

**Oak Knoll PTO**  
**Minutes of the Regular PTO Executive Board**  
**February 7, 2018**  
**8:15 – 10:00 AM**  
**Oak Knoll – Staff Room**

<b>2017-2018 Executive Board Officers:</b>	
Christa West, President	Katie Gardner, Communications Chair
Jenny Buddin, Vice President	Kristen Gracia, Oak Knoll Principal
Janelle McCombs, Parliamentarian	Leah Kessler, Oak Knoll Assistant Principal
Katherine Robinson, Secretary	Trish Stella, Teacher Representative
Renee Gorzynski Bache, Treasurer	Rebecca Emery, MPAEF Representative (Envoy)
Julie McEvilly Roman, Financial Secretary	Karen Dobbyn, Auditor

**Absent:** Rebecca Emery, Julie McEvilly

**Quorum present:** Yes

<b>I.</b>	<b>Call To Order, Welcome, &amp; Introductions</b>	<b>Christa West</b>
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The meeting was called to order at 8:18 AM by President Christa West.

<b>II.</b>	<b>PTO Board Meeting Minutes – Approval</b>	<b>Katherine Robinson</b>
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The January 2018 PTO Board Meeting minutes were approved by the board at 8:21 AM.

<b>III.</b>	<b>2017-18 Treasurer’s Report</b>	<b>Renee Gorzynski Bache</b>
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- Accountant
  - 2017 taxes filed; all nine 1099s and receipts went out.
  - Meeting with accountant tomorrow to review standards and processes, answer questions about some documents (e.g. contracts for over \$600 - not sure if district signs if this covers Oak Knoll, etc.).
- Mail Merge: allows for sending out multiple receipts at the same time; purchased (\$24). Can be used for the joint campaign as well.
  - Jenny suggested using Live Impact, which provides automatic receipts, instead. There is a fee but we don’t know how much it costs.
  - Decided to revisit next steps after we know what changes will be made to the MPAEF process for 2018-19.
- Reviewed Profit and Loss
  - PTO Membership: matches still coming in; approx. \$3K short of the corporate matching goal. Some organizations are waiting for receipts before they disburse matches.
  - School Musical:
    - Lion King: videographer and audio support expenses that aren’t budgeted for.
      - DVD sales should cover some of this. Participation fees will also help.
      - Some confusion over who pays the videographer has been sorted out.
    - Beauty & the Beast: ~80 students participating
      - Only approx. 43 have paid suggested participant fees
      - Would like to ask parent organizers to remind people to make contributions, where folder is, email a PayPal link, etc.
  - Aesthetic durables line item: Kristen and Leah requested a new microphone system for the gym for \$6K.
  - Scholarships: site budget funds might be able to be used to allow for more scholarships for Outdoor Ed, etc. (since scholarships are currently funded by PTO and not the district).

- After School Programs (for winter)
  - 10 Outdoor Ed scholarships (~\$3K); we haven't been billed for this yet. Kristen and Leah are checking on grant money for these scholarships.
- Coffee Cart invoice from October
  - Renee asked if the Book Fair folks if they paid this, but they didn't.
  - We think there is an accounting issue on Cafe Carrello's end; not sure what happened to this invoice.
  - Christa reaching out to Cafe Carrello to once again ask about October 2017 invoice. Our records show it as unpaid, but Carrello's shows us as having paid.

<b>IV.</b>	<b>Class presentation</b>	<b>Caryl Brewbaker's 4th grade class</b>
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- Cal Water H2O Challenge: whole class project based competition.
- Class' project is water shortage:
  - Research and writing about human activities, impact, and will come up with solutions to propose.
  - Focus on conserving water through educating about best practices for watering home gardens.
  - 11 days to prepare before class' submission is due.
  - <http://brewsview.weebly.com/ca-h20-water-challenge.html>

<b>V.</b>	<b>Teachers' Update</b>	<b>Trish Stella</b>
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- Teachers volunteering to support College Bound (2-5 graders) once a week on their Science Fair projects.
  - District Outreach Coordinator reached out to let families know that kids could get this support. Late afternoon bus offered as well.
  - Sign up opened this week and 16 students have signed up.
- Urban Jazz assembly last week was amazing.
- Embracing Our Differences - Nicole Scott: 4th year and focuses on different disabilities or differences that students in the school have.
  - Puppet show for all grade levels to explain Tourette Syndrome, highlighting how kids feel particularly if they have a difference that isn't obvious, and how to be compassionate.
  - Valuable to have Nicole and Jenny Ryan present the puppet show in their formal roles at the school.
  - Applied for a county Kent Award because the school is really proud of this program that we think could be valuable for other schools to know about. Jennifer Ripley Harriston (an Oak Knoll parent) writes the scripts for this program. When students were asked about embracing differences, they talked about accepting themselves.
- KNOL: shown in all classrooms every morning and led by students. Various portions of KNOL:
  - Brain Time every Tuesday with a focus on mindset, give shout outs to students who stretched their brains.
  - Find Your Stuff Friday
  - Tool Time focusing on self-soothing skills, etc.
- Julie Brody's mindfulness program
- Baby shower for pregnant teachers

