

Oak Knoll PTO
Minutes of the PTO Executive Board Meeting
January 13, 2021
2:30 – 4:00 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 Menendez-Cherry, MPAEF School Liaison

Additional Attendees: Francesca Segre, MPCSD Board Member

Quorum present: Yes

I.	Call To Order	Victoria Dorward
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The meeting was called to order at 2:32 PM by President Victoria Dorward.

II.	PTO Board Meeting Minutes – Review & Approval	Laura Low Ah Kee
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The December 2020 PTO Board Meeting minutes were reviewed at 2:33 PM. Alicia Baker moved to take a vote to approve the minutes; Aly Gay seconded the motion. The minutes were approved by unanimous vote.

III.	Introduction of New MPCSD Board Member Rep	Francesca Segre
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- Francesca Segre, Menlo Park City School District (MPCSD) Board Member, introduced herself as the new MPCSD Board representative for Oak Knolls. She is looking forward to serving on the MPCSD Board and getting to know Oak Knoll in any advisory role.
- The PTO Board members took the opportunity to introduce themselves, as well.

IV.	President’s Report	Victoria Dorward
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- **District Council Recap:** The District Council met on January 8, 2021. Superintendent Burmeister gave a financial update. The MPCSD Board is beginning to discuss a new parcel tax to place on the ballot for Fall 2021.
- **Recruiting Season:** The PTO Board is beginning to discuss recruitment for next year. Alicia Baker will be leading the effort. Current PTO Board members are asked to contact Alicia with their interest in serving next year and also send names of others who might be interested in joining the Board.
- **One Community Campaign (OCC) Memorandum of Understanding:** The MPAEF is working with the schools to draft the MOU for next year’s OCC campaign.

V.	MPAEF Update	Katherine Cherry, Aly Gay
	<ul style="list-style-type: none"> • The MPAEF Auction will take place online from March 10-15, 2021. There are opportunities for community members to donate items to the auction via an Auction Wish List, and Oak Knoll teachers and staff are working on creative ideas to host virtual parties to put up for bid for the auction. • The MPAEF Annual Run will be a virtual event this year. 	
VI.	Treasurer's Report	Julie Winters
	<ul style="list-style-type: none"> • We are currently just slightly over our revenue budget and in a good position financially. We are spending money on the items we expected and have some flexibility for any unexpected expenses that may come up. It is possible we may end up with a surplus this year. • There was discussion of how the PTO might be able to show our appreciation to the school nurse, custodial staff, yard duty staff, office staff, etc. Victoria Dorward and Laura Low Ah Kee will discuss ideas offline and bring back to the PTO. • The Garden Committee may need additional funds for their work. • Oak Knoll was recently recognized for its support of the Virtual Academy, including providing a line item in our PTO budget to support them. 	
VII.	Virtual Academy Update	Casey Wilke
	<ul style="list-style-type: none"> • The Virtual Academy (VA) students will be included in the Oak Knoll Science Fair. • There is discussion about whether there will be a VA option next year, and there seems to be some support among families for it to continue next year based on early results of Superintendent Burmeister's recent parent survey. 	
VIII.	Teachers' Update	Karen Clancy
	<ul style="list-style-type: none"> • The teachers were appreciative of the staff day that was held on January 4, 2021. • The teachers and staff continue to identify anti-racism books to share with students. • Friends and Family Day is being held virtually on two days (one for A and one for B week students) later this year. • The teachers are looking forward to the opportunity to receive the COVID-19 vaccine. • Katie Gardner asked if there was an update on teachers being eligible to receive the COVID-19 vaccination in the "1B" group; Kristen indicated that this is still in discussion at the county level. 	
IX.	Oak Knoll Update	Kristen Gracia, Alicia Payton
	<ul style="list-style-type: none"> • At the January District Council meeting, the school principals were asked to share their perspective on their most important learnings so far during the pandemic. Kristen highlighted the importance of having staff who are flexible and creative. Oak Knoll has always emphasized "making school work for kids," but that this has always required staff to be flexible, creative and willing to try things in a new way. This continues to be of the utmost importance in the pandemic, which has positioned Oak Knoll to face challenges head on. • As we head into the second half of this school year, staff have been continuing to brainstorm and set goals around these four areas: <ol style="list-style-type: none"> 1. Increase Emotional Vocabulary: Research shows that students who have strong vocabulary of emotion are also better able to regulate their emotion. This year, we have introduced Marc Brackett's RULER program, which is a Social Emotional Learning (SEL) program, focused on children building their vocabulary of emotion. For example, Mark has led professional development with Oak Knoll staff, and posters have been purchased for the 	

classroom. Our school counselor, school psychologist, Kristen and some Oak Knoll teachers are attending a training soon to support building out Oak Knoll's SEL program even further.

2. **Discuss and Build Confidence around Our Anti-Racism Work:** We are going to learn, grow, stay active and not be or become complacent in our anti-racism journey and ensure that we as a school are not exacerbating or creating boundaries for students. We have had staff meetings and teacher collaboration and we will be launching our Community Read, at age/grade-appropriate levels. Oak Knoll will host a 5th grade-only external program that will happen during students' at-home Art and Library times about the history of civil rights. There will also be ways for parents to participate in parent forums and be part of this journey, as well. The MPCSD Speaker Series also has a number of Anti-Racism speakers as part of its Speaker Series.
3. **Embed Our Learner Profile:** Each week, the Oak Knoll Newsletter highlights how an element of the Learner Profile has been seen in action in our classrooms. For students, Nicole Scott is going to start highlighting on KNOL how the Learner Profile comes to life in the classroom. Staff are working with Altitude on enabling students to set goals related to the Learner Profile.
4. **Increase Emphasis on Mathematics:** Nationwide, assessments show that reading scores had not changed compared to previous years, but in all grade levels, mathematics scores had taken a hit due to loss of learning in the spring as a result of the pandemic. To address this, Oak Knoll has placed an increased emphasis on mathematics, including adding more Counting Collections in grades K-1, using them in grade 2, providing targeted virtual math tutoring at different grade levels, and adding new Math Mazes around campus.

X.	Conclusion & Review of Action Items	Victoria Dorward
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- Next meeting is on 2/10/21.
- Adjourned at 3:52 PM.

Respectfully submitted,

Laura Low Ah Kee
PTO Secretary