

Oak Knoll PTO
Minutes of the Regular PTO Executive Board
Oak Knoll Teachers' Staff Room
December 10, 2014

2014-2015 Executive Board Officers:

Jill Wurster, President	David Ackerman, Oak Knoll Co-Principal
Stephanie Chen, Vice-President	Kristen Gracia, Oak Knoll Co-Principal
Tracy Watt, Parliamentarian	Leah Kessler, Oak Knoll Vice Principal
Page Curtin, Secretary	Ashley Honerkamp, MPAEF Representative
Regina Skinner, Treasurer	Tamara Russell, Communications Chair
Emily Record, Financial Secretary	Aarti Chandna, Auditor
Trish Stella, Teacher Representative	Jennie Lang, Book Fair Chair

I. Call to Order - Jill Wurster

The meeting was called to order at 8:25 a.m. by President, Jill Wurster.

II. Approval of Minutes - Page Curtin

The regular PTO board meeting minutes of November 2014 were approved as presented.

Motion: Gina Skinner. Second: Jill Wurster.

III. Treasurer's Report - Gina Skinner

Minimal activity to report this month.

Many families are participating in corporate matching. Already at \$10,500 which exceeds budgeted \$8,000. Given the amount of matching funds generated, it was discussed that a better process for tracking is needed. Aarti suggested asking MPAEF how they track corporate donations. Tracy suggested creating a subcommittee to manage.

Books Inc. check deposited. Basketball registration receipts coming in from parents as well as expenses. Second overnight for the 3,4,5 Multi to Monterey. More Noteworthy Art expenses expected - should make close to what was made last year. Other expenses include Book Fair, Buses to Aquarium, Field trips and Appreciating Our Differences Assembly.

More activity expected in January after year end.

IV. Book Fair Discussion – Jennie Lang

Jennie joined meeting to discuss results of the recent Book Fair. Jennie just completed her 7th Book Fair.

The partnership with Books Inc. has been a good one. Oak Knoll receives 20% back on total sales from Books Inc. After expenses are covered, the remainder is taken as book credit. Books Inc. has been great to work with and has provided good authors for Book Talks.

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\$50,688 in sales this year with a \$3,115 donation check less gift cards redeemed and school purchases. Last year, sales were higher at \$56,646. Higher sales attributed to two author visits – Sheryl Sandberg and Kate DiCamillo.

Approximately \$7,000 spent buying books for classrooms this year. Higher gift card cost this year because there were more student book reviewers.

Goal with dollars earned has always been to buy books for school. After buying books for any unfulfilled teacher wish lists, an area of focus is chosen. Last year, books were purchased for the Kinder Take Home Library. This year, the main focus was the Learning Center Library. PTO also gives teachers gift certificates to shop at Book Fair.

Jennie suggested the Book Fair committee talk to teachers upfront to better understand their needs. Overall, it was agreed that the Book Fair is a success as a community building event and a method of continuing to get new books in the classrooms.

V. MPAEF Update – Ashley Honerkamp

Jill congratulated Ashley on recent campaign. Came very close to making 80% goal - shy by just 15 families. Because the 80% was not reached, funds donated are held in a separate fund for next year. Some families who pledged did not fulfill given 80% was not reached. Complex because no credit for families of 8th graders with no younger siblings who contributed to the endowment. The annual campaign can not use these dollars.

Raised \$3.2 million in commitments (96% of goal) – still have work to do as \$3.6 million is the goal. There has been an increase in donations at or over \$1,500 level. Also, 156 new families made donations.

Two main pledge dates are Dec 15th and Mar 15th.

Raised \$26,500 for the endowment on Giving Tuesday after Cyber Monday.

Need to spread the word about shop.mpaef.org.

Jan 29th – Dine out for Menlo Park kids. Save the date and try to eat out with kids. Date coincides with “Week of the Family” for Laurel and Encinal. Designated restaurants will donate a percentage of sales back to MPAEF.

PTO support needed for Are You In Run and Auction. Tracy mentioned that the three Are You In Run Chairs are from Oak Knoll. The hope is to get volunteers from other schools. Marketing and Logistics Chairs are needed as well as parents to work day of the event. Ambassador from Oak Knoll needed.

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Getting enough people to run is not an issue. Volunteers from other schools needed to feel like a District event. The possibility of structuring amount schools receive based on volunteer level was discussed. Oak Knoll received \$10,000 off the top last year and 60% went to the Foundation. To be restructured this year.

VI. Oak Knoll School Update – Kristin Gracia

Yesterday morning's Parent Coffee Kristen hosted was well-attended. She gave an overview of Oak Knoll's three-part mission and overall vision. She ended meeting by gathering feedback on hot topics for parents and ideas for future parent coffees.

Lack of seat belts on Field Trip buses was a big issue for some parents. It is District policy that a parent can not drive their child. Students ride on the bus or do not go on Field Trip. Parents and teachers need to be reminded of this policy. New buses do have seat belts. Kristen has elevated this concern to the Director of Transportation.

Site Plan approved at last night's Board Meeting. A newsletter outlining goals and action plans to be created and distributed to Oak Knoll families. There was talk of another Site Plan in the Spring.

Ended meeting with Parent Coffee activity gathering topics important to parents using dots.

VII. Teacher's Update - Trish Stella

Trish Stella reported that the Writer's Workshop was a terrific use of time. Worked with a representative from the Teacher's College at Columbia University. Classroom as a lab with debriefing, collaborating – the Lucy Calking way. Tamara suggested including an update about Writer's Workshop and the Learning and Brain conference many teachers attended in Boston.

Trish relayed a huge thank you from Bill Quarre for field trip support. His class just attended a Coyote Point Engineering workshop. He is thankful for the opportunity for curriculum outside Oak Knoll walls.

Many teachers have expressed concern over the proposed 50/50 Spanish immersion model. They are concerned about the Spanish Immersion Charter as well.

Getting to know your iPad is happening in January. A challenge will be the looping since 5th grade teachers trained this year will go to 4th grade next year.

VIII. District Update - David Ackerman

New representative needed as Scott Hinshaw's term has ended. David Ackerman provided highlights of last night's meeting.

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Mandarin Charter - Appeal has been filed with County. County meeting with presentation on the appeal to take place January 7th and decision to be made February 4th. Community group (Tamara) will begin to generate information on support needed for January 7th meeting.

World Language Report – It was recommended that Spanish Immersion begin next year at Oak Knoll as either a 90/10 program like the current program or 50/50. Spanish teachers are promoting 90/10 as they feel 50/50 is inferior. 50/50 is considered because it is less costly and there is one-way immersion in that you do not have to have a certain number of native speakers in program. Spanish Immersion at Oak Knoll would start as a Kindergarten program.

Jen Coleman proposed Oak Knoll to implement Spanish vs Mandarin next year. Implementation of language for all program to take place the following school year. One complicating factor is that the District would like Oak Knoll to innovate with world language using current staffing.

There was debate around whether two classes stay at Laurel and Encinal with one at Oak Knoll – or whether all should be housed at Oak Knoll. May include topic in Oak Knoll survey.

Principals/leadership team have not had a chance to discuss. There will be a day meeting to follow-up on this with the District

IX. District Ed/Parent Education - Stephanie Chen

Jan 27 - Mindfulness Parent Ed event with Dr. Amy Saltzman, expert on mindfulness in parenting. Nicole Scott has been taking workshops with Dr. Amy Saltzman. Will provide professional development for teachers too.

X. Adjournment - Jill Wurster

President Jill Wurster adjourned the meeting at 10:00 a.m.

Respectfully submitted,

Page Curtin, PTO Secretary

Date approved: January 14, 2015