

Oak Knoll PTO

Minutes of the Regular PTO Executive Board

Oak Knoll Teachers' Staff Room

November 4, 2015

2015-2016 Executive Board Officers:	
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, Sherrie Feinstein

Quorum present: Yes

I. Call to Order - Stephanie Chen

The meeting was called to order at 8:25 a.m. by President, Stephanie Chen.

II. Approval of Minutes - Stephanie Chen

The regular PTO Board Meeting minutes of October 14, 2015 were approved as presented.

Motion: Stephanie Chen Second: Janelle McCombs

III. MPAEF Update- Ashley Honerkamp

Annual campaign is going well. Currently at 76% of financial goal, which equates to approximately \$2.6M raised and currently at 55-60% family participation across the district. Campaign closes on November 6th and all non-donor calls and emails are ongoing. Numbers are a bit behind, but hopefully the donations will continue to come in as the week goes on.

Gift Boutique is Nov 12-13th, many new, great vendors this year, so please attend and bring friends. More messaging about this will be forthcoming over the next several days.

IV. Treasurer's Report - Emily Record

Emily reviewed the budget and compared actual expenses compared to budgeted numbers. Of note, Otterwear expenses were a bit higher than last year, but that is due to higher printing costs and those new costs will be reflected in next years budget.

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Reviewed the status of the PTO Membership drive. Member drive is completed. In general, the numbers are good and are generally on par with expectations. Important to note that many corporate matching gifts will continue to trail as corporations send those funds all throughout the year.

Discussed the After School Sports program and the basketball registration numbers are still being calculated, especially funds coming through TeamSnap. At this point, it is the general expectation that when all accounting is complete, this program will end in a net-net neutral position, which is exactly what is wanted for this program.

Also discussed was the Fall Family Picnic. Numbers are still not final as the committee needs to finalize their numbers and deposit any outstanding checks for food. Stephanie will follow up with committee chairpersons to get these numbers finalized.

Other budget notes:

-Art Enrichment has spent 2/3 of total annual budget already will remind Mr. Almquist of total budget for the year.

-Book Fair numbers still need to be confirmed. Looks like total gross sales to Books Inc. were \$52,000. Committee is still calculating all expenses, but after all expenses are paid, including all gift cards for students and faculty/staff, it is expected that this will be net neutral for Oak Knoll, which is as expected. Stephanie will work with the committee on final calculations.

V. Teacher Update—Trish Stella

Trish reported that several teachers were very complimentary of PTO, and provided specific notes of thanks from Susan Sanchez and Sara Bartlett.

Ongoing Professional Development (PD) is going very well. Readers and Writers workshops are main areas of development right now.

Teachers are all gearing up for the end of the trimester and are working on report cards.

VI. Oak Knoll Update – Kristen Gracia

Individual PD with teachers is going very well.

This week kicks off Embracing our Differences Month. Very strong emphasis on awareness and numerous student assemblies and puppet shows (for younger students) will all happen this month.

Online Mindset Course kicks off on November 10th with the next version of the Coffee Talk. All attendees at the Coffee Talk will get the new, and awesome car magnets.

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Learning in the Brain has reached out OK will present at this year's conference in San Francisco. Kristen Gracia, Joyce Chan, Dylan Cline, Jenny Ryan, Jackie Cebrian and Nicole Scott will all participate on the speaker panel. The conference is in February and all teachers will be able to participate if they have an interest.

VII. Oak Knoll Update Part Two - Leah Kessler

Leah spoke about author Patricia Polacco, the author of Thank you Mr. Falker who will be coming to OK.

Teachers College continues to partner with OK doing PD for teachers.

VIII. District Update - Terry Thygesen

Terry truly believes that the Menlo Park Community is incredibly happy with status of School District. Parent/community expectations are higher than ever, but even with those high expectations, the District continues to rise to those and continues to shoot even higher.

The Strategic Direction Sessions with Eric Burmeister are nearly complete. At next Leadership Meeting the findings from the input sessions will all be reviewed and discussions will occur. Once those discussions have occurred, then the Leadership Team will take their recommendation to the School Board in December.

Enrollment in district continues to rise and the current numbers show that the decision to build the Laurel Upper Campus was absolutely the correct decision..

Parcel Tax, Measure C voted in 2009 and implemented in 2010 will expire and in order for the District to continue to perform at the same levels of excellence, a new parcel tax must be implemented. Certainly nothing has been decided, but if a parcel tax was to come before voters, it would likely happen around May of 2017.

Generally spoke about the status of the Laurel Upper Campus construction and it was shared that there is the possibility that the new building may be delayed a bit. If that delay occurs, the District will ensure that all students are assigned to their district school and any overflow will be dealt with appropriately.

IX. District Council / Parent Education Updates – Janelle McCombs

Reminded everyone to attend the next Coffee Talk on November 10th.

X. Other Business – Stephanie Chen

Stephanie spoke in general about all PTO expenses and that committees need to have all expenses calculated and documented and turned in expeditiously.

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After school basketball assessments happened on Sunday, November 1st and everything went incredibly well. One-on-One Basketball helped facilitate the assessment clinic and the entire goal is to have balanced teams. The draft will happen on November 10th between 5-8pm. She gave a huge thanks to the committee chairs, Allison Chao, Sharon Schick and Julie Gossler for organizing and running the entire After School Sports Program and encouraged everyone to share thanks with those ladies for their tireless efforts.

Monday, December 14th will be the Farewell Party for Barb Snow.

It was also announced that Cathy Petersen will be taking Barb's role as Office Manager.

XI. Adjournment - Stephanie Chen

President Stephanie Chen adjourned the meeting at 9:45 a.m.

Respectfully submitted,

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

Date approved: 12/9/2015