

**Oak Knoll PTO**  
**Minutes of the PTO Executive Board Meeting**  
**October 14, 2020**  
**11:00 AM – 12:30 PM**  
**via Zoom Conference Call**

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

**Additional Attendees:** Scott Saywell, MPCSD Board Member

**Absent:** Katie Gardner, Aly Gay

**Quorum present:** Yes

<b>I.</b>	<b>Call To Order</b>	<b>Victoria Dorward</b>
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The meeting was called to order at 11:05 AM by President Victoria Dorward.

<b>II.</b>	<b>PTO Board Meeting Minutes – Review &amp; Approval</b>	<b>Laura Low Ah Kee</b>
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The September 2020 PTO Board Meeting minutes were reviewed at 11:06 AM. Julie Winter moved to take a vote to approve the minutes; Casey Wilke seconded the motion. The minutes were approved by unanimous vote.

<b>III.</b>	<b>President’s Report</b>	<b>Victoria Dorward</b>
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- **One Community Campaign (OCC) Update:** The OCC goal was set at \$3.3M, we exceeded the goal at 105% (\$3.45M). We had lower participation than last year, but on average larger donations per participant and a higher percentage of pledges. As a result, the Oak Knoll PTO should be close to meeting our fundraising goal.
- **Fall Family Picnic:** Despite the challenges of the pandemic and smoke, the Fall Family Picnic, in its modified format, was a success. Victoria noted how wonderful it is to see all the Oak Knoll lawn signs around the neighborhood.
- **PTO Meeting Times:** PTO meeting times continue to be a challenge with all the different arrival and dismissal times for in-person learning, distance learning, and Virtual Academy. However, we will continue to alternate between mornings and afternoons in an effort to accommodate as many as possible.

<b>IV.</b>	<b>Treasurer’s Report</b>	<b>Julie Winter</b>
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- Julie presented the updated budget. The key changes that have been made are: removing a set of items/events that we thought might be possible this year, but now do not seem possible as originally planned given the prolonged pandemic, including Outdoor Education, Outside Programs (e.g., Wilkens), and the Science Fair. In addition, the Parent Education line item has been reduced; this primarily relates to the Girls Leadership Program, which used to be a pass-through line item but now is a program that can be paid for directly by participating families.

- We have added \$9,000 to support the Virtual Academy for materials, assemblies and curriculum support. This amount was calculated based on the number of Oak Knoll students enrolled in the VA (i.e., our allocation of PTO funds to support VA needs is directly proportional to the number of Oak Knoll students enrolled in the program).
- Students are voting on whether to invest in a new garden or new lunch picnic tables, which the PTO can choose to support through our additional funds. Kristen agreed that it would be great to invest the additional PTO funds in both of these ideas if the PTO agrees and the funds are available - which seems likely.
- After the updated budget was reviewed, Katie Davis moved to take a vote to approve the budget. Casey Wilke seconded the motion. The budget was approved by unanimous vote. The budget will now go to the general PTO for approval at the November 4, 2020 meeting.

<b>V.</b>	<b>Parent Education Update</b>	<b>Casey Wilke</b>
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- Jenny Ryan and Nicole Scott held virtual Coffee Talks for parents by grade level which focused primarily on addressing the challenges of distance learning for parents and students alike.
- Future parent talks will focus on continuing to support parents during these challenging times, as well as how to talk to children about race.
- The school also hopes to set up more Parent Mix and Mingles by grade in the future after in-person learning is up and running for Grades 2-5.
- Kristen noted that the district has a great Speaker Series that has started for the 2020-2021 academic year.

<b>VI.</b>	<b>Virtual Academy Update</b>	<b>Casey Wilke</b>
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- The Virtual Academy liaisons have a meeting next week and they will discuss how the PTO budgets can support the VA now that a specific amount has been budgeted. Casey will forward the information from this meeting to the PTO Board.
- Kristen shared that she and Alicia Payton are in close and regular communication with Theresa Fox, the VA Principal, about the 53 Oak Knoll students enrolled in the VA.

<b>VII.</b>	<b>MPAEF Update</b>	<b>Katherine Menendez-Cherry</b>
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- The OCC raised \$3.45M. Parent participation overall was at 60%, which was the target.
- MPAEF October Feast is replacing Dine Out this year. Families can order from three different restaurants Tuesday, Wednesday or Thursday night in October in support of the MPAEF.

<b>VIII.</b>	<b>Teachers' Update</b>	<b>Karen Clancy</b>
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- The teachers are getting ready for in-person instruction for grades 2-5 starting next week.
- Teachers are finishing parent teacher conferences this week for grades 2-5. Conferences will occur in December for grades K-1.
- As in-person instruction begins, the school has made available additional precautions to any teachers who want them, such as face shields and plexiglass shields to do more individual face-to-face instruction with students as needed.
- Teachers are very thankful for the support from the parents and for the support from the PTO to buy additional supplies, including rolling white boards and additional playground equipment to enable cohort separation.