<b>VI.</b>	<b>Oak Knoll Update</b>	<b>Kristen Gracia, Leah Kessler</b>
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- Leadership Summit conference at Stanford: Leah attended with some Oak Knoll teachers; led by Jo Boaler and hosted by YouCubed.
  - Focus on neuroplasticity and how brains grow
  - YouCubed's goal is to bring their research and help teachers apply it in the classroom.
- Math, Memory, and Mindset: Jenny Ryan developed this mini-course to teach how memory works in your brain.

- Group met for 4-6 weeks and 100% of students learned their math facts by the end of the session.
- Strong example of how Oak Knoll designs an intervention, tests it, and the incorporates it by teaching it up front.
- Outdoor Ed: next week in La Honda. Dorothy Lopez has worked very hard on organizing everything for this week. PTO gift cards are given to all the participating teachers.
- AltSchool site visit: Kristen did a visit yesterday with Erik and some other teachers from the district to one of the school sites in San Francisco.
  - The school and MPCSD are partnering with one another. They have a platform that you input your curriculum into, the feedback loop is shorter, etc. AltSchool has a goal of using technology less over time. There is a multi-age program. Using math playlists like Oak Knoll is in the upper grades which allows kids to have more personalized learning while still checking in with their teachers.
  - Erik has a related idea called the Zone of Innovation (ZOI) but this name will be changed. He is sharing this idea of having interested teachers be part of the cohort to try to do school differently. Designed with Hillview in mind - we don't know how it will look. The idea is both structured and also open-ended. Teachers will use the AltSchool platform and project-based learning; may potentially be an opt-in academy. Erik also opened this up to elementary schools but it will look different at these sites.
- School Board meeting last night: public input session went well.
  - Topics mentioned: paying teachers competitively, class size (Laurel), support for program specialists.
  - Plan to expand World Language Program for all grade levels at Oak Knoll; ongoing challenge is how to fit in required instructional minutes (e.g. 200 minutes of PE/week).
- Meeting to discuss future conversation about how our community can collaborate on how to help kids use technology responsibly.
- Teacher Peer Admin: 2 teachers and Kristen and Leah did day-long observations.
- Kinder Info Night: very successful including a mixer with parents and a great table set up so people could interact.

<b>VII.</b>	<b>MPAEF Update</b>	<b>Rebecca Emery (via email)</b>
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- The combined total of all contributions (before the Run and Auction and final Wine Walk) is \$3,579,946. The total fiscal year goal is \$4,125,000.
  - Annual Parent Campaign is at \$3,350,112 which is 97% of total goal of \$3,450,000.
- MPAEF Auction - March 10:
  - Dinner auction tickets (329) are sold out. Tickets remain for the after party.
  - After the auction, there will be limited items available in an online auction; those openings that remain for Parent/Child activities and those that are teacher hosted.
- School House Rocks run - May 20:
  - A new 1 mile route may possibly be added.
  - The public launch of the event will take place after auction.

<b>VIII.</b>	<b>District Council Update</b>	<b>Janelle McCombs</b>
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- Erik has pulled together a focus group to discuss how to balance PTO and MPAEF fundraising (e.g. multiple asks vs. one ask). Many logistical issues to sort out.
  - All Oak Knoll parents donations - first \$250 goes to Oak Knoll directly. If someone wanted to give more, they could write a separate check.

<b>IX.</b>	<b>Parent Ed Updates</b>	<b>Jenny Buddin</b>
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- 2/28 - 6:30 PM: Michael Gurian coming to talk about Minds of Boys and Girls.
- Leftovers from Sheryl Sandberg event: plates, silverware, cups being used at Oak Knoll.

<b>X.</b>	<b>Other PTO Updates</b>	<b>Christa West</b>
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- Nominating Committee for 18-19 PTO: Janelle McCombs, Kelly Slaughter, Christie Connaghan, and Amy Redell.
- Hillview alerted us that there has been a phishing scam and we let our auditors know.
- Kindness Week: written thank you's received from students.
- Initiative for new PTO Committee: Community Equity Collaborative - wants to get involved in the PTO to explore school culture, examining systems, and structures for equity.

<b>XI.</b>	<b>Adjournment</b>	<b>Christa West</b>
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President Christa West adjourned the meeting at 10:16 AM.

Respectfully submitted,  
Katherine Robinson, PTO Secretary  
Date approved: 3/14/2018