

Oak Knoll PTO
Minutes of the Regular PTO Executive Board
January 10, 2018
8:15 – 10:00 AM
Oak Knoll – Staff Room

2017-2018 Executive Board Officers:	
Christa West, President	Katie Gardner, Communications Chair
Jenny Buddin, Vice President	Kristen Gracia, Oak Knoll Principal
Janelle McCombs, Parliamentarian	Leah Kessler, Oak Knoll Assistant Principal
Katherine Robinson, Secretary	Trish Stella, Teacher Representative
Renee Gorzynski Bache, Treasurer	Rebecca Emery, MPAEF Representative (Envoy)
Julie McEvilly Roman, Financial Secretary	Karen Dobbyn, Auditor

Absent: Jenny Buddin, Leah Kessler

Quorum present: Yes

I.	Call To Order, Welcome, & Introductions	Christa West
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The meeting was called to order at 8:18 AM by President Christa West.

II.	PTO Board Meeting Minutes – Approval	Katherine Robinson
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The December 2017 PTO Board Meeting minutes were approved by the board at 8:19 AM.

III.	2017-18 Treasurer’s Report	Renee Gorzynski Bache
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- Reviewed Profit and Loss
 - Buses for field trips:
 - Some late invoices for buses from last year’s field trips
 - Renee will talk to Dorothy to see if invoices can be tracked down before the end of the school year to keep expenses aligned for the current fiscal year
 - Need spreadsheet to track which buses are used for which field trips and how we get charged for them
 - The District may consider covering buses for field trips and pay through site budgets so field trips are treated as part of the curriculum
 - Bubbles expenses should all be moved to School Spirit line item
 - Coffee Cart invoice from October seems to be missing
- Taxes: Will be doing 1099s for everyone who has submitted more than \$600 of expenses; Renee will talk with Karen about these first.
- New accountants: they have reviewed past accounting issues and will start working on this year’s tax filings.

IV.	Teachers’ Update	Trish Stella
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- Teacher Planning Day on Monday, Jan. 8: greatly appreciated and well used by teachers for working on student outcomes data input.
- There is now a strong reading and writing program implemented throughout the school. MPCSD has built this across the district and had the State of California approve it. Teacher training continues:
 - Teachers College coming back to do Readers Workshop
 - Implementing Words Your Way across the school
 - Fountas and Pinnell - phonics program for kindergarten and first grade
- Teachers formally evaluated by Principal and Assistant Principal every two-three years as required by the Teachers’ Union; ongoing observation and feedback takes place throughout the year.

- Example of teachers leading a talk for other teachers: Trish presented Math Talks which was appreciated because it was valued, short, and purposeful.

VIII.	Oak Knoll Update	Kristen Gracia, Leah Kessler
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- Professional Development: staff meeting today - Julie Brody will start working with staff to teach them mindfulness so they can incorporate mindfulness in the classroom
- Spelling Bee tomorrow
- Talent Show: a great success; highlights kids' talents and interests mid-year; kids take great ownership of the whole show, teachers got to observe students' talents earlier in the year.
- Sheryl Sandberg event: meeting with Erik today to confirming planning
- Panorama survey to be sent out via email this month to every parent in the district. Students will take survey as well.
- Kristen volunteering for an EVERFI advisory board to develop an online compassion program curriculum for schools; focus is on social-emotional learning. Richard Davidson is developing a curriculum for which Oak Knoll might be a beta testing school.
- March - Kristen will be on a SXSW panel about social-emotional learning, sharing how Oak Knoll believes this topic is mission-critical.
- Spring conversation with parents about access and agreements around technology use: Kristen and Leah are seeking ideas about how to shape this conversation.
- Kindergarten Info Night: Kristen and Leah will present, specialists will mingle, a few long-time OK parents + PTO president will be there to answer general parent questions, and Cathy and Dorothy will be there to help answer questions about registration.

IX.	MPAEF Update	Rebecca Emery
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- Auction
 - Tickets go on sale on 1/15.
 - There is no online auction this year. This should be highlighted in the newsletter. (More info to come during February 2018 meeting.)
 - Last day to donate items is 1/26. Amy Redell is the contact.

X.	District Council Update	Janelle McCombs
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- Nominating Committee for PTO Executive Board positions for next year.
- Next meeting is this Friday, 1/12.

XI.	Parent Ed Updates	Jenny Buddin
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- Meeting to plan for Sheryl Sandberg event
 - Sign ups are complete; stay at your stations and tidy up as talk starts. Seats will be held for those who are volunteering.
 - Jenny and Christa are organizing Costco and Safeway runs.

XII.	Other PTO Updates	Christa West
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- None

XIII.	Adjournment	Christa West
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President Christa West adjourned the meeting at 9:43 AM.

Respectfully submitted,
 Katherine Robinson, PTO Secretary
 Date approved: 2/7/2018, 8:21 AM