

Oak Knoll PTO
Minutes of the Regular PTO Executive Board
December 13, 2017
8:15 – 9:30 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: Katie Gardner, Trish Stella

Quorum present: Yes

I.	Call To Order	Christa West
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The meeting was called to order at 8:25 AM by President Christa West.

II.	PTO Board Meeting Minutes – Approval	Katherine Robinson
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The November 2017 PTO Board Meeting minutes were approved by the board at 8:26 AM.

IV.	2017-18 Treasurer’s Report	Renee Gorzynski Bache
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- Got copies of articles of incorporation from the state of CA
- IRS request for 501(c)3 documentation coming
- Haven’t heard about the status of the fine
- Adobe is requiring 501(c)3 documentation; we can’t get online with them until we have this sent to them (for matching, etc.)
- Close to \$8K came as corporate matching this month for the fundraising campaign
- Renee will check what we earned from Otterwear last year because \$2500 seems high budget-wise
- Scholarships - next year, we need to budget more than \$3000; the way scholarships are used is beneficial for the whole community (musical, basketball, etc.)
 - Outdoor Ed and Balclutha have their own scholarship line items

V.	Teachers’ Update	Trish Stella
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- Trish not here today because she is at the NGSS science planning workshop

VIII.	Oak Knoll Update	Kristen Gracia, Leah Kessler
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- OK has an intentional policy of non-celebration of holidays; fine to recognize traditions and share those, but no holiday celebrations. This policy was circulated throughout the district.
- A lot of learning happens on school days between Thanksgiving and winter break
- Kristen and Leah giving a lot of feedback to teachers
 - Peer to Peer
 - 2 days in January when every teacher participates with Kristen and Leah; helps establish entry points for teachers into one another’s classrooms
 - Next week, principals from the district will try this out; principals will be paired with OK teachers to try this out; live feedback will focus on strength finding
- Band and orchestra - improvements noted
- Talent Show - moved to December as a pilot; will message parents of performers that they can attend

- Outdoor Ed - letters going out this week; Outdoor Ed occurs the week before February break
- Future events:
 - Science Fair - t-shirt cost line item will increase for this
 - Friends & Family Day - focus will be on STEM hands-on projects
- Oak Knoll received a grant for an after school program focused on closing the achievement gap; an example of what this will cover is paying some teachers to work with some students on full scientific inquiry and design of their projects for the Science Fair
- Kinder Info Night - January 25 at 6:30 - 8:00 PM
 - Specialists will come so potential parents can see the specialists' programs
 - All kindergarten teachers, Kristen and Leah, potentially some parents will attend
 - PTO representatives will attend
 - Possibly offer childcare in Art Room; Newton might be able to help

IX.	MPAEF Update	Rebecca Emery
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- Auction
 - Two participation options: dinner or just the party
 - Receive a tax deduction if you buy a table
- Fundraising
 - Giving Tues re-ignited giving
 - \$3.25 MM reached of \$3.45 MM goal
 - Could Hillview (in their online newsletter) highlight what the funding is spent on since a lot of resources are used there?
 - Suggestion to highlight examples MPAEF spending in school newsletters to give parents a clearer sense of what funds are spent on

X.	District Council Update	Janelle McCombs
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- Nominating Committee for Board for next year
- No District Council meeting in December (as planned)

XI.	Parent Ed Updates	Jenny Buddin
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- 1/17 Hillview Speaker Series event that Oak Knoll is hosting
 - Sheryl Sandberg; ~400 people; biggest event so far in series
 - Budget - \$1500
 - Pickle tray: coffee, water, tea, fruit, coffee cake bites, snacks for childcare
 - Cambro coffee from Starbucks for 200-250 people
 - Set up (by 9:30) and check-in and clean up
 - Planning meeting in early January
 - Can there be reserved seating for volunteers? Jenny to look into this.

XII.	Other PTO Updates	Christa West
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- Celebration of Dorothy's and Cathy's birthdays
- Musical budget has been worked out
 - 3rd grade musical - PTO, district, and school pay because it's part of the 3rd grade curriculum; Committee" requested to have concessions this year
 - 4th and 5th grade musical - \$50 contribution per student to participate (contribution covers t-shirts, cast dinner, program etc.); ticket sales proceeds go to Hillview to pay for the teacher stipends, rights to the musical, AV tech, etc.

XIII.	Adjournment	Christa West
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President Christa West adjourned the meeting at 10:03 AM.

Respectfully submitted,
Katherine Robinson, PTO Secretary
Date approved: 1/10/2018