

Oak Knoll PTO
Minutes of the PTO Executive Board Meeting
February 12, 2020
8:15 – 10:00 AM
Oak Knoll – Staff Room

2019-2020 Executive Board Officers:	
Sarah Sobel, President	Katie Gardner, Communications Chair
Kristin Lim, Vice President	Kristen Gracia, Oak Knoll Principal
Jenny Buddin, Parliamentarian	Aly Gay, MPAEF School Liaison
Laura Low Ah Kee, Secretary	Katherine Glass, MPAEF School Liaison
Julie Winter, Treasurer	

Absent: Vickie Mrva, Rebecca Emery, Leah Kessler, Trish Stella

Quorum present: Yes

I.	Call To Order	Sarah Sobel
-----------	----------------------	--------------------

The meeting was called to order at 8:19 AM by President Sarah Sobel.

II.	PTO Board Meeting Minutes – Review & Approval	Laura Low Ah Kee
------------	--	-------------------------

The January 2020 PTO Board Meeting minutes were reviewed at 8:19 AM. Sarah Sobel moved to take a vote to approve the minutes; Kristin Lim seconded the motion. The minutes were approved by unanimous vote.

III.	President’s Report	Sarah Sobel
-------------	---------------------------	--------------------

- **OCC Pledge Fulfillment** - The OCC Team is working to collect unfulfilled pledges from the OCC. Oak Knoll budget is in good shape, we budgeted to receive 60% of these when in reality we tend to collect closer to 90%.
- **Recruiting Updates** - There are four open PTO positions this year, three of which are already filled. The only open position remaining is Financial Secretary, and we have approximately 15 names of individuals interested in learning more about the PTO. Similarly, committee leadership has been largely filled, with many returning committee chairs.
- **OCC MOU** - Sarah will share the updated MOU for next year for any interested PTO members; she plans to sign soon on behalf of the PTO.

IV.	MPAEF Update	Aly Gay & Katherine Glass
------------	---------------------	--------------------------------------

- The MPAEF Board held its meeting last week. MPAEF has reached 104% of its goal for OCC, with more pledges and corporate matching coming in.
- MPAEF has formed a new Audit Committee.
- Year-over-year, our assets are up \$400K and our endowment is up \$325K year-over-year.
- Stacey Taylor from the School Board presented to the MPAEF Board and there was discussion about the timing of the next parcel tax; will likely be in the Spring 2021 - to avoid timing with the Fall 2020 general election.
- The MPAEF Auction still has some dinner and party tickets available.

V.	Treasurer's Report	Julie Winter
-----------	---------------------------	---------------------

- All the money from the Book Fair has come in, it raised approximately \$1,000 (even though we are not aiming to raise money from the event).
- In Aesthetics and Durables, we are running up against what we budgeted. There is an order in to replace modular style furniture for two classrooms, to be funded by PTO from other savings. If the items work in these two classrooms, we would ask the district to fund furnishings for the rest of the classrooms (for those teachers that want it).
- The school purchased a pressure washer to help ensure school cleanliness (e.g., school lunch tables, etc.) There is also some consideration to replace the upper grade lunch tables to be more like kindergarten tables; Kristen will bring an estimate to the next PTO meeting.

VI.	Parent Education Update	Kristin Lim
------------	--------------------------------	--------------------

- The education series has wrapped up and seems to have all gone smoothly.
- There is a Coffee Talk with Kristen in the spring.

VII.	Oak Knoll Update	Kristen Gracia
-------------	-------------------------	-----------------------

- The District is interviewing for the Chief Business Officer; once this person is in place, we will be able to continue discussions about the upper grade lunch awning and the kindergarten playground.
- The Mix and Mingle for 5th Grade parents went well; it was timed well with the 5th graders away on Outdoor Education.
- Outdoor Education went well, there were no major incidents or issues.
- Fabulous 5th Grade Lunch took place on the Friday right before Outdoor Education - this event went well. Kristen and Leah eat lunch with them and speak with them, music is played, there's a dance battle, etc. They do this once a trimester.
- The Lion King performance for 3rd graders took place a few weeks ago.
- 2nd graders may start to do a smaller performance in their music class that mirrors the upper grade musical (e.g., this year would be Seussical).
- Seussical is coming up later this Spring, there are two casts.
- The ceremony for the Distinguished School award took place over the weekend at the Disneyland Hotel.
- The second trimester assessment window is starting now for K-5th Grade.
- The parent survey has been sent out with 30% participation and a few days to go. The goal is 41%. There may be some issues with parents who have more than one child at the school and how the vendor counts the participation rate; Kristen is checking with the vendor.
- Kindergarten information night was very well attended and kindergarten registration is open.

VIII.	Conclusion & Review of Action Items	Sarah Sobel
--------------	--	--------------------

- Next meeting is on 3/11/20.
- Adjourned at 9:24 AM.

Respectfully submitted,

Laura Low Ah Kee
PTO Secretary