

Oak Knoll PTO
Minutes of the Regular PTO Executive Board
September 11, 2019
8:15 – 10:00 AM
Oak Knoll – Staff Room

2019-2020 Executive Board Officers:	
Sarah Sobel, President	Kristen Gracia, Oak Knoll Principal
Kristin Lim, Vice President	Alicia Payton, Guest Oak Knoll Assistant Principal
Jenny Buddin, Parliamentarian	Trish Stella, Teacher Representative
Laura Low Ah Kee, Secretary	Aly Gay, MPAEF School Liaison
Julie Winter, Treasurer	Katherine Glass, MPAEF School Liaison
Rebecca Emery, Financial Secretary	Vickie Mrva, Auditor
Katie Gardner, Communications Chair	

Absent: Vickie Mrva

Additional Attendees: Casey Wilke (1st Grade Parent)

Quorum present: Yes

I.	Call To Order	Sarah Sobel
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The meeting was called to order at 8:18 AM by President Sarah Sobel.

II.	PTO Board Meeting Minutes – Review & Approval	Laura Low Ah Kee
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The June 2019 PTO Board Meeting minutes were reviewed at 8:24 AM. Kristin Lim moved to take a vote to approve the minutes; Jenny Budin seconded the motion. The minutes were approved by unanimous vote.

III.	President’s Report	Sarah Sobel
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- **Campaign Update** - The One Community Campaign (OCC) began last week. Additional signage will be displayed across campus to help remind parents about the types of programs that the OCC helps fund. Teachers are sending out reminders to their classes via ParentSquare. Kristen will be sending out a personalized communication to parents, as well.
- **ParentSquare** (Katie Gardener)
 - The district’s new communication tool - ParentSquare - has been rolled out across Oak Knoll. Oak Knoll has had a relatively smooth rollout due in large part to all of the strategic groundwork set over the summer.
 - Kristen took a soft approach to asking teachers to adopt the tool, with the goal that all staff would use by January. However, most teachers have already attended voluntary training, are using the tool, and have found it easy to use.
 - All Room Parents are being required to use ParentSquare, but were given easy-to-use instructions about how to set up the classroom’s communication.
 - One significant advantage of ParentSquare is that it syncs every night with PowerSchool - the district school management software database. This means that communication is getting to all district parents, even if they have not signed up for ParentSquare.
 - The issue of photo sharing through Parent Square has come up and requires a larger conversation; currently, only room parents and teachers are able to share pictures on ParentSquare to ensure we are complying with appropriate releases. Kristen is currently

requesting more detailed permissions from parents who opted out during registration to help clarify through which medium they will allow and not allow their children's photos to be shared.

- **Fall Family Picnic** - Both the picnic organizers and the OCC table are still in need of volunteers for the event. Sarah will be resending the sign up links.
- **Phone Roster** - Sarah is sending a Google Document requesting PTO Executive Board members to share their cell phone numbers for communication.

IV.	MPAEF Update	Aly Gay, Katherine Glass
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- **One Community Campaign:** The OCC fundraising effort is underway. As of September 6, the campaign has raised \$1.3 million with 20% participation, slightly above where we were at this point last year. Kristen shared that the Oak Knoll Teaching Staff collaborated to donate \$250 to the OCC. The last day of the campaign is October 4, 2019.
- **Upcoming MPAEF Fundraising Events and Programs:**
 - Dine-Outs: October 15-17 and early December 2019
 - Sports Basement Shopping Days: Mid-November
 - Wine Walk: December 7, 2019
 - AmazonSmile - select MPAEF when shopping AmazonSmile on browser (not app-supported) and 0.5% will go back to the MPAEF
 - Business & Realtor Partner sponsorship levels have been changed and there is a renewed effort to increase sponsorship, particularly from realtors.
- **Jeanie Ritchie Grants:**
 - Timing of submissions is set for October 4, 2019. Oak Knoll has historically been low in participation, in part because the school has self-funded a lot of innovative ideas. However, this year, Alicia Payton and Lela Ward will be assisting teachers to write and submit grants to ease the process and hopefully increase participation.
- **MPAEF Auction:**
 - Date is set for March 7, 2019 and location is to-be-determined.
 - Trish inquired about bidding for teacher-sponsored parties and whether Bidding for Good can support having individual families from a class bid on a party to create a joint "classroom bid," with the highest classroom bid winning the party for the entire class - regardless of who from the class participated in the bid. Laura will raise with the Auction team and report back at the next PTO meeting.

