

**Oak Knoll PTO**  
**Minutes of the Regular PTO Executive Board**  
**October 10, 2019**  
**8:15 – 10:00 AM**  
**Oak Knoll – Staff Room**

<b>2019-2020 Executive Board Officers:</b>	
Sarah Sobel, President	Rebecca Emery, Financial Secretary
Kristin Lim, Vice President	Katie Gardner, Communications Chair
Jenny Buddin, Parliamentarian	Kristen Gracia, Oak Knoll Principal
Laura Low Ah Kee, Secretary	Alicia Payton, Guest Oak Knoll Assistant Principal
Julie Winter, Treasurer	Katherine Glass, MPAEF School Liaison

**Absent:** Trish Stella, Aly Gay, Vickie Mrva

**Quorum present:** Yes

<b>I.</b>	<b>Call To Order</b>	<b>Sarah Sobel</b>
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The meeting was called to order at 8:17 AM by President Sarah Sobel.

<b>II.</b>	<b>PTO Board Meeting Minutes – Review &amp; Approval</b>	<b>Laura Low Ah Kee</b>
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The September 2019 PTO Board Meeting minutes were reviewed at 8:18 AM. Kristin Lim moved to take a vote to approve the minutes; Jenny Budin seconded the motion. The minutes were approved by unanimous vote.

<b>III.</b>	<b>President’s Report</b>	<b>Sarah Sobel</b>
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- OCC Campaign Update:
  - The OCC Campaign has closed. We achieved 93% of the campaign’s financial goal, but matching gifts have not hit yet. Oak Knoll is at 78.5% participation which was very strong.
  - A small group will form to discuss strategies for next year.
  - Families can donate directly to the PTO now that the OCC campaign is over, but the PTO will not be actively soliciting for PTO-directed gifts.
  - Pledges seemed to be higher this year, but since OCC Steward Role officially ends after the campaign, there was some question whether the PTO should get involved in moving pledges along. This is still in discussion.
- PTO General Meeting:
  - The PTO General Meeting is currently scheduled for 10/23/19. However, we do not have the budget finalized so we will move the meeting out by a couple of weeks. Sarah will work on rescheduling.
  - Katherine Glass suggested posting about the meeting on the kindergarten doors to increase attendance.
  - The idea of holding the PTO General Meetings in the evening was discussed; we may try this for a future meeting.
- The Halloween Parade is coming up on Thursday, October 31, 2019. The PTO will not be setting up coffee this year.

<b>IV.</b>	<b>MPAEF Update</b>	<b>Katherine Glass</b>
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- The OCC Campaign has closed.
- The next MPAEF event is the Dine Out from October 15-17, 2019. Katherine will be picking up posters.

<b>V.</b>	<b>Treasurer's Report</b>	<b>Julie Winter</b>
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- Generally the budget is on track.
- Volleyball income is slightly higher due to higher than expected registration; Otterwear sales are also higher than budgeted, mostly from sales at the Fall Family Picnic.
- Attendance at the Fall Picnic was strong. However, food did not do as well as well as expected - it comes in at a loss of \$500, although PTO covered food for staff that had not been budgeted.

<b>VI.</b>	<b>Parent Education Update</b>	<b>Kristin Lim</b>
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- No major updates. Updates will be in the next newsletter.
- Oak Knoll has exclusive access to the Girls Leadership program until November 1st; after that it will be open to the general public.

<b>VII.</b>	<b>Oak Knoll Update</b>	<b>Kristen Gracia</b>
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- The Book Fair is coming up next week. Oak Knoll's goal for the book fair is not for it to be a fundraiser, but a "book-raiser" to boost our classroom libraries.
- Site-Based Innovation(SBI) Team - Kristen created the SBI Team at the end of last school year and opened to all teachers. Response from staff was overwhelmingly positive; 25 staff members volunteered to participate. Goal is to integrate our vision and values with our curriculum and standards. The team recently received training from the Design School at Stanford. Rob Strain is working with Kristen as well.
- The California Standards for the Teaching Profession (CSTP) inform teachers evaluation performed every other year. Level III Teachers who have been at Oak Knoll for more than 10 years and are evaluated every third year. However, Kristen does perform a version of the evaluation every year for all teachers, including a self-assessment. The results showed that the staff overall is very reflective and engaged.
- Teacher Peer Admin (TPA) was created two years ago to observe each classroom and provide feedback to identify promoters of learning. Last year, two rounds were performed. This year, we have already completed the first round. Seven rounds will be performed overall this year and has been built into our master schedule so that guest teachers do not need to be hired to complete the rounds. Feedback is placed on Kristen's white board and included in her Feedback Friday newsletter that is shared with all staff.
- First round of Teacher Admin meetings will be finished this week; during this time, Kristen meets with each teacher to talk about each student in their class. Three rounds will be performed this year. Kristen has found this to be much more effective to do in person vs. looking at feedback and data on each student on a spreadsheet. It also builds accountability for the teachers to identify strategies to work with individual students.
- Members of the PTO encouraged Kristen to share some of the above strategies with parents through ParentSquare and/or the PTO General Meeting.
- Kristen would like to get rid of all of the existing walkie talkies and instead switch companies and purchase new walkie talkies. The cost would be \$5,000 and ideally pulled out of Aesthetics and Durables. The PTO was supportive.

- Katie Gardner made a suggestion related to the Lion King call-backs, requesting that teachers all handle call-backs in the same way so that students all find out in the same way at the same time. Kristen will check with the music teachers about this.
- Julie Winter inquired whether the school will do the Community Read again this year; Kristen said we will likely do that every other year. Instead, we will most likely do a Free Range project which is a parent-child-school project.

<b>VIII.</b>	<b>Conclusion &amp; Review of Action Items</b>	<b>Sarah Sobel</b>
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- Next meeting is on 11/13/19.
- Adjourned at 9:26 AM.

Respectfully submitted,

Laura Low Ah Kee  
PTO Secretary