

**Oak Knoll PTO**

**Minutes of the Regular PTO Executive Board**

**Oak Knoll Teachers' Staff Room**

**March 9, 2016**

<b>2015-2016 Executive Board Officers:</b>	
Stephanie Chen, President	Kristen Gracia, Oak Knoll Principal
Janelle McCombs, Vice President	Leah Kessler, Oak Knoll Assistant Principal
Jill Wurster, Parliamentarian	Trish Stella, Teacher Representative
Jennifer Joffe, Secretary	Terry Thygesen, MPCSD Representative
Emily Record, Treasurer	Ashley Honerkamp, MPAEF Representative
Karen Dobbyn, Financial Secretary	Sherrie Feinstein, Auditor
Tamara Russel, Communications Chair	

**Absent:** Jennifer Joffe

**Quorum present:** Yes

**I. Call to Order - Stephanie Chen**

The meeting was called to order at 8:20 a.m. by President, Stephanie Chen.

**II. Approval of Minutes – Janelle McCombs**

The regular PTO Board Meeting minutes of February 10, 2016 were approved as presented.

Motion: Stephanie Chen, Second: Tamara Russel

**III. Treasurer's Report - Emily Record**

Emily shared that fraudulent activity was discovered on the bank account in the form of 3 web-based, electronic transactions that occurred on 2/3, 2/10 and 2/16 respectively that totaled approximately \$63,000 in charges. This money will all be refunded to our account as no electronic transactions are allowed on our account. Emily is working with the bank to ensure all security measures are not only in place, but followed.

Corporate matches are trickling in, including a \$1500 donation.

Pass thru expenses are coming thru: Outdoor Ed costs are showing higher than budgeted (\$1250 vs \$800), so a review as to why (or if) the charges were higher will be forthcoming.

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#### **IV. Teacher Update – Trish Stella**

Trish reported that teachers are working on report cards for the end of trimester 2; so many teachers are going through assessments. It was also reported that at the last teacher staff meeting, the teachers voted to have 2 room parents in each classroom instead of the standard 4 for the upcoming school year.

Kristen added that Flower Day will be reorganized to just be children presenting their Teachers with flowers.

#### **V. MPAEF Update- Ashley Honerkamp**

It was reported that the auction committee is diligently working on auction solicitations. As a reminder the auction will be held on Saturday, Saturday, April 30<sup>th</sup> at MacArthur Park Restaurant in Palo Alto.

Silent Auction Items online will run from April 21<sup>st</sup>-28<sup>th</sup>. Still working on the raffle prizes, but those should be set relatively soon.

The MPAEF Foundation Run will take place May 22<sup>nd</sup>.

#### **VI. Oak Knoll Update – Kristen Gracia**

Friends and Family Day was another big success, the visitors were so happy and the students were thrilled. Teacher data shows that more and more parents are attending; the intent isn't to "burden" the parents with another event, so we may look into different wording for next year so parents don't feel obligated to attend if they don't have another representative attending.

The Science Fair is generating quite the buzz as there is a record high number of participants signed up for this year; approximately 240, up from 180 the prior year. It is likely that all of the announcements on KNOL have really generated interest in the event.

Kinder enrollment; finished the priority registration with great turnout for parent tours. Based on data today, it looks like there will be five (5) Kinder classes. Not certain if a lottery will be required for the multi-age programs as the numbers are close, but hoping that everyone will be able to be accommodated.

Kristen shared that she is trying a new schedule for herself in that she will now be in the classrooms two (2) full days per week, every week allowing for interactive sessions with teachers and making students a priority.

Leah shared that the teachers are gearing up for the Smarter Balanced Assessment tests that will occur later this spring. The tests will occur over a three (3) week period, but each classroom is only tested for five (5) days, and not all day. The Typing without Tears program has been very helpful for getting

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students geared up for the tests and very helpful for getting the students prepared for an on-line test. All logistics and technical support details are being worked through now.

The parent survey results are all in and will be reviewed at the Site Council Meeting later today. One highlight of note is that 100% of the Kinder families that took the survey feel connected to the school and their teacher, so go Oak Knoll!

Parent Education shows that the Digital Age is a huge topic for our school, as a result of feedback from the survey, Kristen and Leah will plan an evening talk/discussion on this topic, share ideas about technology, show with OK covers at the various grade levels and provide some "how to help at home" with devices.

#### **VII. District Update – Terry Thygesen**

Terry is continually reminded about how great Oak Knoll is and how it continues to get better to better every year.

The District is looking to start the re-enrollment process, and this is happening a bit earlier than previous years, but the hope is to get data now, to help enable and plan for staffing and to better understand the enrollment expected for next school year.

Terry reviewed slides showing Revenue per Student from 2005 vs 2014 (on a CPI adjusted basis), broken out by property tax, state contributions, parcel taxes and charitable/foundation giving.

Also reviewed a slide showing Revenue per Student Comparisons to other local school districts, including; Las Lomas, Palo Alto, Portola Valley, Hillsborough and Woodside all on the basis of parcel taxes, foundation/charitable contributions, state, federal and other local funding and property taxes. Overall, Menlo Park must continue to do more with less money, but our programs and offerings are in-line, if not superior to other districts.

Lastly showed an historical State Revenue Percentage slide covering years from 1996-2014. The data illustrates an overall decrease in money received from the state and how the District has adjusted.

#### **VIII. District Council / Parent Education Updates – Janelle McCombs**

Part 2 of the Girls Leadership workshop for 4/5<sup>th</sup> graders originally scheduled to begin in mid-March, will need to be postponed due to low enrollment, will reschedule for late April.

Recruitment for PTO Committees continues.

#### **IX. Other Business – Stephanie Chen**

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The Joint Campaign measures have kicked off with all schools in the District. Any suggestions for new ways to do things are welcome.

Encouraged everyone to go into the big gym and look at the Science Fair displays as they are all great.

**X. Adjournment - Stephanie Chen**

President Stephanie Chen adjourned the meeting at 9:50 a.m.

Respectfully submitted,

Janelle McCombs, PTO Vice President for Jennifer Joffe, PTO Secretary

Date approved: 4/13/16