

**Oak Knoll PTO**  
**Minutes of the PTO Executive Board Meeting**  
**January 15, 2020**  
**8:15 – 10:00 AM**  
**Oak Knoll – Staff Room**

<b>2019-2020 Executive Board Officers:</b>	
Sarah Sobel, President	Kristen Gracia, Oak Knoll Principal
Kristin Lim, Vice President	Leah Kessler, Oak Knoll Assistant Principal
Jenny Buddin, Parliamentarian	Trish Stella, Teacher Representative
Laura Low Ah Kee, Secretary	Aly Gay, MPAEF School Liaison
Rebecca Emery, Financial Secretary	Katherine Glass, MPAEF School Liaison
Katie Gardner, Communications Chair	Vickie Mrva, Auditor

**Absent:** Julie Winter

**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 8:20 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 December 2019 PTO Board Meeting minutes were reviewed at 8:20 AM. Katherine Glass moved to take a vote to approve the minutes; Kristin Lim 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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- **District Council Recap**
  - District Council recently had a meeting
  - One Community Campaign (OCC) is recruiting for a new chair for next year
  - February 5th Speaker Series, interactive panel
  - Parent survey going around in February
  - District calendar coming out in February
  - Parcel tax and bond measure coming down the pipeline, debating whether to do November 2020 or later based on the results of Prop 13 and general election.
- **Recruiting Season**
  - PTO Executive Board and Committees beginning to recruit for next year.
  - We will do a district wide recruiting event ( which covers both PTO and MPAEF positions) again this year which was successful for us in the past; will occur February 11th, 2020.
  - Jenny Buddin will begin to put together a nominating committee.
  - Kristin Lim will begin putting together PTO committees next year; Sarah suggested that current committee chairs be responsible for trying to identify next year’s chairs.
  - Rebecca Emery suggested using ParentSquare to communicate open committee chair positions to cast a wider net.
- **Upcoming Parent Mix-n-Mingle Events**

- 5th Grade Parents - February 4th (during Outdoor Ed week) at Dutch Goose
- All parents - April 14th at Dutch Goose
- One Community Campaign
  - MOU is almost completely agreed upon
  - Marketing Team to kick off soon

<b>IV.</b>	<b>MPAEF Update</b>	<b>Katherine Glass</b>
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- Auction Table available for PTO leadership
- Tickets open to all families starting January 23rd
- Still looking for adult parties, vacation homes
- Discounted party tickets are available to teachers to purchase
- Trish Stella discussed the desire to have the Kindergarten Teacher Party be in the format of the highest bidder's class wins; Aly Gay will follow-up with Auction Solicitations Chair to confirm that this format can be done.

<b>V.</b>	<b>Treasurer's Report</b>	<b>Sarah Sobel</b>
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- We are on track for the budget
- There is an issue with \$7,000 in checks that were deposited but have not appeared in the count; Julie Winter is going to the bank to sort it out.
- Kristin Gracia is purchasing a new Oak Knoll banner to feature our designation as a California Distinguished School. T-shirts were purchased for the teachers and pencils were purchased for all students also featuring this designation. A raffle was done to invite two teachers to the award ceremony at the Disneyland Hotel in February - Patty Kelly and Karen Clancy were selected.

<b>VI.</b>	<b>Parent Education Update</b>	<b>Kristin Lim</b>
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- All programs began this week.
- Jim Wilton's program did not enroll as highly as last year; perhaps schedule for later in the year. There may also be the issue of 4th graders doing the program last year, and therefore not repeating again this year in the 5th grade.
- Katie Gardner mentioned that the illustrator for the cookbook Salt Fat Acid Heat (Wendy MacNaughton) would be open to coming address students and/or parents.

<b>VII.</b>	<b>Teachers' Update</b>	<b>Trish Stella</b>
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- Kindergarten orientation night is next week - Thursday 1/23/20 6pm-7:30pm
- Retirements; Mr. Quarre (teacher) and Dorothy Lopez (office) are retiring next year.
- Students gave speeches on social emotional learning at the recent school board meeting.
- Staff party was last week.

<b>VIII.</b>	<b>Oak Knoll Update</b>	<b>Kristin Gracia</b>
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- Welcome back to Leah Kessler; kudos to Alicia Payton for doing a great job at Guest Vice Principal.
- Staff Development occurred on January 6-7th to work in the classroom and see Cornelius Minor speak. Kristin is considering how he might be able to come back next year. Sarah suggested we see if he might be willing to also do a parent session if he comes back.
- Outdoor Education is coming up in February

- Karen Junker is Professional Developer around Restorative Practices who presented to staff recently.
- 3rd Grade Lion King performance is coming up.
- Kristin is working on checking in on Parent Square with each grade level of parents.
- Kristin has her 360-degree review coming up, involves parents, students, and staff.
- Feedback February is coming up, when school survey is being circulated.
- A school board member is going to start attending our PTO meetings; Scott Saywell is our rep and has been invited to attend.
- 5th Graders are participating in the D.A.R.E. Program, taught by our school officer Victoria Trask; the program is now more about judgment and decision making.
- Katie Gardner asked about the crossing guard vacancy on Oakdell; there is a challenge to finding interested candidates. Kristin Gracia is going to follow-up with Erik.
- Katherine Glass mentioned that After School Programs are having trouble staffing their programs and have asked if the school would offer stacked programs (e.g., 3-4pm and 4-5pm); we will pilot in Spring.

<b>IX.</b>	<b>Conclusion &amp; Review of Action Items</b>	<b>Sarah Sobel</b>
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- Next meeting is on 2/12/20.
- Adjourned at 9:42 AM.

Respectfully submitted,

Laura Low Ah Kee  
PTO Secretary