

**Oak Knoll PTO  
Minutes of the Regular PTO Executive Board  
April 19, 2017  
8:15 AM  
Oak Knoll – Staff Room**

<b>2016-2017 Executive Board Officers:</b>	
Janelle McCombs, President	Tamara Russel, Communications Chair
Christa West, Vice President	Kristen Gracia, Oak Knoll Principal
Stephanie Chen, Parliamentarian	Jonathan Coldoff, Guest Oak Knoll Assistant Principal
Lauren Heysse, Secretary	Trish Stella, Teacher Representative
Karen Dobbyn, Treasurer	Christa West, Co-MPAEF Representative
Renee Bache, Financial Secretary	Sherrie Feinstein, Auditor

**Absent:** Kristen Gracia, Lauren Heysse

**Quorum present:** Yes

<b>I.</b>	<b>Call To Order</b>	<b>Janelle McCombs</b>
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The meeting was called to order at 8:21 a.m. by President, Janelle McCombs.

<b>II.</b>	<b>PTO Board Meeting Minutes – Approval</b>	<b>Stephanie Chen for Lauren Heysse</b>
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The March 8, 2017 PTO Board Meeting minutes were approved by board.

<b>III.</b>	<b>Treasurer’s Report</b>	<b>Karen Dobbyn</b>
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- Still receiving corporate matching (\$200), Currently at \$15K of revenue with budget of \$8K
- Spent the AS Sports profit to purchase four new soccer goals (small but heavy duty), new footballs with different grip surfaces, soccer goals for Kinder yard, basketball hoops with removable backboards
- Field trips continued to be paid for (Walt Disney, AT&T Park, Roaring Camp, etc.)
- Aladdin banked \$1,240 of revenue from Concessions with expenses to-be-paid
  - Feedback on musical: Allocate seats/Purchase by seat, Have 3 shows if large cast, Positive feedback on Friday post-dismissal show, Multiple waiting lines for entry
- Outside programs continued to be paid for (Calligraphy, California Bound, Theatreworks, etc.)
- Friends & Family Day “broke even” (Book Sales revenue equal to expenses of \$700)
  - Question: Who originally provided the books? Jonathan to ask Jane Bennion

<b>IV.</b>	<b>Teachers’ Update</b>	<b>Trish Stella</b>
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- PD Day during the week before Spring Break. Collaboration Around Student Outcomes (“CASO”). Revisited where all teachers were with their college-bound students
- Mentoring program going well
- Teachers have received tentative assignments for next year

<b>V.</b>	<b>Oak Knoll Update</b>	<b>Kristen Gracia, Jonathan Coldoff</b>
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- Kinder registrations are still coming in, but enrollment not sufficient to support two Kindergarten multi-age strands/classes; as a result, the Kindergarten class of the Chan-Poole-Jagelka will be discontinued for 2017-18. Joyce Chan and Alicia Poole will continue as a 1-2 multi-age strand while Megan Jagelka will move to teach a different grade next year.

- Positive feedback on Science Fair
- Family Engineering Night (STEAM on the Knoll) coming up on April 26, 5:00 to 6:30 PM. Will be staffed completely by teachers so parents can be involved hands-on with their children on the activities
- Kristen and small group of teachers went to conference in San Antonio before Spring Break. They will present to rest of school teachers what they learned
- Oak Knoll has become a Seesaw school, which is a communication and e-portfolio platform. Especially useful for the school's "super" specialists (Art, Music, Library, PE)
- Smarter Balanced assessments start next week with 4<sup>th</sup> grade

<b>VI.</b>	<b>District Update</b>	<b>Janelle McCombs</b>
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- Re-enrollment must be completed this week

<b>VII.</b>	<b>MPAEF Update</b>	<b>Christa West</b>
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- Auction raised \$240K on goal of \$308K, approx. 250 people attended the event
- Schoolhouse Rocks on May 21. Expected to be a bigger event than prior years. More community-focused event. Route changed to single loop

<b>VIII.</b>	<b>District Council / Parent Ed Updates</b>	<b>Christa West</b>
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- April Coffee Talk has been canceled; final Coffee Talk will be in May with Willy Haug from Hillview
- District Council is working through nominations

<b>X.</b>	<b>Other PTO Updates</b>	<b>Janelle McCombs</b>
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- Teacher Appreciation Week is next week
- Volunteer Appreciation Luncheon on June 2, actual luncheon time is 11:30 AM to 1:00 PM. PTO General Meeting will follow immediately afterwards for voting on 2017-18 PTO Board Slate, 2017-18 Proposed PTO Budget, and changes to ByLaws

<b>IX.</b>	<b>Adjournment</b>	<b>Janelle McCombs</b>
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President Janelle McCombs adjourned the meeting at 9:30 a.m.

Respectfully submitted,  
 Stephanie Chen/Lauren Heysse, PTO Secretary  
 Date approved: 5/10/2017