

**Oak Knoll PTO**  
**Minutes of the Regular PTO Executive Board**  
**September 13, 2017**  
**8:15 – 9:30 AM**  
**Oak Knoll – Staff Room**

<b>2017-2018 Executive Board Officers:</b>	
Christa West, President	Katie Gardner, Communications Chair
Jenny Buddin, Vice President	Kristen Gracia, Oak Knoll Principal
Janelle McCombs, Parliamentarian	Leah Kessler, Oak Knoll Assistant Principal
Katherine Robinson, Secretary	Trish Stella, Teacher Representative
Renee Gorzynski Bache, Treasurer	Rebecca Emery, Co-MPAEF Representative (Envoy)
Caitlin Darke, Financial Secretary	Karen Dobbyn, Auditor

**Absent:** Karen Dobbyn

**Quorum present:** Yes

<b>I. Call To Order, Welcome, &amp; Introductions</b>	<b>Christa West</b>
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The meeting was called to order at 8:21 AM by President Christa West.  
We re-arranged the agenda to wait until Kristen and Leah could join us.

<b>II. PTO Board Meeting Minutes – Approval</b>	<b>Katherine Robinson</b>
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There were no PTO Board Meeting minutes to approve since this was the first meeting of the 17-18 year.

<b>III. MPAEF Update</b>	<b>Rebecca Emery</b>
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- \$3.45MM is the annual goal; \$697K contributed as of last week. 93% of this is from parents.
  - Had to cut \$2.2MM from this year’s budget because of Measure X.
- Dine Out Event: 10/23-26
  - suggestion that classrooms plan ahead, eat out together, and invite their teachers
  - BBC has been added to list of restaurants
- New Family Social: 9/24 at Hillview from 3:00-5:00 PM.
  - MPAEF will have volunteers there. If MPAEF needs help with volunteers let Christa know.
  - This year’s event for the whole district together, not by school as in the past. Kids are invited.

<b>IV. District Council / Parent Ed Updates</b>	<b>Jenny Buddin</b>
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- District Speaker Series - Safe Routes to School: 9/19 at 6:30 at Hillview
- Girls Leadership Institute: Jan/Feb 2018; still waiting to confirm rooms
- Mindfulness Coffee in the morning for parents: no date yet; will bring in speaker; Nicole Scott organizing.

<b>V. District Update</b>	<b>Janelle McCombs</b>
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- First meeting last week; Eric led it with lots of enthusiasm and ideas

<b>VI. Oak Knoll Update</b>	<b>Kristen Gracia, Leah Kessler</b>
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- Smoothest opening of school Kristen has seen; staff came back energized and ready
- “Whole Teacher” initiative launched: defined what it means to be an OK teacher
  - Created framework designed to be useful for all teachers regardless of their career path stage; includes 4 components - teaching, connection, collaboration, and communication
  - Kristen and Leah will have 1:1 meetings with each teacher to discuss individual goals.



- Teachers will observe one another and connect with kids to see if they understand class activities.
- Site budget reflects Whole Teacher Component categories
- Kristen contacting Mission poster artist to see if she can create a visual representation of the Whole Teacher framework.
- Student Placement
  - successful, well-defined process; fewer complaints this year
  - Focused on Teacher Time - important measure for balancing kids in classes.
- “Beyond Me” Challenge: every year, there is a school-wide project that highlights the school’s mission.
  - launched today at the KNOL Live Character Day assembly; last year was “Motivated Me” Challenge.
  - Parent survey data cited interest in focus on embracing diversity which lead to “Beyond Me” - getting outside yourself to embrace diversity through learning, understanding and doing.
    - Grow Your Brain - learn about another place and/or culture in our world
    - Be Compassionate - empathize with people of diverse backgrounds and experiences
    - Provide Service - Give a helping hand to a community outside of your own (doesn’t have to be outside of MP)
  - Classes earn badges for their classroom by submitting projects that Kristen and Leah review; would like to highlight class examples in the Newsletter.
- Bioswale project
  - Only One You book for each class. Mr. A did a project for each grade level and they painted the rocks now laid out in the bioswale.
  - Future projects - painting ball wall, mural; send ideas to Kristen
- New sandbox
  - Very popular; new toys coming; umbrella installation in progress
- Back to School Night: 9/7
  - many attendees, no negative feedback, parking challenging; received some donations for MPAEF and PTO
- Safety reminders: top priority is to keep kids safe; exploring many avenues to do this
  - Speaker Series Safe Routes: Between Home and School - Why Safe Routes Matter and How to Make Them Happen, Tues. 9/19, 6:30pm, Hillview PAC
  - Leah meeting with 2 school reps this week to discuss ideas
  - Partnering with Police Dept. Officer Ferguson does safety videos; request that she focus on running stop sign on Lemon and Middle/Oak
  - Assistant Principals discussing strategic plans for each school in the district
- Door hangers for neighbors’ doors that note OK’s busiest days
  - Halloween, Back to School Night, Friends and Family Day, etc.; thank you message and let us know if you need anything
- Halloween Parade idea: potential OK parade on streets near school for more of a community feel; would need field trip forms for the whole school and coordination with police; some feedback that this would take a lot of effort.

