

Oak Knoll PTO
Minutes of the PTO Executive Board Meeting
December 9, 2020
2:30 PM – 3:15 PM
via Zoom Conference Call

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

Additional Attendees: Scott Saywell, MPCSD Board Member

Absent: Aly Gay, Kristen Gracia, Erin Abood

Quorum present: Yes

I.	Call To Order	Victoria Dorward
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The meeting was called to order at 2:30 PM by President Victoria Dorward.

II.	PTO Meeting Minutes – Review & Approval	Laura Low Ah Kee
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The October 2020 PTO Board Meeting minutes (plus Addendum) were reviewed at 2:40 PM. Julie Winter moved to take a vote to approve the minutes; Katie Gardner seconded the motion. The minutes were approved by unanimous vote.

The November 2020 General PTO Meeting minutes were reviewed at 2:41 PM. Katie Davis moved to take a vote to approve the minutes; Julie Winter seconded the motion. The minutes were approved by unanimous vote.

III.	President’s Report	Victoria Dorward
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- **Book Fair:** The Book Fair was a great success, and the parents who led the Book Fair were very creative in this challenging year. The “Garden Project” was selected by students to pursue as part of the “Book Fair Election,” and there is now a Garden Committee. The Committee is beginning to plan the project, which will be done in phases and span both this academic year and next year.
- **November District Council:** Superintendent Burmeister discussed the district-sponsored parent education series and highlighted some upcoming panels in January 2021. The school board will be discussing a potential parcel tax in the upcoming year(s). The District Council also discussed the district’s success in opening in hybrid mode and Virtual Academy this year, and noted that we are being asked to other districts that are considering how to open safely.
- **One Community Campaign (OCC) Fundraising Update:** Corporate matches are coming in and the OCC fundraising campaign has exceeded its goal this year.

- **OCC Memorandum of Understanding (MOU) 2021/22:** The OCC Steering Committee is currently developing its MOU for next academic year. There is a discussion as to whether it makes sense to formally include the Virtual Academy in the MOU, or whether to add an addendum later once there is more visibility into whether the VA will continue next year.
- **After-School Programs:** There was a suggestion that we begin updating the After School Program page for January; Casey and Meredith will work on this for the Oak Knoll Newsletter.
- **Curative Testing Communications:** There was a suggestion to increase the visibility of information about Curative Testing in the Oak Knoll Newsletter, particularly now as we approach the holiday break. In addition, it was suggested that a Parent Square notification be sent school-wide on Sunday mornings when Curative has released new testing dates/times to give families adequate opportunity to book appointments before they potentially fill up. Meredith will follow-up on both of these items.

IV.	Treasurer's Report	Julie Winter
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- The budget vs. actuals through November 2020 were presented.
- The Book Fair was very successful and had great participation.
- The Oak Knoll PTO should be receiving its next funds (~\$8,000) from the OCC shortly.

V.	Virtual Academy Update	Casey Wilke
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- There are no updates for the VA as it relates to connecting to the broader district community; most discussions are currently related to optimizing communications within the VA.

VI.	Teachers' Update	Karen Clancy
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- Teachers have built their routines and are comfortable with the safety precautions in place.
- Teachers are encouraging families to continue to take precautions at home to help continue to keep everyone safe.
- The Book Fair was a great success and teachers are very appreciative of all the gift cards and book purchases for their classroom libraries. One small bit of feedback was that teachers found it a bit challenging to search for and order books through the Books, Inc. website.

VII.	Oak Knoll Update	Alicia Payton
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- **Oak Knoll Talent Show:** Scheduled for Friday, December 18th and will be shown in class. There are as many students participating in the talent show as in a more "normal" year, and the breadth of talent has expanded due to the opportunity to access special types of equipment that students may have at home to demonstrate their talent.
- **Counting Collections:** The school is going to be purchasing more counting collections for use primarily in K-2.
- **Science Fair:** Scheduled for March and will be virtual. The Science Fair will be open to everyone in hybrid learning at Oak Knoll, as well as all Virtual Academy students - including Oak Knoll, Encinal and Laurel students.
- **Friends and Family Day:** Plans are underway to hold Friends and Family Day. This year we have the great opportunity to "Zoom in" family members who wouldn't normally be able to fly here and participate.
- **Professional Development:** Oak Knoll staff recently participated in PD training with Marc Brackett, whose "Ruler" program teaches individuals how to identify emotions to help change

thinking. They have also participated in PD with Cornelius Minor focused on anti-racism and how to support all learners.

- **Playground Update:** The kindergarten playground and upper grade playground will be resurfaced. The majority of the work will happen over the winter break.
- **Neutral Holiday Celebrations:** Teachers are encouraged to be neutral in holiday celebrations and instead use January as an opportunity to be teaching about various cultural celebrations that may be of interest.
- **Teacher-Admin Meetings:** A round of teacher-admin meetings have been held with each teacher / teacher team.
- **Math Mazes:** A set of logic mazes were purchased using funding from a Jeanie Ritchie Grant awarded to Alicia Payton last year. The mazes were put outdoors in the last week and classes have been using them for brain breaks.

IX.	Conclusion & Review of Action Items	Victoria Dorward
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- Next meeting is on 1/13/21.
- Adjourned at 3:12 PM.

Respectfully submitted,

Laura Low Ah Kee
PTO Secretary