

**Oak Knoll PTO**  
**Minutes of the Regular PTO Executive Board**  
**December 14, 2016**  
**8:15 – 9:30 AM**  
**Oak Knoll – Staff Room**

<b>2016-2017 Executive Board Officers:</b>	
Janelle McCombs, President	Kristen Gracia, Oak Knoll Principal
Christa West, Vice President	Leah Kessler, Oak Knoll Assistant 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
Tamara Russel, Communications Chair	

**Absent:** None

**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 8:25am by President, Janelle McCombs.

<b>II.</b>	<b>PTO Board Meeting Minutes – Approval</b>	<b>Lauren Heysse</b>
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The November 9, 2016 PTO Board Meeting minutes were approved by board.

<b>III.</b>	<b>Treasurer’s Report</b>	<b>Karen Dobbyn</b>
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- Treasurer noted that things have slowed down at year end
- PTO Membership: Still receiving money from families as well as corporate matching
- Summary of School Programs – Profit:
  - Noteworthy Art: \$7,654
  - Book Fair \$3,399
  - Otterwear \$2,383
  - Basketball \$5,059 (expenses: insurance, assessment (Legarza was fantastic), city of Menlo Park):  
*Karen to review as we should not be making money on school sports*

<b>IV.</b>	<b>Teachers’ Update</b>	<b>Trish Stella</b>
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- School Board Meetings: 10 school board meetings so far this year – Teachers very happy that they are putting a Parcel Tax on the March ballot (no pink slips)
- Contracts for next year: Starting negotiation
- Baby shower for Leah Kessler and Megan Jagelka: hosted by administration and teachers (very connected teacher community)

<b>V.</b>	<b>Oak Knoll Update</b>	<b>Kristen Gracia, Leah Kessler</b>
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- Oak Knoll is a special place – community of partnership felt by all
- Jonathan Coldoff (former 4<sup>th</sup> and 5<sup>th</sup> grade teacher and current Technology coach at Oak Knoll and Encinal) will be taking the role of Guest Assistant Principal while Leah is on maternity leave

- Jonathan is working on his Administrative Credential. Jonathan, Kristen, and Leah have all been working closely to make sure that there is a smooth transition for everything to be covered during Leah's absence
  - Leah maternity leave: will begin leave when school resumes in January, and will be on leave for the remainder of the school year, returning intermittently to support planning for next school year, before returning full-time in August
- Report Cards:
  - First trimester report cards distributed on 12/12/16
  - Piloting different report cards in 4<sup>th</sup> and 5<sup>th</sup> grade
- Specialist programs:
  - New: Specialist teachers each have a website to keep parents informed on their work with students (any updates will be noted in weekly all school newsletter)
  - Parents are welcome to tour specialists' classrooms (open door policy)
- Ms. Bee Tee is out for two weeks in December – Samantha Johns teaching Orff students with 4<sup>th</sup> and 5<sup>th</sup> grade band students (working very well)
- Musical auditions: going well, kids are excited (goal is to get more boys involved, idea is to have all of the male teachers at OK to talk about the arts and music on KNOL)
- Basketball on playground: OK is being very thoughtful about making sure all students have the opportunity to play during recess
  - Mrs. Scott is working with competitive players to discuss sport etiquette
  - Open for all: Asked competitive players to play on Monday/Wednesday/Friday and those who are new to the game and/or want to practice skills to play on Tuesday/Thursday
  - Balancing act of being open for all and supporting kids in their interests and excitement towards a game
- Last night's board meeting:
  - English Language Adoption (ELA): OK has had many committee meetings and has vetted programs to find the best program to meet our students' needs – goal is to use a program that is rigorous and differentiated (the box programs are not fitting our students' needs)
    - OK has had success with Readers and Writers Workshop, but it does not have phonics or a grammar program – so we are designing/creating and piloting our own ELA program to include:
      - Readers and Writers Workshop
      - Words Their Way (word study program to learn the rules of the English language vs. spelling lists, differentiated as kids are assessed and put into work study group)
      - Fountas and Pinnell
    - Easier to pick a box program – what we are doing is all about instruction and the relationship between students and teachers – we are doing what is best for kids
- Math Expressions: used in all of the classrooms
- Coding: Last week was computer science week in the U.S., code.org came up with hour of code to expose students to coding, as very few schools teach computer science
  - How OK is introducing coding:
    - K-1<sup>st</sup> Grades: iPad program called Kodable – teaches them directionality, navigation, conditional expressions, procedures
    - 2<sup>nd</sup> & 3<sup>rd</sup> Grades: Clever (portal sign in) – 4 tutorials from code.org

- 4<sup>th</sup> & 5<sup>th</sup> Grades: code.org website has tons of courses for students, iPad App called LightBot – teaches conservation of code
- 5<sup>th</sup> grade: Swift Playground (“everyone can code”) – OK administration spent a day at Apple learning about their program called Swift (a language they use to write iPad apps)
- NHK broadcasting corporation coming to OK on 12/19 to do an educational technology piece on how we are teaching Computer Science (current OK parent who works in Ed Tech organized the guest visit) – will showcase how we use Raz-Kids, Seesaw, etc.
- Partnership with school in East Palo Alto (Nicole Scott leading) – idea of doing service in a partnership format with students in EPA vs. OK students always giving
- Hot lunch – hired Newton after school program teacher to run hot lunch on campus and help with process

<b>VI.</b>	<b>District Update</b>	<b>Janelle McCombs</b>
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- MPCSD Representative: District has decided not to have a school board representative for each school this year
- 12/13/16 School Board Meeting Summary:
  - Slide show reviewed the cuts that will be made regardless of what happens with parcel tax (used community feedback to make decisions and focused on things that would not be as impactful to students)
  - Reviewed the scenario if parcel tax doesn’t pass in March

<b>VII.</b>	<b>MPAEF Update</b>	<b>Christa West</b>
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- MPAEF Campaign Update: 91% of financial goal met (vs. 97% last year at this time)
  - Corporate Match: Did not offer a specific “Matching Challenge” this year, considering next year
- Giving Tuesday: Raised around \$15,000 – very successful this year
- Dine Out: Successful
- Wine Walk: Outcome TBD
- Shop MPAEF & Smile on Amazon: Pushing during holiday shopping season

<b>VIII.</b>	<b>District Council / Parent Ed Updates</b>	<b>Christa West</b>
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- District Council is very happy with new hot lunch program – it has gotten to be such a big job that they are hiring someone to manage

<b>IX.</b>	<b>Other PTO Updates</b>	<b>Janelle McCombs</b>
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- PTO Executive Board endorsement for Parcel Tax Campaign: Unanimous vote by OK PTO board to support
  - Campaign will print OKPTO Executive board endorsement on marketing materials over winter break
- PTO General Membership Endorsement - TBD

<b>X.</b>	<b>Adjournment</b>	<b>Janelle McCombs</b>
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President Janelle McCombs adjourned the meeting at 9:41a.m.

Respectfully submitted,

Lauren Heysse, PTO Secretary  
Date approved: 1/11/2016