V.	Treasurer's Report	Julie Winter
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- The financial report was reviewed, although is typically not very telling this early in the year.
- The main expenses to date have been investment in aesthetics and durables and extra materials for classroom instruction; these are typical expenses for the beginning of the year.
- Process for seeking expense reimbursement has been smooth so far this year.

VI.	Teachers' Update	Trish Stella
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- Teachers have been busy with beginning of year activities.
- Professional development occurred for two days around Labor Day.
- Teachers are thankful to PTO for their continued support.

VII.	Parent Education Update	Kristin Lim
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- Girls Leadership Workshop dates are being finalized in the next week.

- Jim Wiltons will be running a parent-child after school program this year; Jim is a Leadership educator who also runs a leadership program for Oak Knoll 4th Graders.
- Kristen has sent out the dates for Oak Knoll Parent Talks 2019-2020.
- The first event in the MPCSD Parent Education Speaker Series was held last week. Oak Knoll is hosting the speaker in November - David Eagleman, a neuroscientist and Oak Knoll parent.

VIII.	District Council Update	Sarah Sobel
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- The audit is due; Vickie is currently working on it.
- One School Board position is currently open; the Board has decided to appoint someone to the seat (as opposed to holding a special election, which can be costly); the first discussion of candidates will be open to the public and will take place at the next Board meeting on Monday, September 23rd at the TERC on Encinal Campus.

IX.	Oak Knoll Update	Kristen Gracia, Alicia Payton
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- **School Renovations and Improvements:**
 - Over the summer, all Oak Knoll classrooms had new lighting and ceiling installed.
 - The kindergarten playground renovation did not take place over the summer, as planned, due to district budget cuts. The hope is that it will be completed next summer.
 - Efforts to improve coverage for the upper grade lunch tables has slowed, in part due to the large amount of construction that went on throughout campus over the summer.
 - The Early Learning Center opened this fall.
- **Back to School Night:** Kristen reported that BTS and the Parent Mix & Mingle were a success.
- **Professional Development:** Kristen is working with Rob Strain from Transcend Education, an organization that promotes innovation in school, to use Oak Knoll’s mission to drive units of study within our classrooms, aligned with our standards. To do this, Kristen has created a Site-Based Innovation Team, comprised of a group of staff members who have volunteered to spend additional time to create the most meaningful student-centered education possible.
- **Site Council:** The Site Council is meeting soon to review last year’s SBAC data and goals, and set new goals for next year.
- **Long-Term English Learners (LTEL):** Kristen reported that Oak Knoll is the first school in district history to have no LTEL-designated students moving on to middle school. This is a sign of Oak Knoll’s commitment to working hard with these students to ensure they all reach redesignation.
- **Out-of-Office Days and Teacher Peer Admin:** Kristen and Alicia set Out of Office Days, with the goal of spending two days and one day (respectively) each week in classrooms. In addition, Oak Knoll created “Teacher Peer Admin” two years ago to allow teachers to observe other teachers, along with Kristen/Alicia/Leah; this year, the program has been built into the master schedule so that seven rounds will be completed (up from two last year) without the need to bring in guest (substitute) teachers. Both efforts help provide continual feedback, which will be shared through a collaborative “Feedback Friday” document circulated to all staff.

X.	Conclusion & Review of Action Items	Sarah Sobel
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- The next PTO Executive Meeting is on 10/10/19 and the General PTO Meeting is on 10/23/19 .
- Adjourned at 9:37 AM.

Respectfully submitted,
 Laura Low Ah Kee
 PTO Secretary