

**Oak Knoll PTO**  
**Minutes of the Regular PTO Executive Board**  
**January 16, 2019**  
**8:15 – 10:00 AM**  
**Oak Knoll – Staff Room**

<b>2018-2019 Executive Board Officers:</b>	
Jenny Buddin, President	Katie Gardner, Communications Chair
Sarah Sobel, Vice President	Kristen Gracia, Oak Knoll Principal
Christa West, Parliamentarian	Leah Kessler, Oak Knoll Assistant Principal
Katherine Robinson, Secretary	Trish Stella, Teacher Representative
Renee Gorzynski Bache, Treasurer	Rebecca Emery & Katherine Glass, MPAEF Representatives (Envoys)
Camille Kennedy, Financial Secretary	Vickie Mrva, Auditor

**Absent:** Vicki, Katherine, Camille, Katherine G

**Quorum present:** Yes

<b>I.</b>	<b>Call To Order</b>	<b>Jenny Buddin</b>
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The meeting was called to order at 8:18 AM by Parliamentarian Christa West.

<b>II.</b>	<b>PTO Board Meeting Minutes – Review &amp; Approval</b>	<b>Katherine Robinson</b>
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The November, 2018 PTO Board Meeting minutes were approved by the board at 8:21 AM. Sarah moved to approve the vote; Renee seconded the motion. The minutes were approved by unanimous vote.

<b>III.</b>	<b>President’s Report</b>	<b>Jenny Buddin</b>
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- Camille has resigned as Financial Secretary. We will be looking to fill the role. Christa and Renee will share the responsibilities in the interim. Christa will handle deposits.

<b>IV.</b>	<b>Discussion &amp; Vote – Community Campaign MOU</b>	<b>Jenny Buddin</b>
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**MOU (Memorandum of Understanding) Discussion**

- Representatives from each PTO, campaign, and the district partnered to develop this MOU. All parties are circulating and voting on it this week.
- Jenny explained the contents of the MOU - Steering Committee to guide the campaign, campaign term, splitting of donations, timing of donation distributions to PTO, roles & responsibilities for MPAEF/PTOs, and details of the launch and marketing.
- Renee raised what happens when people give money in the middle of the summer. Asked how/when will the messaging go out to the community about the campaign.

**MOU Outcomes**

- MOU approved by the board at 8:57 AM by unanimous vote.
- The board approved the signing of the cover letter was signed by Jenny
- Sarah Sobel was nominated by Jenny Buddin and seconded by Christa and approved unanimously to serve on the Community Campaign Steering Campaign.

**Nominating and Next Year’s Slate**

- Nominating Committee - Christa discussed the board nominating committee. Communications was highlighted as an area where we need to recruit someone who can be trained up.

<b>V.</b>	<b>Treasurer's Report</b>	<b>Renee Gorzynski Bache</b>
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- We were behind on deposits, so the income looks high as it covers checks received since November including PTO donations, matching, Noteworthy Art, monthly interest, musical fees, volleyball and basketball fees, Otterwear.
- Renee reviewed deposits and expenses. Water bill has gone up as expected, everything else is per usual.

<b>VI.</b>	<b>Teachers' Update</b>	<b>Trish Stella</b>
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- Kinder - have been training on Counting Collections through the county as an addition to fundamental math and building number sense. 1st grade may be interested in it as well.
- Starting negotiations for 19-20. Second meeting 1/16 to finalize calendars.
- Teacher Development - Continuing peer admin and observation cross grades. Teachers who attended conferences shared learnings with each other.
- Next month teachers (K, 1, reading recovery) are going to National Reading Conference (conferences are selected from site plan goals).

<b>VII.</b>	<b>Oak Knoll Update</b>	<b>Kristen Gracia &amp; Leah Kessler</b>
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- Discussed importance of principles being out in the school environment rather than in the office. Strategies to reduce management work to free up time
- Going into second cycle of class visits with teachers.
  - Check kids know what they are learning and why, look for engagement, leave notes for teachers to circle back on. Teachers are asking for observation and input.
- Tomas Iberola (Spanish teacher) spoke on how 4th/5th students presented to School Board last night on the Spanish program and involved the board in an activity. Explained change from vocabulary lists to a communicative method which uses a smaller list of high frequency verbs.
- Outdoor Ed is coming up right before Feb break.
- Kinder Information Night next week. Considering doing a coffee talk to discuss Multi-Age.
- Early Learning Center may be coming to Oak Knoll and was discussed at the board last night.
- 5th grade performances for instrumental coming up. Music program has been going really well.
- 4th/5th Grade Musical is starting rehearsals. 99 kids auditioned. Great mix and diversity of participants involved this year.
- Some recruiting going on to fill openings we know we will have due to retirement.
- Wish Tree assembly on Friday. All kids have a piece of fabric and they are making wishes that will go onto the tree.
- Talking about Tech Together happening Friday. Focusing on the innovative and positive aspects of tech. Featuring "Screen Wise" about how to model appropriate use of technology and how to make it work.

<b>VIII.</b>	<b>MPAEF Update</b>	<b>Rebecca Emery &amp; Katherine Glass</b>
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- Auction tickets officially go on sale on the 23rd. Happening at Hotel Nia on March 16.
- Auction donations are needed. Jan 25th is the deadline to give.

<b>IX.</b>	<b>District Council Update</b>	<b>Christa West</b>
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- DC treasurer has resigned due to a move and role has been filled by Sharon Schick.

<b>X.</b>	<b>Parent Ed Updates</b>	<b>Sarah Sobel</b>
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- Girls Leadership is happening right now at Oak Knoll
- Speaker Series - Naama is up next on technology. Childcare providers are retiring and looking for new option. Oak Knoll hosts the March offering (Kristin and Jeff Weiner presenting on compassion).

<b>XI.</b>	<b>Conclusion &amp; Review of Action Items</b>	<b>Jenny Buddin</b>
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- None

<b>XII.</b>	<b>Adjournment</b>	<b>Jenny Buddin</b>
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President Jenny Buddin adjourned the meeting at 9:54 AM.

Respectfully submitted,

Katherine Robinson, PTO Secretary

Date approved: 2/13/2019