

**Oak Knoll PTO**  
**Minutes of the Regular PTO Executive Board**  
**May 9, 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 McEvelly Roman, Financial Secretary	Karen Dobbyn, Auditor

**Absent:** Kristen Gracia, Leah Kessler, Katherine Robinson

**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 8:22 AM by President Christa West.

<b>II.</b>	<b>PTO Board Meeting Minutes – Approval</b>	<b>Karen Dobbyn (for Katherine Robinson)</b>
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- **Minutes:** The April 2018 PTO Board Meeting minutes approval is tabled until they can be voted on in the June meeting.
- **The 2018-19 slate of PTO Board Officers:** presented by Janelle. New parents that are excited to join the board. Existing members stepped out of the room and the remaining board have voted in favor of presenting the slate to the school community.
  - President: Jenny Buddin
  - VP: Sarah Sobel
  - Parliamentarian: Christa West
  - Treasurer: Renee Bache
  - Financial Secretary: Camille Kennedy
  - Auditor: Vickie Mrva
  - Secretary: Katherine Robinson
  - Communications: Katie Gardener

<b>III.</b>	<b>2017-18 Treasurer’s Report</b>	<b>Renee Gorzynski Bache</b>
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- Accounts
  - Small amount of interest has been earned
  - Accounting fees paid for \$3k for services rendered
  - Rounding error of \$0.01
  - Substitute teacher \$112
  - Classroom materials \$150
  - After School Sports spent everything that was budgeted
  - Outdoor Ed costs of \$229
  - Musicals:
    - School Musical costs of \$2.1k
    - There is a need for a future discussion on how the musical budget is set and to brainstorm ideas for how to make putting on the musicals an easier process.

- One idea: Audition process could potentially be carried out by an independent theatre company.
- Bus costs have been received for previous field trips.
- Portfolio night costs of \$136
- Outside programs \$1250
- Science Fair costs:
  - it seems that not all invoices have been received yet
- Friends and Family Day:
  - made a small profit through book dedications
- School Spirit Mix and Mingle:
  - Approx. 90 people at K-3 event
  - Lower numbers for 4-5<sup>th</sup> grade
- Teacher appreciation lunch came in under budget, but next year catering prices will go up at current caterer (Chavez).
- Budget process and bylaws:
  - Christa mentioned discussion from yesterday's meeting which emphasized that we need bylaws that highlight the way we spend money.
  - Karen and Jenny Buddin will re-write the PTO Bylaws to present to the Board for October General Meeting.
  - We discussed whether we should remove the carryover that is sitting in a budget. Going forward the carry over is not required.
  - We also need to change the bylaws for the way we treat our surplus cash. Bylaws need to specifically state that the PTO must spend this cash to add value to the school.

<b>IV.</b>	<b>Teachers' Update</b>	<b>Trish Stella</b>
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- The students that reached an exciting milestone in the district - qualifying as RFEP (Reclassified-Fully English Proficient) presented at the School Board meeting last night (approx. 7 kids).
- SBAC testing went smoothly throughout the week. It didn't take as long as previous years and there were no technical difficulties. Leah had tech people here to ensure it went smoothly. Little kids made signs of support for the older kids who did SBAC and hung them around the classrooms
- Teacher Appreciation week was great.
- Panorama Review
  - A teacher wanted to express that this review costs \$21K to run. There are questions about whether Panorama is the most appropriate survey since the feedback was that it only scraped the surface.
  - Does it make sense to run the survey at a different time of the year rather than in January as it is currently conducted?
  - Does it make sense to communicate changes that have been made in response of the survey?
  - Should we be communicating that feedback it all year?

<b>V.</b>	<b>Other PTO Updates</b>	<b>Christa West</b>
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- PTO General Board Meeting
  - Erik wishes to speak at the AGM this year.
  - Because he will be making a presentation, we will push the AGM to a later date (usually should be on or before May 31<sup>st</sup>). It will be held at another date in the future (to be determined).

<b>VI.</b>	<b>MPAEF Update</b>	<b>Rebecca Emery</b>
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- Rebecca is going to be the Otter mascot.

- The Run is on May 20<sup>th</sup>.
- Spirit Day is on Friday 11<sup>th</sup> and there are rip cards being dropped into teacher boxes this year to hand out to kids for Spirit Day.
- The Wine Walk is on June 2<sup>nd</sup>.

<b>VII.</b>	<b>Parent Education Updates</b>	<b>Jenny Buddin</b>
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- Willy Haug is coming to Oak Knoll to talk about the Hillview transition.

<b>VIII.</b>	<b>Adjournment</b>	<b>Christa West</b>
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President Christa West adjourned the meeting at 10:00 AM.

Respectfully submitted,  
 Katherine Robinson, PTO Secretary  
 Date approved: 6/6/2018