<b>VII.</b>	<b>Teachers’ Update</b>	<b>Trish Stella</b>
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- Back to School Night great
- Trish joining this committee again for 17-18
- District Leadership feels different this year; very thoughtful, concise direct communication style; teachers feel their time is valued - very important; each administrator spoke about projections for the year.
- Teacher Work Day: 9/11



- allowed for collaboration and respected their time
- dates are chosen to match with high school calendars; suggestion for future day to align with Labor Day
- Focus is collaboration around student outcomes, so want to reserve days to look at student data that has been gathered.

<b>VIII.</b>	<b>Joint Campaign Update</b>	<b>Christa West</b>
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- 17-18 PTO Financial Goal: 31% as of this morning.
  - Tracking with this time last year (had to have very big push at the end last year - used half sheets). Only 25% of families have contributed thus far.
  - Teacher letters go out this week who will personalize their appeals to parents; principal's letter goes out next week.
  - What to emphasize in the solicitations going forward:
    - ANY amount of contribution is appreciated. Participation is the most important.
    - Explain that PTO funding is for THIS school year. "Our proposed field trips will only happen if we meet our goal." or "As of right now, we will only be able to fund 30% of all proposed field trips."
    - Corporate Matching

<b>IX.</b>	<b>2016-17 Treasurer's Update</b>	<b>Renee Bache on behalf of Karen Dobbyn</b>
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- 2014-15 taxes not filed last year but Karen has now filed these.
  - Fined by \$7120 by IRS and \$57.17 by the Franchise Tax Board; IRS granted 45 day extension so we aren't delinquent on the bill yet.
  - Drafting letter to request that fine be excused. Tax accountant said these fines are usually forgiven but they are under-staffed so this might take awhile to process.
- At the Oct. meeting, Karen will explain how this issue came up and was addressed.

<b>X.</b>	<b>2017-18 Treasurer's Report</b>	<b>Renee Bache</b>
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- PTO Budget
  - ~\$45K - most is PTO campaign
    - ~\$29,882 donated as of yesterday; needs to be reconciled for prior month and some of these funds are for volleyball registration.
    - PayPal - questions about funds threshold; our practice is to make transfers to the school's account once \$5K accumulates.
  - Renee will call district every 3 months to see if they can bill us in the year in which the expense is incurred instead of the following year.
  - Clarified College Bound program charge - late bus on Tuesdays for the duration of the Teacher as Mentor program; Kristen and Leah will look into this to see if all PTOs are charged for this.
- PTO Insurance
  - Received bill from AIM, the insurance company we use which is based in Texas, that included a disclaimer letter us know that they are not covered by the California Insurance Guarantee Funds.
  - Renee did research to compare options (AIM - current vs. RV Nuccio and Assoc.)
    - Current insurer: AIM
      - Based in Texas; CA Dept of Insurance says AIM isn't on their list.
      - Coverage provided:
        - General liability - cover up to \$1MM



- Medical - \$50K
- Officer liability - \$1MM
- Bond - \$10K
- Yearly dues: \$475
- Potential new insurer: RV Nuccio and Associates Insurance Brokerage
  - 60 years in business, specializes in nonprofit, PTA and PTO insurance, covered by the California Insurance Guarantee Funds.
  - Coverage provided:
    - General liability - \$1MM - \$2MM
    - Medical - \$50K
    - Officer liability - \$1MM
    - Bond (covers bank funds) - \$50K
  - Yearly dues: \$440
- Next steps:
  - Christa will reach out to the other district PTOs to ask who they use.
  - Renee will call the BBB
  - Decision to be made before renewal is due on Sept. 20.
    - Renee sent out the coverage and dues information described above to the PTO Board on 9/14. The Board took a virtual vote over email and unanimously decided to switch to RV Nuccio and Associates Insurance Brokerage

<b>XI.</b>	<b>Adjournment</b>	<b>Christa West</b>
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President Christa West adjourned the meeting at 10:08 AM.

Respectfully submitted,  
 Katherine Robinson, PTO Secretary  
 Date approved: 10/11/2017

