

Oak Knoll PTO
Minutes of the Regular PTO Executive Board
June 6, 2018
8:15 – 10:00 AM
Oak Knoll – Staff Room

2017-2018 Executive Board Officers:	
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: Julie McEvilly Roman, Katie Gardner

Quorum present: Yes

I.	Call To Order, Welcome, & Introductions	Christa West
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The meeting was called to order at 8:23 AM by President Christa West.

II.	PTO Board Meeting Minutes – Approval	Katherine Robinson
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- **Minutes:** The April 2018 and May 2018 PTO Board Meeting minutes are approved.

III.	Proposed New Board Slate	Janelle McCombs
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- **The 2018-19 slate of PTO Board Officers:** the slate will be voted on officially on the General Board Meeting on Friday, May 8.
 - President: Jenny Buddin
 - VP: Sarah Sobel
 - Parliamentarian: Christa West
 - Treasurer: Renee Gorzynski Bache
 - Financial Secretary: Camille Kennedy
 - Auditor: Vickie Mrva
 - Secretary: Katherine Robinson
 - Communications: Katie Gardner

IV.	Thank You's	Christa West
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- Service Leadership Awards for current PTO Board Members.
- Kristen offered her thanks to current PTO Board as well.

V.	2017-18 Treasurer's Report	Renee Gorzynski Bache
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- **Review of Accounts**
 - Musical DVD sales: \$283.04
 - Joint Campaign Dues paid: \$4250.00
 - Volunteer Lunch: \$1500.88 (but not inclusive of all tablecloths)
 - Murals complete: \$12,000.00
 - Musical Cast Party: \$240.00
 - Curriculum Support: Tenmarks, noise cancelling headphones, etc.: \$791.79
 - Materials for Classroom Instruction: ABZ Multi - Heart dissection week supplies
 - Jim Wilton's program: Renee to reconcile balance due for this year vs. deposit paid for 18-19
 - Field Day: \$937.74 (expenses for games and pizza)

- Coffee Cart and Flowers expenses: \$447.88 (flowers and coffee cart for Teacher Appreciation).
 - Note for next year: consider how to address gifts for Teacher Appreciation
- **Tax penalty/IRS issue:** Renee spoke with IRS officer Susan Baker (#100044392) on 6/7 who confirmed that we do not have any penalties related to our account. She said that she could see we filed late on the July 2015 tax returns but didn't see any penalty associated with it. She confirmed that we are in good standing and Renee asked her to send a letter of confirmation.

VI.	Auditor's Report	Karen Dobbyn
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- Audit Update: Bylaws are somewhat ambiguous but say that audits should be conducted in January and August but doesn't stipulate time period to be audited (6 or 12 months).
 - Karen has been auditing each month.
 - She recommends that the auditing periods be stipulated as Aug 1 - Jan 31, and then Feb 1 to July 31.

VII.	Teachers' Update	Trish Stella
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- Teachers completing end of year assessments and report cards.
- Teachers feel very proud of progress students are making.
- District Board meeting recognized many teachers for service, retirees, and special awards.
 - Celeste Lopez earned her National Board Certification which is a major endeavor.

VIII.	Oak Knoll Update	Kristen Gracia, Leah Kessler
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- Oak Knoll received a Kent Award from San Mateo County for the Embracing our Differences program
 - Award given for programs that have been implemented for at least 3 years.
 - Nicole Scott and Jenny Ryan have planned lessons carefully and enthusiastically involving students in the programming.
 - Highlights the great value that having a full-time counselor and full-time psychologist on campus brings to the student community. They are able to be intentional and proactive rather than being structured as an intervention program.
- Focusing on visioning process for 18-19.
 - Interested in focusing more on student experience and parent experience.
 - Community connection - success with Mix & Mingle events this year. Will create a calendar for parent-connection focused events (e.g. drinks at the Dutch Goose after Back to School Night).
 - "How to Talk to Kids about..." - developed this conversation series of topics to connect about what parents identify as their needs for resources and support (e.g. disappointment - before musical auditions; race; technology; safety/highlighting Leah's emergency preparedness responsibilities; puberty; etc.)
 - Speaker Series
 - Goal to connect with the families of every kindergartner and new families at the Oak Knoll. Seeking ideas for how to personalize the connection.
 - Volunteerism - identifying ways to increase sense of community and connection
 - Celebratory events - reviewing and keeping in mind the goal of students feeling connected to each other and the school.
- School updates:
 - Expanding to one more kindergarten class (tentative)
 - Laura Fujimoto is job sharing in the multi with Erica Caruso
 - Allison Howard coming back full-time
 - Laura Galvin will be on leave the first trimester; Ms. Perilloux will cover her leave and then they will job share.
 - Fourth grade will go down one classroom.

- Fifth grade - Ms. Emmert will be leaving. Becker and Jagelka will job share.
- Jonathan Coldoff is moving to Hillview.
- World Language program - started in 5th grade. Now Oak Knoll will expand this K-5 and have added an additional teacher for 40% time who will teach 4th-5th grade Spanish.
- Hiring for band and orchestra teachers. District-wide: 2 music teachers - one for Orff and one for strings and band. Now there will be a shared teacher for Oak Knoll and another school for band/orchestra.

IX.	MPAEF Update	Rebecca Emery
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- The Run had 100 volunteers. 1700 registered runners which is 450 more than last year.
- The Wine Walk was successful.
- Looking to make promised grant of \$3.7 million.
- Rebecca will stay in this role next year and Katherine Glass will be joining her as an additional envoy.

XII.	Other PTO Updates	Christa West
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- PTO General Board Meeting
 - Budget, voting on proposed slate, and hearing from and meeting with Erik about the Community Campaign.

XIII.	Adjournment	Christa West
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President Christa West adjourned the meeting at 9:59 AM.

Respectfully submitted,
 Katherine Robinson, PTO Secretary
 Date approved: July 13, 2018 via email