

Oak Knoll PTO
Minutes of the Regular PTO Executive Board
Oak Knoll Teacher's Staff Room
October 12, 2011

2011-2012 Executive Board Officers:

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| Jody Buckley, President | Betsy Muhler, Communications Chair |
| Allison Chao, Vice-President | Rebecca Wargo, Resources Chair |
| Mary Speiser, Secretary | David Ackerman, Oak Knoll Principal |
| Aparna Bhardwaj, Treasurer | Kristen Gracia, Oak Knoll Vice-Principal |
| Melissa Engelkemier, Financial Secretary | Trish Stella, Teacher Representative |
| Jill Wurster, Auditor | |
| Carolyn Bowsher, Parliamentarian | |

Absent: none

Others Present:

Airel Tinajero, Oak Knoll Community Outreach Coordinator
Joan Lambert, Menlo Park City School District Representative
Hilary Holmquest, PTO Membership Co-Chair
Katrien Burlinson, MPAEF Oak Knoll Co-Chair

Quorum present: Yes

- I. Meeting was called to order at 8:21 a.m. by President, Jody Buckley**
- II. The meeting minutes of September 14, 2011 were approved as presented.**
- III. Treasurer's Update – Aparna Bhardwaj**

The PTO Membership campaign raised approximately \$197,000, which was \$17,000 more than our goal of \$180,000. We also had higher income from after-school volleyball thanks to greater registration than originally anticipated. The extra money gives us flexibility to revise the original budget.

IV. PTO Campaign Report –Hilary Holmquest

We met 110% of our financial goal with approximately 92% of families participating. The first year of the joint campaign went fairly smoothly. Any feedback on the joint campaign should be emailed to Hilary Holmquest: Hilary@ebay.com. The first of district debriefs will be on October 14th.

V. MPAEF Report—Katrien Burlinson

The next step in MPAEF campaign is to sign up for eScrip; there is not a “Donation Day” this year. The matching campaign will begin at the end of November.

In an effort to raise awareness of the critical staff funding MPEAF provides, there will be a “Specialist Showcase” on November 3rd from 7:00-8:30pm at Oak Knoll where parents are invited to meet the art, library, music, and PE teachers. Each specialist will give a brief presentation and will also have hands-on activities. Kindergarten, 1st grade, and new families will receive a paper invitation in the mail. The rest of the school parent population will be invited by email and through the Otter Weekly.

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VI. Proposed New Budget—Aparna Bhardwaj

The new budget takes into account the extra income from the PTO membership drive and increases funding for the Book Fair, Fall Fiesta, and the Spring Fair as these events were typically budgeted on the low side. Teachers will now receive an extra \$200 each for classroom use. We increased the Principal's Fund as well as funding for the Science Olympiad. Funding for capital improvements was reduced. We will likely have additional income when corporate matching checks start to come in—perhaps up to \$10,000.

Allison Chao called for motion to approve and Rebecca Wargo seconded. The motion was approved by a unanimous vote. The revised budget will be posted today, October 12, 2011 outside of the front office and will be voted on at the PTO General Membership meeting on October 26, 2011.

VII. Oak Knoll School Update – David Ackerman & Kristin Gracia

The SITE council meeting later today will aim to align Oak Knoll school goals with Superintendent Ghysels' district goals. We will set targets for reading, writing, and math improvement as well as targets for subsets of kids at both ends of the academic spectrum. We will also have goals for school climate and culture. The SITE plan will be finished in first week of November.

We are also focusing on 21st century skills: reading and writing on computers to include proficiency in Excel and PowerPoint. To this end, we hope to buy another computer cart and a half so that first and second grades would share one cart, third and fourth grades would share a second cart, and fifth grade would share two carts.

We are considering painting the playroom. Two flip-bars have been ordered. One will go on the back playground and one likely will be placed on the kinder playground.

We have 32 kids in 3rd through 5th grade participating in our student leadership group "Calling All Kids". The representatives this year were chosen by peer vote and are meant to exemplify good behavior, friendliness, and helpfulness to other children. Teachers also selected a few student participants from their grades. Calling All Kids representatives will be trained in playground etiquette and will wear a button or sticker during recess so other kids know they can go to them for help or assistance in navigating the playground. CAK participants will vote on a charity to support through fundraising efforts. CAK will be assigned Hillview leadership team buddies and will have joint leadership-building events with them.

The life-skill of the month/culture grant is being strongly supported by the Menlo Park Public Library. Not only is the library carrying the books we've chosen and featuring our life-skill of the month, but it is also funding two author assemblies at Oak Knoll that will be related to the life-skills program.

The Halloween parade will start at 8:20 on Monday, October 31st and will loop twice around the track this year rather than snaking through the classrooms. The Hillview band is also participating.

A MPCSD administrative team will visit Oak Knoll the week of October 17th for classroom visits specifically to spend time with high-ability, but under-achieving children. Oak Knoll has upwards of 100 children who perform highly on aptitude tests but who do not demonstrate academic growth on par with their abilities. The administrative team will spend 45 minutes with some of these children to

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get a fresh perspective on their school day to see if the students are engaged and sufficiently challenged.

VIII. Teacher's Update -- Trish Stella

There is discussion among staff on how to answer questions on MAP results.

Ms. Stella wanted the PTO to be mindful that some parents were not joining the PTO because they felt they could not contribute enough money. We need to re-iterate that participation at any dollar amount is more important than the donation itself.

IX. MPCSD Board Update – Joan Lambert

Superintendent Ghysels presented the five district goals for the year. Each goal will have a team comprised of teachers and parents dedicated to devising a plan to meet that goal.

1. Strategic Planning and Financial Stewardship:

a) Develop district's core values.

b) Determine the right size of infrastructure and staff to match the growth of the district.

c) Manage financial reserves. We have a district policy of maintaining 10% even though the state only requires 3%. We are currently at 15%. 66% of our funding comes from property tax, 8% comes from the MPAEF, and 16% is from the parcel tax.

2. Student evaluation and assessment: We will be looking at Local Performance Index (LPI) and will eventually create a dashboard for each child.

3. English language arts curriculum: We will review instruction techniques and teacher training, but do not plan to adopt a new curriculum.

4. Teacher selection: We hope to maintain a strong staff, with a focus on hiring excellent teachers.

5. Hillview construction: We aim to ensure adherence to the timeline and budget.

Carolyn Bowsher suggested creating a survey so that parents who cannot participate on teams due to time constraints could submit their opinions.

New Members of Bond oversight committee are Kimberly Hartz and Tracy Teffertiller.

At the October 11, 2011 District meeting, there was a presentation from the National Equity Committee which helps teachers and administrators develop curriculum for and track achievement of underachieving minority children. One of the main ideas is doing "inside-out" work. The NEC also divides interest areas into five subgroups ranging from fine-grain learning needs to school climate.

X. New Business

Discussion and preparation for PTO General Meeting, 8:15 Wednesday, October 26: We need 15 people (non-voting board members) to vote on the revised budget. Mr. Ackerman's talk on student achievement and assessments will immediately follow the general meeting. Superintendent Ghysels will join us at our November 9th board meeting as a guest.

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XI. Adjournment

President Jody Buckley adjourned the meeting at 10:09 a.m.

Respectfully submitted,

Mary Speiser, PTO Secretary

Date approved: November 9, 2011