

Oak Knoll PTO
Minutes of the Regular PTO Executive Board
June 5, 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: None
Quorum present: Yes

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

Welcome New PTO Board Members

- Incoming VP: Kristin Lim
- Incoming Treasurer: Julie Winter
- Incoming Financial Secretary: Rebecca Emery
- Incoming Secretary: Laura Low Ah Kee

II.	PTO Board Meeting Minutes – Review & Approval	Katherine Robinson
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The May 2019 PTO Board Meeting minutes were reviewed at 8:20 AM. Renee moved to take a vote to approve the minutes; Christa seconded the motion. The minutes were approved by unanimous vote.

The May 2019 PTO General Meeting minutes were reviewed at 8:20 AM. Sarah moved to take a vote to approve the minutes; Katherine Glass seconded the motion. The minutes were approved by unanimous vote.

Oak Knoll PTO Board Google Drive has been shared with new members. Check to see if anyone has access issues.

III.	President’s Report	Jenny Buddin
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- Committee Chairs meeting held last week; goals discussed to Committee Chairs understand how their work supports the PTO’s purpose.
- PTO Purpose Statement review
 - Committee Chairs have a copy of this and Jenny is sharing with the PTO this morning.
 - Kristen suggested having an “exit circle” for outgoing Committee Chairs to give feedback about the event, their budgets, improvements for next year, etc. Jenny supports doing this in person to foster person to person connections and pass off. Katherine G. suggested meeting in the Staff Room or the Library.

- Next year, Kristen would like to go through the same brainstorming exercise with Site Council to make sure the purpose is clear for all.
- Katie will make sure that the Purpose Statement is posted to the website.
- Kristen also suggested including this is Sarah's PTO President launch letter in the fall.
- Volunteer Appreciation luncheon tomorrow
 - Kristen suggested purchasing plastic ice buckets and water dispensers and using compostable cups going forward.

IV.	Treasurer's Report	Renee Gorzynski Bache
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- Renee requests that everyone submit her expenses before June 20.
- Renee was contacted by Hillview PTO to understand how Oak Knoll runs its financial accounts and processes, including Quickbooks online, and how we invest our extra income. They were also interested in our accounting firm and how we process our taxes.
- Financial Accounts review
 - Account interest: Renee projects we'll make ~\$1000 this year
 - 4th/5th Grade musical:
 - Revenue: still coming in from digital downloads and concessions. Parent organizers are planning to make photo books.
 - Expenses: video, costumes, supplies, and pizza party
 - Clap Out t-shirts: some scholarships
 - Field trips:
 - Trish asked a question about the \$5000 budget for field trips, but then thought the budget was lowered to \$3500. For buddy classes field trips, Renee said that costs were split between the classes' budgets.
 - MPCSD will cover transportation beginning in 2019-20. Each school will get \$50K for field trips. The 2019-20 Oak Knoll PTO budget has been adjusted for this transfer of expenses.
 - Future expenses:
 - Oak Knoll murals will be repainted and costs covered by MPCSD. Murals will be re-done one at a time.
 - New bench will be installed and painted in honor of the Oak Knoll student who passed away last year.
 - Potential new eating area with an awning/sun cover. This might be used for 5th graders. Could be added into the aesthetic durables line item. We would follow the new PTO financial review policy to consider this next year.
 - *Reminder from Renee that the budget is just a guess. It's ok to overspend if need exists.

V.	Teachers' Update	Trish Stella
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- End of the year crunch time.
- Construction ongoing.
 - 15 teachers are packing up to get new lights and ceilings.
 - New playground being built off of K-5.
- District Board meeting last night where many teachers were recognized with a variety of awards.
- Renee Lavezzo's retirement party was held over the weekend.

VI.	Oak Knoll Update	Kristen Gracia & Leah Kessler
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- 5th graders being elevated this year through 5th grade lunches,
- Construction will have a big impact on the school over the summer (classroom updates, pre-school playground construction, bathrooms to be added in K-5, etc.).
- SBAC testing is completed for the year. Feedback has to be proved real-time about technology and content challenges.
- Portfolio Nights in process. One last week and one tomorrow night.
- Major core areas and annual goals are reviewed at the end of each year.
- Class placement for next year in progress. Kristen and Leah have read all of the parent input forms.
- Leah goes out on leave and Alicia will be the TOSA to cover for her.
- Some classrooms are looping next year. Some job shares will continue as well.
- Music: K-2 violin program will be changed for next year and all K-2 will participate in Orff.
- Game cart for one day a year. Nicole Scott will keep the cart in her room and ideally, parents could volunteer to help at lunch.
- Could also consider lunchtime parent volunteer for short courses/clubs like sewing.

VII.	MPAEF	Rebecca Emery & Katherine Glass
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- Foundation has wrapped up well this year. We are above the yearly goal (\$3.7MM) at 102%, so some money will be able to be contributed the endowment. 5% increase in participation this year.
- Fund a Need = \$450K
- Auction planning is beginning already.
- The Wine Walk was last weekend.
- New Business Development team is thinking about new ways to include local businesses in the MPAEF.
- There is a Board meeting next Tuesday 6/11 at 6:00 PM at TERC. Everyone is encouraged to attend with their children to present the check to the MPAEF.

VIII.	District Council Update	Christa West
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- Last meeting of the year is this Friday 6/7.

IX.	Farewell to Outgoing Members	Jenny Buddin
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- Outgoing Parliamentarian and Financial Secretary: Christa West
- Outgoing Treasurer: Renee Gorzynski Bache
- Outgoing Secretary: Katherine Robinson
- Outgoing MPAEF Envoy: Katherine Glass

X.	Conclusion	Jenny Buddin
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- 2018-19 school year PTO meetings are concluded.
- Adjourned at 9:50 AM.