as this is generally meant to come from the district to ensure equity across schools. Kristen asked the PTO members to think creatively and share ideas with her and Alicia Payton over the next two weeks about ways we might wish to spend reserve funds. Victoria will create and share a Google document to facilitate this. However, Kristen also recommended that we wait to see how the OCC does; if it is not as successful as we hope, we may wish to use some of our reserve for planned/budgeted activities that we want to ensure happen.
- **Scholarships for Outdoor Education:** Julie informed the PTO that Scholarships for Outdoor Education from last year have not yet been billed to the PTO by the District. Kristen suggested that it may have just slipped through without being billed due to all that has been going on; Kristen will follow-up with the District Office to find out if and when those bills will arrive.

V.	Parent Education Update	Casey Wilke
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- Casey reached out to the Girls Leadership Program, who confirmed they are indeed running a virtual program this year, but they had not planned to run a specific program for Oak Knoll unless we pull together a large enough group. However, they are happy to tell us the classes that have low enrollment and group Oak Knoll students together as best they can.
- Kristen has been running virtual parent Mix & Mingles, starting with Kindergarten parents, which was a success. The 1st grade Mix & Mingle is coming up later this month.
- Nicole Scott and Jenny Ryan will run virtual Coffee Talks on September 22nd and 23rd.

VI.	Virtual Academy Update	Casey Wilke
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- Casey Wilke will be the representative between the Virtual Academy and the Oak Knoll PTO. She will have a more robust update at the October PTO meeting, now that the VA has really gotten up and running.
- Victoria discussed how the VA might receive some portion of the PTO's OCC funding. Oak Knoll has 52 students enrolled in the VA.

VII.	Bylaw Review and Recommendations	Katie Gardner
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- Katie spoke with Jenny Buddin -- former Oak Knoll PTO Parliamentarian -- about whether we need to update the PTO Bylaws to account for the fact that our meetings are on taking place on Zoom, rather than in person. Jenny confirmed that the Zoom platform can be considered an “in person” meeting platform.
- As a reminder, the date and time of the PTO General Meeting needs to be posted at least 14 days in advance.

VIII.	MPAEF Update	Katherine Cherry, Aly Gay
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- As of September 3, we are at 16% participation (slightly below last year) and 32.9% (slightly ahead of last year) to our \$3.3M goal.
- There are videos (teacher, parent, principal testimonials) in the works to reach our virtual audience. In addition, there are plans for another “Blue Mohawk” type campaign.
- The MPAEF Board meeting takes place next week, so there will be more updates then.
- We are still in need of some volunteers for Friday’s Fall Family Picnic car line.

IX.	Teachers’ Update	Karen Clancy
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- Karen Clancy will serve as the new teacher representative on the PTO, replacing Trish Stella who retired at the end of last year.
- Karen shared that teachers are setting up routines with their class. There have been occasional technology issues, but that was expected and are being addressed as they arise.
- Teachers really appreciated the goodie bags sent by the PTO.
- Karen will ask teachers to help with brainstorm ideas for items they might like to have for an outdoor classroom, in the event we wish to spend some of the reserve funds from last year.
- Karen asked how teachers will find out who their room parents are, if they have not already heard; Victoria said she will follow up.

X.	Oak Knoll Update	Kristen Gracia, Alicia Payton
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- Kristen Gracia provided an update on the school year, which launched in distance learning. Overall it has been a successful launch.
- Oak Knoll is the only school in the district (outside the Virtual Academy) that is using Altitude for all of K-5. It has helped collaboration between grade level teachers.
- Parent Square has continued to make it very simple to communicate with the entire school and was incredibly valuable when we went into Shelter-in-Place.
- We expected to have some technological issues, and we did have some, but they have been addressed quickly and efficiently and are providing parents with support teams.
- Last week, teachers performed student assessments, which required a change in the class routines, but was incredibly valuable and so far seem to generally suggest that the majority of students (third grade was the example) are already proficient or advanced compared to the benchmark that they should be at by November 13th, and most others are approaching the benchmark and are expected to have reached by then. A small number are below the benchmark, and this is how we allocate resources for things like reading specialists, etc.
- Alicia Payton provided an update on the Specialists Class launch. Some are being done in small groups, which have been successful. For the larger specialists classes, we are trying to find ways to make them more personal and offer in smaller groups.
- Last year, we were doing work on our Learner Profile and cross cutting with our Teacher Tolerance; this work continues, even now in Distance Learning.

XI.	Conclusion & Review of Action Items	Victoria Dorward
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- Next meeting is on 10/14/20.
- The meeting was adjourned at 12:31 PM.

Respectfully submitted,

Laura Low Ah Kee
PTO Secretary