

Oak Knoll PTO
Minutes of the Regular PTO Executive Board
May 10, 2017
8:15 AM
Oak Knoll – Staff Room

2016-2017 Executive Board Officers:	
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: None

Quorum present: Yes

I.	Call To Order	Janelle McCombs
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The meeting was called to order at 8:20am by President, Janelle McCombs.

II.	PTO Board Meeting Minutes – Approval	Lauren Heysse
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The April 19, 2017 PTO Board Meeting minutes were approved by board.

III.	Treasurer’s Report	Karen Dobbyn
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- April – Slow Month in terms of financials
- Hot Lunch: Due to the challenges in fully & consistently staffing hot lunch with volunteers, earlier in the school year we deployed the Newton Yard Duty for a set amount of time each day to patrol Hot Lunch and manage volunteers (call, schedule, remind).
 - Survey: Negative comments regarding food, unique to Oak Knoll as other schools like the food
- Materials: Historical Books (\$368 Cline and Murphy) & carpet (\$398 Chan)
- Kindergarten field trip: Princess and the Pea \$420
- Aladdin: To research revenue, expenses, profit / To discuss how profits work with Hillview for next year & how other schools sell tickets
- School Spirit/Leadership: Staff Meeting \$222
- Coach Fingerprinting: OK paying for fingerprinting for coaches, reviewed and cleaned up (add to budget for next year)

IV.	Teachers’ Update	Trish Stella
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- *In conjunction with Kristen’s comments below*

V.	Oak Knoll Update	Kristen Gracia, Jonathan Coldoff
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- STEAM Event: Huge success and a trial year, happy with the outcome, many families attended, positive feedback, staff ran the sessions → Huge success
 - Next Year: Considering a similar event once a trimester on a smaller scale (fewer stations)
 - Areas of Improvement: Attract out of neighborhood kids to attend, Considering PTO paying for event

- Program called “Teacher as Mentor” (supporting more at risk kids – College Bound program): Teachers work with the kids one day after school and on 5/9/17 these 30 kids participated in the STEAM program in the gym
- Next generation Science Standards will be rolled out next year: Will be piloting new curriculum
 - Science Fair: In the future, goal would be to have each student participate and include the Science Fair in the curriculum (more of an in-school project), important for kids to learn scientific method and process
- Superintendent spent time at OK in May: Nice having him around, attended staff meeting in which they discussed teacher input (what do they want their students/school to all engage on) – looking at what practices we can make consistent that tie us together as a school
 - Ideas – Work Smarter:
 - More efficient with instructional time: For example, consistent handwriting program (each teacher teaches handwriting differently – use the same handwriting program across the school)
 - Specialist Time Efficiency: Rearrange to be with the grade so that the specialists can better prepare and collaborate among teachers/grades
 - Teacher Observation: Most of the teachers want to observe other teachers (growth mindset)
- Testing for 3rd, 4th and 5th Graders: Almost complete for the year, we spread the tests out more this year compared to last year and gave the kids lots of breaks
- 3rd Grade Tours for Multi-Age: Kristen has been touring parents
- Input Placement Forms are coming in, Kristen will review in a few weeks
- Enrollment (Tentative): District enrollment is increasing and OK enrollment is decreasing
 - OK: Based on lower enrollment, we may go down to one fewer classes in kindergarten (approximately 96 kindergartners enrolled so far)
 - OK School Student/Class Average will be 23/24 in a class (class size increasing due to Measure X)
 - Teachers: 3 retirements over 2 classrooms – Kristen is planning teacher class placement for the next school year
- Improving Information Flow between OK and Hillview: Working to create better systems between the schools: As we have 6 years of information on our kids and want to share information for their placement and ongoing success. Also going to have transition meetings between the schools.
- 5/9/17 Board Meeting: Re-designated Second Language Learners were honored (12 OK kids), lots of financial discussions

VI.	District Update	Janelle McCombs
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- Early Learning: Laurel will open a preschool next year (pilot program), the major school opening will happen in 2018-2019, will be for-profit, in our strategic direction

VII.	MPAEF Update	Christa West
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- School House Rocks Run coming up: Friday is spirit day to promote the race
- \$3.7M Fundraising Goal: Still short \$270k (usually the run raises \$60k), overall goal is \$100k higher this year

VIII.	District Council / Parent Ed Updates	Christa West
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- Last Coffee Talk happening next week with the Principal of Hillview about transition to Hillview

X.	Other PTO Updates	Janelle McCombs
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- Volunteer Appreciation Lunch: Friday, June 2nd: Need help around 10:30 for set up from PTO board
- Official General PTO Board Meeting on June 2nd: To vote on budget and board

IX.	Adjournment	Janelle McCombs
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President Janelle McCombs adjourned the meeting at 10:00a.m.

Respectfully submitted,
Lauren Heysse, PTO Secretary
Date approved: 6/7/2017