

**Oak Knoll PTO**  
**Minutes of the PTO Executive Board Meeting**  
**March 10, 2021**  
**2:30 – 3:30 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
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

**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 2:31 PM 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 February 2021 PTO Board Meeting minutes were reviewed at 2:32 PM. Victoria Dorward moved to take a vote to approve the minutes; Casey Wilke seconded the motion. The minutes were approved by unanimous vote.

The written record of the March 1, 2021 vote by email to approve: (1) the One Community Campaign (OCC) Memorandum of Understanding (MOU) for the 2021-2022 academic year, and (2) the purchase of 24 new picnic tables were reviewed at 2:34 PM. Julie Winter moved to take a vote to approve the minutes; Katie Gardner seconded the motion. The record was approved by unanimous vote and will be included as an addendum to the February 2021 PTO Board Meeting minutes.

<b>III.</b>	<b>Teachers' Update</b>	<b>Karen Clancy</b>
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- Teachers are working on assessments and progress reports. Progress reports are going home this week.
- Third grade teachers, students and volunteers are working hard on The Lion King performance and are excited that the performance can go on this year.

<b>IV.</b>	<b>MPAEF Update</b>	<b>Aly Gay, Katherine Cherry</b>
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- **MPAEF Auction:** The MPAEF Auction is live and bidding is underway online. Laura Low Ah Kee will share an email template for PTO Executive Board members to share information about the auction and Fund-a-Need with their friends and family.
- **Schoolhouse Rocks Run:** The MPAEF Schoolhouse Rocks Run will be held in May. The theme will be "Schoolhouse Rocks Run Around the World." It will consist of 2 parts: (1) Between May 1-15, there will be a two-week run/walk/bikeathon where kids seek pledges and raise money based on distance traveled; (2) On May 16, there will be a Virtual Run (5K/1K Fun Run). Volunteer

positions are available; please send any interested volunteers to Ben Wang at benwang262@gmail.com.

V.	<b>Oak Knoll Update</b>	<b>Kristen Gracia, Alicia Payton</b>
<ul style="list-style-type: none"><li>● <b>The Lion King Production:</b> Alicia thanked the third grade teachers and volunteers, including Nora Singer, for all of their hard work to make the performance happen.</li><li>● <b>Science Fair:</b> The Science Fair is currently going on through Seesaw. The virtual format has allowed a broader range of subjects and experiments that can be more suitably performed at home.</li><li>● <b>New Field Game:</b> A new field game for students called “Nine Squares in the Air” was selected with input from Hope Scheid, Nicole Scott and Yard Duty Staff to provide more variety for students assigned to the field for recess. The game will be announced next week on KNOL.</li><li>● <b>Continued Focus on Anti-Racism :</b> Oak Knoll is currently reading its second Community Read book of the year, “The Antiracist Baby,” by Ibram X. Kendi. Oak Knoll is also hosting a 5th grade-only external program about the history of civil rights that is taking place during students’ at-home Art and Library times.</li><li>● <b>New Picnic Tables:</b> The 24 new picnic tables are being ordered..</li><li>● <b>Parent/Student Survey Results:</b> Results from the Parent/Student Survey are in and are being reviewed by Kristen, Alicia and Site Council. The participation rate for the survey went up by 7% over last year, without a lot of extra effort to increase participation. A preliminary review is very inspiring. Two big areas for improvement identified in last year’s survey were (1) Increasing the presence and helpfulness of yard duty, and (2) Celebrating, embracing and appreciating diversity. The feedback on both of those areas significantly improved in this year’s survey. A full report of the results will be sent out after Spring Break.</li></ul>		
VI.	<b>Treasurer’s Report</b>	<b>Julie Winter</b>
<ul style="list-style-type: none"><li>● February was relatively slow in terms of additional expenses coming in. There are a few expense items that are coming in March, but are not yet reflected in the budget - i.e., the garden work and the 24 new picnic tables.</li><li>● Victoria noted that as part of the OCC MOU, there is \$50K dedicated at the district budget level to support field trips at each school site. This budget is not going to be fully utilized this year. Some was set aside for child care, but the amount that remains at the end of the year is expected to be allocated to the schools.</li></ul>		
VII.	<b>Vice President and Virtual Academy Updates</b>	<b>Casey Wilke</b>
<ul style="list-style-type: none"><li>● <b>PTO Committee Chair Update:</b> There are 15 open positions on various PTO committees for next year, which are slowly being filled. If anyone knows someone who might be interested, please let Casey know. A few positions that are highest priority to fill are the Fall Family Picnic, After School Activities and The Lion King. Kristen shared that, before the pandemic hit, we had already started discussing that prospective Committee Chairs should be aware that Oak Knoll events and programs do not necessarily need to continue at the same scale from year to year in order to meet their intended goal. In addition, planning for these events (e.g., Fall Family Picnic, Book Fair) next year should move forward with the assumption they can take place in a more “normal” way, even without knowing exactly what the impact of the pandemic might be this fall; the PTO can support these committees in the event plans must be modified to meet changing or</li></ul>		

unexpected circumstances. The PTO will send out the list of open positions more broadly to the Oak Knoll community via an Oak Knoll newsletter to cast a broader net of potentially interested candidates.

- **Virtual Academy Report:** No updates this month.

VIII.	<b>President's Report</b>	<b>Victoria Dorward</b>
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- **Email Vote:** The PTO Executive Board approved the OCC MOU and purchase of 24 picnic tables by email vote.
- **Teacher Appreciation Week:** Teacher Appreciation Week will take place at Oak Knoll from March 22-25th. On Wednesday, March 24th, the PTO will provide lunch for teachers and staff.
- **After School Sports:** Ward Bullard has been brainstorming how to bring back after school sports, particularly those that do not involve direct contact - i.e., outdoor, masked and "games"-oriented. After spring break, this will be piloted most likely with 5th grade and be offered for a total of six weeks, twice a week for each in-person cohort. If successful, the goal would be to expand this fall.
- **Recruiting Updates:** We have identified all PTO Executive Board nominees for next year, including the last four positions that were still open.
- **Volunteer Recognition:** The PTO will recognize volunteers this year, as in years past.
- **Upcoming Speaker Series:** The next two Speaker Series will be March 15 (focused on the film "Like" about use of technology) and April 6 (focused on the film "The Story of Plastic," which will be facilitated by Alicia Payton).
- **Friends and Family Day:** The virtual format for Friends and Family Day this year was creative and overall successful. The "A Day in the Life" video that was shared about attending Oak Knoll in a pandemic will be shared via the Oak Knoll newsletter.

IX.	<b>Conclusion &amp; Review of Action Items</b>	<b>Victoria Dorward</b>
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- Next meeting is on 4/14/21 at 11:00 AM.
- Adjourned at 3:24 PM.

Respectfully submitted,

Laura Low Ah Kee  
PTO Secretary