

Oak Knoll PTO
Minutes of the PTO Executive Board Meeting
March 11, 2020
8:15 – 10:00 AM
Oak Knoll – Staff Room

2019-2020 Executive Board Officers:	
Sarah Sobel, President	Katie Gardner, Communications Chair
Jenny Buddin, Parliamentarian	Leah Kessler, Oak Knoll Assistant Principal
Laura Low Ah Kee, Secretary	Trish Stella, Teacher Representative
Julie Winter, Treasurer	Katherine Glass, MPAEF School Liaison
Rebecca Emery, Financial Secretary	Vickie Mrva, Auditor

Absent: Kristin Lim, Kristen Gracia, Aly Gay

Quorum present: Yes

I.	Call To Order	Sarah Sobel
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The meeting was called to order at 8:23 AM by President Sarah Sobel.

II.	PTO Board Meeting Minutes – Review & Approval	Laura Low Ah Kee
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The February 2020 PTO Board Meeting minutes were reviewed at 8:24 AM. Julie Winter moved to take a vote to approve the minutes; Katie Gardner seconded the motion. The minutes were approved by unanimous vote.

III.	President’s Report	Sarah Sobel
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- PTO Executive positions are all filled for next year and committee / program chairs are also in great shape.
- Volunteer Recognition event planning is starting soon. Traditionally, the main event has been a lunch, but the PTO brainstormed other potential options. There is a \$2,000 budget for the luncheon and scheduled for June 4th. Some ideas include:
 - Increasing attendance and create more of a community feel by moving it to after school (on a Thursday).
 - Bring in an ice cream truck or other fun activity.
 - Create banners of Volunteer Award Winners.
 - May be beneficial to plan the event for outside due to concerns around COVID-19.
 - Pompoms or pendants for the kids to cheer.
 - A subcommittee will be formed to further plan.

IV.	MPAEF Update	Katherine Glass
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- MPAEF Online Auction opens today at 11:00am.
- Schoolhouse Rocks Run event is still scheduled as planned as of now.

V.	Treasurer's Report	Julie Winter
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- There are a few items that may incur additional costs. For example, new uniforms for after school sports, which would cost approximately \$5,000 and have been requested. Could be done in waves, starting with older kids' uniforms. If no surplus, it could be budgeted for next year.

VI.	Parent Education	Sarah Sobel
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- Speaker Series may need to be modified depending on developments related to COVID-19.

VII.	Teachers' Update	Trish Stella
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- Second trimester assessments are underway.

VIII.	Oak Knoll Update	Leah Kessler
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- COVID-19 Impact:
 - Kristen is on the district task force on this topic, including plans to deliver e-learning.
 - Hand washing has been a focus; probably uses about 40 minutes of instructional time (especially in younger grades).
 - Community circles in class now do not include hand holding.
- Parent survey has closed and results are being reviewed.
- Pre-school playground will be built over the summer. Kindergarten playground flooring will be redone over the summer as well.
- Science Fair is still taking place in some capacity; felt it was important to keep some normalcy.
- Staffing - Likely five kindergarten classes next year, 4 traditional and 1 multi-age.
- Retirements: Trish Stella, Bill Quarre, Dorothy Lopez
- Vince Lopez's class did a design-thinking challenge and interviewed the children in the Early Learning Center to see how they could improve the ELC space; pitched to Kristen Gracia. Requesting \$120 from PTO to support the purchase of materials to paint a sports court on the grass.

IX.	Conclusion & Review of Action Items	Sarah Sobel
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- Next meeting is on 4/8/20.
- Adjourned at 9:22 AM.

Respectfully submitted,

Laura Low Ah Kee
PTO Secretary