<b>IX.</b>	<b>MPCSD Board Update</b>	<b>Scott Saywell</b>
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- Scott Saywell introduced himself as the MPCSD Board Member representative to Oak Knoll.

<b>X.</b>	<b>Oak Knoll Update</b>	<b>Kristen Gracia, Alicia Payton</b>
<ul style="list-style-type: none"> <li>● Kristen thanked the Book Fair Committee and Alicia Payton for working so hard to prepare for the upcoming Book Fair Convention. The team has built a website that will be launched soon to support the virtual Book Fair.</li> <li>● Halloween planning is underway, although it will look different this year. Room parents have been asked to not organize Halloween group activities for the class outside of school. Students will be permitted to dress in costumes, whether they are in-person or distance learning. Ms. Bennion is doing a Books Come Alive Dance Party. Mr. A will provide a Halloween art project. Ms. Scheid is doing special Halloween games. Parent volunteers can put together treat bags if this is something the teachers support; teachers will reach out if they need volunteers for this.</li> <li>● Kristen is working on the Site Plan and we will implement our LCAP and Site Goals, including academic goals and integrated well-being goals. Kristen will share the goals and priorities at the next PTO meeting and will be included in our school newsletter.</li> <li>● Kristen is continuing with planning to open for in-person instruction for Grades 2-5. Physical spaces continue to be adjusted and new outdoor spaces are being developed. Kristen has met with all grade-level teams to discuss and address concerns. This included discussions about how the teachers will be planning to connect with the at-home week students. The Altitude Platform will be a huge support for at-home students and will be helpful if and when we have to transition to distance learning.</li> <li>● Kristen has received some questions about why the hybrid students' day is shorter than the Virtual Academy students. This is because it allows teachers to have the contractually required prep time and check-in time with their at-home week students.</li> <li>● The Oak Knoll Reopening Meeting (required for returning hybrid student parents) is being held this afternoon at 4:30pm.</li> <li>● Oak Knoll hired four additional yard duty staff to help with arrival, dismissal and other tasks that have arisen as a result of all the new safety precautions in place as in-person instruction begins. Kristen suggested that the PTO recognize these aides in some way.</li> <li>● Victoria asked a question that she has received from a few parents about whether Room Parents for a cohort can organize outdoor activities outside of school; Kristen indicated that Room Parents should not organize such activities because if they happen outside of school, then the school cannot guarantee that they are abiding by the four pillars as outlined by the County's Pandemic Recovery Framework (PRF) - health and hygiene, face coverings, physical distancing and limited gatherings.</li> <li>● Katherine Menendez-Cherry asked what communication will look like if positive cases begin to appear at the school. Kristen stated that formal notification goes out if there is a positive case within a child's cohort. The district will not be regularly reporting weekly cases or forecasting if / when we will need to return to distance learning as a result of positive case rates .</li> </ul>		

<b>XI.</b>	<b>Conclusion &amp; Review of Action Items</b>	<b>Victoria Dorward</b>
<ul style="list-style-type: none"> <li>● Next meeting is on 11/18/20 at 11:00am.</li> <li>● Adjourned at 12:08 PM.</li> </ul>		

Respectfully submitted,

Laura Low Ah Kee  
PTO Secretary

**ADDENDUM to**

**Minutes of the Oak Knoll PTO Executive Board Meeting held 10.14.20**  
**Email Responses Recorded on November 2, 2020**

<b>2020-2021 Executive Board Officers:</b>	
Victoria Dorward, President	Meredith Nonnenberg, Communications Chair
Casey Wilke, Vice President	Katie Davis, Financial Secretary
Alicia Baker, Co-Parliamentarian	Erin Abood, Auditor
Laura Low Ah Kee, Secretary	Aly Gay, MPAEF School Liaison
Julie Winter, Treasurer	

**No Response Recorded:** Katherine Menendez-Cherry, Kristen Gracia, Alicia Payton, Karen Clancy, Katie Gardner

**Quorum:** Yes

Victoria Dorward presented updates to the 2020/2021 budget as follow by email:

- **VA Funds Reallocation:** Total of \$9,000 unchanged, but line items added for teacher appreciation at \$500 and \$333 for spirit wear per feedback from VA liaison meeting 10/19/20. This addition decreases VA curriculum support and supplemental material line items to maintain a \$9000 VA budget.
- **Surplus:** \$7,211.37 projected surplus budgeted to reflect non-profit status and areas of greater need this year:
  - \$6,711.37 aesthetic durables (to help with the new garden project)
  - \$500 teacher appreciation

Julie Winter moved to take a vote to approve the revised budget; Laura Low Ah Kee seconded the motion. The revised budget was approved by unanimous vote.

Respectfully submitted,

Laura Low Ah Kee  
PTO Secretary