

Oak Knoll PTO
Minutes of the Regular PTO Executive Board
March 13, 2019
8:15 – 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: Katie, Trish, Vickie

Quorum present: Yes

I.	Call To Order	Jenny Buddin
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The meeting was called to order at 8:19 AM by President Jenny Buddin.

II.	PTO Board Meeting Minutes – Review & Approval	Katherine Robinson
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The February 2019 PTO Board Meeting minutes were reviewed at 8:25 AM. Sarah moved to take a vote to approve the minutes; Renee seconded the motion. The minutes were approved by unanimous vote.

PTO Board role backfill: Christa was nominated to fill the Financial Secretary role for the rest of the 18-19 academic year. Renee moved to take a vote on Christa filling this position; Sarah seconded the motion. The board unanimously voted to appoint Christa to the Financial Secretary position.

III.	President’s Report	Jenny Buddin
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- Friends and Family Day - sold lots of book for the library and visitors participated in many STEM projects.
 - Jane uses Site Funds to purchase the books which visiting friends and family purchase. Renee will write a check from the PTO to the District to be transferred back to the Site Funds to cover Jane’s expenses for book purchases.
 - In the future, could use the Library Enrichment budget to purchase the books. There should be income and expense lines for this.
- Science Fairs are on 3/19 and 3/20.
- Teacher Appreciation is moved up to 3/25-3/28 (the week before spring break).
 - Monday - Card Day; could put out tables the prior Friday so students could stop by to make cards in advance.
 - Tuesday - extra help in class
 - Wednesday - Flower Day

- Message that each class is making one bouquet made from one flower from each child in the class.
 - Jenny will check to see if we can get a donation from Trader Joe's for kids who have forgotten their flowers.
 - Wednesday - Teacher Appreciation lunch
- Parents Mix and Mingle - 4/11 from 6:30-8:30 PM at the Dutch Goose for parents with children in all grades.
- The Fun Run is on 5/19.

IV.	Update on Nominating Committee for 2019-2020 Board Slate & PTO Committees	Christa West & Sarah Sobel
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- Have candidates for Financial Secretary, Auditor, Treasurer, Secretary, VP and Communications are pending.
- Committees Nominating committee -
 - After School Programs - still seeking an additional person
 - Yearbook - still seeking an additional person
 - Otterwear - still seeking two people
 - Coffee Cart - no room in the budget last year to cover the food for the teachers. Kristen suggested aligning their grade level treat day with the monthly coffee cart. The PTO Board decided to no longer have a Coffee Cart Chair going forward; we'll just order it monthly.
 - Appreciation Luncheons- filled but could use an additional person if someone is interested.
 - These roles are also still pending:
 - 5th Day Field Day
 - 3rd Grade Musical
 - Science Fair
 - Science Olympiad

V.	Treasurer's Report	Renee Gorzynski Bache
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- February Financial Activity review
 - Renee conducted savings research for small business/non-profit options:
 - Bank of the West: Money Market Select account - liquid. 2.05% for the first year with minimum deposit of \$10K. Interest rate is good for one year then rate will be subject to the market (likely around 1%).
 - We can consider a partial CD.
 - An option is First Republic Bank offers an 8 month for 2.23%. Their 6 month CD is 0.6%.
 - Bank of the West's CDs are not as good.
 - Renee is recommending that we put \$100K in the CD and the operating funds could be moved to Bank of the West. We could leave a small amount (~\$10K) of the savings account.
 - In the future, when we get the lump sum from the MPAEF joint campaign, Renee suggests putting that amount into a CD.
- Team Snap
 - There was a problem with PayPal and the one-click process wasn't working.
 - We've moved to WePay and we'll save ~ \$275 a year in renewal fees.

- Higher transaction fee than PayPay, but WePay works better.
- Budget Review
 - 3rd Grade Musical - we took in money for concessions
 - Aesthetic durables - flags, signs, chair wheels, shelving
 - Curriculum support - reading conferences guide
 - Field trips
 - Outside programs - Environmental volunteers - \$1120
 - World Language Enrichment - \$213.73
 - Scholarships - \$1170.00

VI.	Oak Knoll Update	Kristen Gracia & Leah Kessler
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- Murals - need attention because of the anti-graffiti coat painted over the top that was an old product, applied badly, and they are now cracking. Kristen asking the District to cover the cost of re-doing them.
- Arbor over the lunch tables - looking into extending the awning or something that is more solid and covers more area.
- Pre-School - one classroom (K5) will be on this site. Oak Knoll administrators won't oversee this but will work with the Director of the Pre-School
- Teacher Assessments
- Kristen and Leah are working on planning for next year.
- Site Survey
 - Kristen and Leah received survey feedback and have looked the big picture so far and will start drilling down.
 - Site Council meets next week and will review the survey.
 - Oak Knoll had highest % parent participation.
- Family Bike Event hosted by Silicon Valley Bicycle Coalition was well-attended even in the rain.
 - People even brought their younger kids to learn about bicycle safety, wearing helmets, etc.
 - There will be an event for 4-5th grade and there will be a future family ride through the neighborhood too.
- STEAM on the Knoll
 - Lawrence Hall of Science will take over the big gym.
 - This year, they will ask for parent volunteers for 1 hour shifts.
 - Launch of the STEAM Maker Space.
 - Focus is hands-on learning, but nothing for kids to take home.
- District model will have site based coaches next year. We have two teachers on special assignment (TOSA) for math/science and language arts. Both of this year's coaches will stay at Oak Knoll (and one will fill in for Leah).
- Basketball equity issues that 4th grade girls raised with Kristen. The hoop height regulation is different for 4th grade girls (8.5') and boys (10').
 - 4th grade girls presented to the Rec department with their request to play on the same size hoops as the boys.
 - Kristen met with the Rec. and they will change the scheduling. Gym layout will mix the boys and girls.
 - Scheduling at Oak Knoll will change to focus on equity for coach sign ups and space assignments.

VII.	MPAEF	Rebecca Emery & Katherine Glass
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- Foundation Auction is this Saturday night
 - The event sold out almost immediately and there is a waiting list for tickets.
 - Class party prices are set to be affordable.
 - The online auction is 3/20-25.

VIII.	District Council Update	Christa West & Sarah Sobel
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- Semi-annual audit is due
- Service Award nominations for teachers and volunteers
- Encinal has a parent VP who has revolutionized hot lunch so Sarah will check in about that
- District Homework policy is being revisited again. The Hillview load is the focus. Kristen suggests leading with the District's value. Email Jammie Behrendt: jbehrendt@mpcsd.org - if you have comments.

IX.	Parent Education	Christa West & Sarah Sobel
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- March Speaker series is on 3/27 at 6:30.
 - Kristen and Jeff Weiner will be talking about Compassion education and social emotional learning. Erik will moderate.
 - Oak Knoll PTO is providing the pickle tray. We also need people to volunteer to check in and manage the table. Sarah and Christa will be there.
 - Free childcare provided by Steve and Kate's and dinner is served.

X.	Conclusion & Review of Action Items	Jenny Buddin
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- Next meeting is on 4/10/19.
- Adjourned at 10:12 AM.

Respectfully submitted,
 Katherine Robinson, PTO Secretary
 Date approved: 4/10/2019