

**Oak Knoll PTO**  
**Minutes of the Regular PTO Executive Board**  
**April 10, 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)
Christa West, Financial Secretary	Vickie Mrva, Auditor

**Absent:** Trish, Vickie, Katherine Glass

**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 8:19 AM by President Jenny Buddin.

<b>II.</b>	<b>PTO Board Meeting Minutes – Review &amp; Approval</b>	<b>Katherine Robinson</b>
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The March 2019 PTO Board Meeting minutes were reviewed at 8:20 AM. Sarah moved to take a vote to approve the minutes; 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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- Mix and Mingle this Thursday from 6:30-8:30 PM at the Dutch Goose
- Refining mission statement for the PTO
  - Kristen and Leah met with Katherine Glass to discuss potentially writing a vision for Oak Knoll. They want to further define what the school does for its various stakeholders (e.g. PTO - what does PTO do to support the Exemplary Scholar portion of the mission? How does the Site Council’s work impact the mission?)
  - Jenny would like to see a sentence that describes the overarching purpose of the PTO and then explains how the PTO supports “Every student an exemplary scholar, a valued friend, and a courageous citizen.”
  - Jenny to meet with Katherine Glass to discuss next steps.
- One Community Campaign
  - Meeting in larger and breakout groups to plan for the fall rollout.
  - Sarah has been helping define what roles volunteers will play.
  - Marketing - partnering with an ad agency
    - Logo and tagline finalized: “one gift. one goal. together we can.”
    - Video has been filmed.

<b>IV.</b>	<b>Update on Nominating Committee for 2019-2020 Board Slate &amp; PTO Committees</b>	<b>Christa West &amp; Sarah Sobel</b>
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- Almost all roles are filled for next year.
- Openings will be posted in the Otter Weekly as needed i.e. Communications team openings.

<b>V.</b>	<b>Treasurer's Report</b>	<b>Renee Gorzynski Bache</b>
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- Financial Accounts management
  - All of our accounts are now listed in First Republic website (even those that aren't held at First Republic).
  - Renee opened a CD and a Money Market Select account at First Republic.
  - Need to review the withdrawal process - perhaps two PTO Board signatures should be required, etc.
  - Treasurer needs to always get a copy of the receipt for the withdrawals and provide to the Financial Secretary.
- Budget Review
  - Matching contributions - a few more are still coming through though we might not hit our matching goal.
  - 3rd Grade Lion King - \$366.11 profit and want to continue to encourage volunteers to submit their expenses so we understand the actual costs of the event for future budgeting purposes.
  - Science Enrichment - Kristen wanted to review what we have for the school garden. She will track down the revenue from the Seed Sale. The Seed Sale revenue should be added to the income side of the Garden line item.
  - Outdoor Ed T-shirts - this is a pass through cost. Parents' checks are sent to Outdoor Ed and they price the t-shirts.
- Arbor for lunch tables
  - Two students read their persuasive writing pieces requesting that the PTO consider purchasing a new arbor.
  - Kristen brought this up to the District but doesn't have a response yet.

<b>VI.</b>	<b>Oak Knoll Update</b>	<b>Kristen Gracia &amp; Leah Kessler</b>
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- Preparation for the preschool classroom is underway.
  - K-5 being converted
  - Turf will be installed in one section. Some field will be kept and some new structures will be installed for preschool and kindergarten use (they will have different recess times).
  - Considering basketball hoops, a ball wall, and musical instruments.
- Planning for 2019-20
  - Hiring process is in full swing through a combination of screening, individual interactions, teaching demos, etc.
  - Janiq Meneze hired to replace Ms. Bulkin. Jessica Bouret will be moving to FLBC. Currently looking for someone to replace Jessica in the CBT Multi-Age.
  - Ms. Brewbaker is retiring.
- Survey data and Site Council did their analysis.
  - Oak Knoll's data is strong. Reviewed all parents comments and categorized these comments by theme, etc. What parents value is very aligned with the school's values.
  - Specialists' communication - Kristen and Leah are going to ask parents what they would like from specialists. Will hold a coffee to see if parents attend to share their feedback.

- Students' comments will also be categorized by themes.
- Jim Wiltens came back last evening and 32 students attended. Thanks to Sarah Sobel for arranging this.
- STEAM on the Knoll is next Thurs. 4/18 from 5:00-7:00 PM; still looking for volunteers. Lawrence Hall of Science will be supporting this event.

<b>VII.</b>	<b>MPAEF Update</b>	<b>Rebecca Emery &amp; Katherine Glass</b>
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- Auction - Rebecca is still waiting for the numbers.
- Run - May 19; may still need an Otter mascot volunteer.

<b>VII.</b>	<b>District Council Update</b>	<b>Christa West &amp; Sarah Sobel</b>
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- No District Council meeting

<b>IX.</b>	<b>Parent Education Update</b>	<b>Christa West &amp; Sarah Sobel</b>
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- Speaker Series
  - Last event went very well and the pickle tray was great (kale salad was very popular; we need to order catering size in the future). Thanks to Christa and Sarah for volunteering.
  - Tonight is the last Speaker Series event of the year. The topic is Interactive Puberty Talk so it is for parents only. There will be childcare and dinner.

<b>X.</b>	<b>Conclusion &amp; Review of Action Items</b>	<b>Jenny Buddin</b>
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- Next meeting is on 5/8/19.
- Adjourned at 10:00 AM.

These minutes were approved at 8:27 AM on Wed. 5/10/19.

Respectfully submitted,

Katherine Robinson  
PTO Secretary