

Oak Knoll PTO
Minutes of the Regular PTO Executive Board
February 13, 2019
9:15 – 10:00 AM
Oak Knoll – Staff Room

2018-2019 Executive Board Officers:	
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)
Christa West, Financial Secretary	Vickie Mrva, Auditor

Absent: Kristen, Trish

Quorum present: Yes

I.	Call To Order	Jenny Buddin
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The meeting was called to order at 9:18 AM by President Jenny Buddin.

II.	PTO Board Meeting Minutes – Review & Approval	Katherine Robinson
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The January 2019 PTO Board Meeting minutes were approved by the board at 9:20 AM. Christa moved to approve the vote; Vickie seconded the motion. The minutes were approved by unanimous vote.

III.	President’s Report	Jenny Buddin
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- The coffee morning with parents was very popular.

IV.	Update on Nominating Committee for 2019-2020 Board Slate	Christa West
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- The Nominating Committee is comprised of 6 members and a back up member.
- Ran an ad in the Otter Weekly asking for people to join the Nominating Committee or nominate themselves or others for roles.
- There may be an ad in the Otter Weekly to highlight roles on PTO Board and Committees
 - Staffing PTO Committees - Sarah is working on this
 - Sharing info with Kinder Info Night and Kinder Q&A and play
 - Katherine G. to pull information off the website and format; working with Katherine R. and Sarah
- Monday night 2/11 - Volunteer info night/event put on by MPAEF.
 - Held at Art Ventures Gallery.
 - Superintendent Burmeister attended and spoke
 - There were some new faces who attended the event, interested in becoming volunteers.

V.	Treasurer's Report	Renee Gorzynski Bache
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- Renee researched the possibility of using mobile deposits, but this doesn't seem efficient because there is no batch deposit functionality.
- P&L Review
 - Some donations and matching are still coming in
 - Musical participation fees a little more than we expected
 - Hot lunch support
 - Fingerprinting costs for coaches for basketball
 - Book Fair was over budget
 - ~\$1200 for decor storage; this was a one-off expense
 - Oak Knoll is working with the District on storage options for future years
 - Curriculum support, field trips all on track
 - STEAM on the Knoll - Lawrence Hall of Science coming
 - Scholarships
 - School Spirit - staff refreshments
- Interest rates on our accounts
 - Currently, we earn .05% interest on the checking account, so Renee would like to recommend transferring \$75K into savings account which has higher interest rate.
 - Katherine G. suggesting looking into a short-term CD for higher interest rate.
 - Renee will look at options for earning more interest vs. our fiduciary responsibility to keep assets liquid.

VI.	Oak Knoll Update	Leah Kessler
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- Trish just returned from a Reading Recovery Conference in Ohio along with 4 other teachers to focus on early literacy
- Outdoor Ed - Kristen and Leah attended breakfast on Valentine's Day with the 5th graders
- Kindergarten tours were very well attended; projecting 5 kinder classes including the multi for 19-20 school year.
- The district's Early Learning Center will have a "satellite classroom" at Oak Knoll which will be multi-age.

VII.	MPAEF	Rebecca Emery & Katherine Glass
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- We're at 105% of MPAEF goal; huge matching grants this year which may have resulted from better communications.
- Auction sold out in a few days even though capacity is 20% larger than last year; still looking for volunteers
- The online auction is March 20-25 with items that haven't sold out.

VIII.	Parent Ed	Christa West & Sarah Sobel
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- The Speaker Series event tonight is about effects of social media on children's brains
 - Steve & Kate's will be providing childcare going forward for these events.
 - "Host" provides pizza and snacks/veggies for childcare room.
- Oak Knoll "hosts" Parent Ed in March for the Kristen/Jeff Weiner talk
- Girls Leadership went well

IX.	Conclusion & Review of Action Items	Jenny Buddin
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- Next meeting is on 3/13/19.
- Adjourned at 9:57 AM.