

Oak Knoll PTO  
Minutes of the Regular PTO Executive Board  
Oak Knoll Teachers' Staff Room  
May 12, 2015

**2014-2015 Executive Board Officers:**

Stephanie Chen, Vice-President	Kristen Gracia, Oak Knoll Co-Principal
Tracy Watt, Parliamentarian	Stacy Jones, School Board Rep
Page Curtin, Secretary	Trish Stella, Teacher Rep
Regina Skinner, Treasurer	
Tamara Russel, Communications Chair	

Absent :

David Ackerman, Oak Knoll Co-Principal  
Leah Kessler, Oak Knoll Vice Principal  
Jill Wurster, President  
Emily Record, Financial Secretary  
Ashley Honerkamp, MPAEF Representative  
Aarti Chandna, Auditor

**I. Call to Order - Jill Wurster**

The meeting was called to order at 8:24a.m. by Vice President, Stephanie Chen.

**II. Approval of Minutes - Page Curtin**

The regular PTO board meeting minutes of April 8, 2015 were approved as presented.

Motion: Gina Skinner            Second: Tracy Watt

**III. Treasurer's Report - Gina Skinner**

Erroneous charges of approximately \$7,500 are still being investigated. In the meantime, the school has been advised by the bank to open a new account.

Directory expenses were invoiced at approximately \$3,300. If the directory is online next year, costs are TBD.

Spring Event expenses to be incurred. Higher this year.

Parents have expressed the need for a shade on the Kinder playground. Ahmad is helping research. Also, looking into three tables to go outside room 23.

Went through proposed budget for 2015-16:

- Revised budget line item headings to be more consistent with District.

The topic of the balance of field trips between traditional classes and multi classes was discussed.

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#### **IV. Oak Knoll School Update – Kristen Gracia**

Kristen believes the Kinder sunshade and chairs will be a good investment for the school.

This is the last week of Smarter Balanced testing. In preparation for the test, Kristen and Leah talked to each 3-5 class and provided the following messaging:

- *The test is about knowledge but even more about growth mindset and the ability to persevere. Your brains will be stretched really far. Simply do your best and keep in mind that nobody can get 100%. Teachers and staff will be there to cheer you on and support you. No time limits.*

Through this 1<sup>st</sup> Smarter Balanced testing, teachers have learned about how to prep students and administer in the future. Navigating online tools complicates testing.

Yesterday's Coffee Talk was well-attended. Erik Burmeister talked about his new role. He will oversee a team of people focusing on the following areas: assessment and evaluation, curriculum instruction and specialists.

- He will take on HR recruiting. He will hire an HR coordinator and handle recruiting component personally to get the best people.
- He will be a part of the district communications committee which will influence our communication at school – includes website.
- He will be on the teacher evaluation committee. Our teacher union has agreed to partner with school administration to build teacher evaluation that focuses on professional development. When it comes time to be evaluated, the benefit will be for both sides. Working with Stanford design team.

The school year is coming to a close. Upcoming: David's Farewell, Portfolio Night, Volunteer luncheon and Talent show.

Class placements went well. New parent input form was a successful process.

#### **VI. Teacher's Update - Trish Stella**

Mrs. Sanchez asked Trish to thank the PTO for all of their work this year.

Mr. Cline had a question about teacher laptops. All teachers will be getting new laptops.

Jacqui Cebrian made a statement at District meeting about personal PTO and the issue with getting substitutes

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**VII. District Update - Stacy Jones**

It was a busy meeting last night.

- Celebrated English proficiency students. Jen Coleman presented English standards (ELD) - will vote on next week.
- Adopted PE standards.
- Reviewed LCAP draft. (Local Control Accountability Plan)
- State approved Wei Yi charter in Moreland District. Next steps TBD.
- By June meeting, there will be new Hillview principal to approve. The vote will happen at the District Board meeting. Also a Vice Principal opening at Laurel. HR position in process as well.

**VIII. District Ed/Parent Education - Stephanie Chen**

Need Parent Ed Chair for next year. This person will help organize the Parent Ed conference.

**IX. Nominations for next year – Tracy Watt**

Sherrie Feinstein was nominated and approved for the position of Auditor for next year's PTO Board.

Motion: Tracy Watt Second: Stephanie Chen

**X. Adjournment - Stephanie Chen**

Vice President Stephanie Chen adjourned the meeting at 10:00a.m.

Respectfully submitted,

Page Curtin, PTO Secretary

Date approved: 6/1/2015