

Oak Knoll PTO
Minutes of the Regular PTO Executive Board
May 8, 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: Leah

Quorum present: Yes

I.	Call To Order	Jenny Buddin
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The meeting was called to order at 8:25 AM by President Jenny Buddin.

II.	PTO Board Meeting Minutes – Review & Approval	Katherine Robinson
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The April 2019 PTO Board Meeting minutes were reviewed at 8:27 AM. Rebecca moved to take a vote to approve the minutes; Vicky seconded the motion. The minutes were approved by unanimous vote.

III.	President’s Report	Jenny Buddin
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- 4th-5th Grade Musical is complete and was a great success.
- PTO Purpose statement:
 - Jenny is working with Katherine Glass on creating overarching purpose of the PTO and a tagline.
 - Committee Chairs will also receive a document that explains what the PTO is, what it funds, and what the purpose of their committees are.
- By Laws: Renee suggests sharing with newly nominated Board.
- PTO General Board Meeting: Fri. 5/31 - 2:45 PM; Jenny is asking people to share the meeting info with friends so we can get a quorum.
- Volunteer Appreciation lunch: 11:40 AM on Thurs. 6/6; need plates from Safeway and water from Trader Joe’s. Could also get potted plants from Trader Joe’s.
- One Community Campaign (OCC) update: final draft of marketing materials now being reviewed. Banners will go up soon.

IV.	Update on Nominating Committee for 2019-2020 Board Slate & PTO Committees	Christa West & Sarah Sobel
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- 2019-20 PTO Slate

- Please note that "auto-filled" roles were elected to serve on the board previously and are finishing out the terms of their positions. Vice President rolls to President and then rolls to Parliamentarian over a 3 year term.
 - President (auto-filled) - Sarah Sobel
 - Vice President – Kristin Lim
 - Parliamentarian (auto-filled) - Jenny Buddin
 - Treasurer – Julie Winter
 - Financial Secretary – Rebecca Emery
 - Communications Chair - Katie Gardner
 - Secretary – Laura Low Ah Kee
 - Auditor – Vickie Mrva
- Katie is being voted in for her second term as Communications Chair. Her first term was a 2 year term. She is doing a second term, but just as a 1 year term (not 2 year).
- Jenny moves to approve the slate, Renee seconds the motion. Passed by unanimous vote at 8:42 AM.
- This slate will be posted in the Otter Weekly and outside the office for 14 days before the General PTO Meeting for a final vote.

V.	Treasurer's Report	Renee Gorzynski Bache
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- Small donations are still coming in.
- Interest accumulated this month is \$171.47 vs. prior TOTAL cumulative interest for the prior year which was \$197.
- Renee update the account at the bank so that if a PTO board member wants to withdraw more than \$500, there needs to be multiple signers (Treasurer, President, Vice President, or Parliamentarian) involved.
- Cash deposits: when cash is accepted, you should count it with Dorothy Lopez or Cathy (or whoever is available in the office) to make sure to account for it properly.
- Expenses:
 - Hot lunch - paid for some coordination of hot lunch.
 - Book Fair - made more than we anticipated.
 - Outdoor Ed
 - Expenses are over budget for transportation
 - T-shirts: special 25th anniversary t-shirts for 22 teachers and aides were purchased by the PTO.
 - The t-shirts line includes all t-shirts, teacher appreciation, and the 12 scholarships awarded for students to attend Outdoor Ed.
 - The District will cover the transportation for all field trips next year.
 - Curriculum support - \$989.50
 - 3rd Grade musical: over budget but balanced out with concessions revenue.
 - 5th Grade Clap Out t-shirts: PTO hasn't received the bill yet.
 - Jim Wiltens program: very successful; he charges a flat fee which is for about 20 families, but 23 families attended.
 - Scholarships: basketball and after school programs and gift cards.
- Financial Analysis
 - Basketball - \$20077.00 revenue; \$17439.72 expenses
 - Volleyball - \$5476.84 expenses; \$4205.78 expenses
 - Book Fair - \$5431.80 revenue; \$4269.25 expenses

- 3rd Grade musical - \$824 revenue (from unexpected concessions); \$1376.49 expenses.
- Noteworthy Art - \$7436.49 revenue; \$2313.68 expenses. This is not a fundraiser for the school, so for 2019-20, the school will not offer this (per decision made by the PTO Executive Board).
- Fall Picnic - \$3588.60 revenue; \$3183.55 expenses.
- Friends & Family Day - \$863.22 for books.

VI.	Teachers Update	Trish Stella
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- Trish has been participating on the Negotiations Committee for teachers' contracts. Committee is focusing on understanding what the community needs and what the teaching profession evaluation and compensation will look like in the future.
- Site-based innovation team: this group of Oak Knoll teachers and staff will be focused on learner engagement, providing meaningful work and being learner-centered. These elements are part of the i3 work at the district level.
- Teachers have been sharing their favorite books on a board and KNOL to promote a love of reading.

VI.	Oak Knoll Update	Kristen Gracia & Leah Kessler
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- School is launching a site-based innovation team that will further define each prong of the school's mission (e.g. creating units of study around being a courageous citizen like public speaking, noticing and raising inequities, etc.). Teachers will be funded for their additional work on this.
- Class placement process beginning. Incoming Kindergarten parents do not need to fill out the class placement form.

VII.	MPAEF Update	Rebecca Emery & Katherine Glass
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- Spirit Day is Friday during lunch.
- The Run is coming up on Sun. May 19.
- The MPAEF Donor Roll draft is out.
- Wine Walk is on Sat. June 1.

VII.	District Council Update	Christa West & Sarah Sobel
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- Best practices for Hot Lunch processes across the district were shared.
- All positions for District Council have been filled and voted in for next year.

X.	Conclusion & Review of Action Items	Jenny Buddin
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- Next meeting is on 6/5/19.
- Adjourned at 10:04 AM.

These minutes were approved at 8:23 AM on Wed. 6/5/19.

Respectfully submitted,
 Katherine Robinson, PTO Secretary
 June 5, 2019