

Oak Knoll PTO
Minutes of the Regular PTO Executive Board
Oak Knoll Teachers' Staff Room
November 9, 2011

2011-2012 Executive Board Officers:

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

Absent: Rebecca Wargo, Resources Chair
Kristen Gracia, Oak Knoll Vice-Principal

Others Present:

Maurice Ghysels, MPCSD Superintendent
Josie Gomez, Oak Knoll Community Outreach Coordinator
Joan Lambert, MPCSD Representative
Amanda Hall, 2011 Oak Knoll Book Fair Co-Chair
Jennie Lang, 2011 Oak Knoll Book Fair Co-Chair

Quorum present: Yes

- I. Meeting was called to order at 8:20 a.m. by President, Jody Buckley**
- II. The regular PTO board meeting minutes of October 12, 2011 and the PTO general membership meeting minutes of October 26, 2011 were approved as presented.**
- III. Book Fair Report—Amanda Hall and Jennie Lang**

This year marked a new high in total sales thanks in part to a more advantageous revenue model from our new vendor, Books, Inc. We sold approximately \$45,000 worth of books and fulfilled \$6,400 worth of teacher wish lists, bringing our total sales to \$51,466. The \$6,400 that we put back into the classrooms does not take into account those books purchased directly by parents and students for their teachers. Overall, we had a smooth transition from Kepler's to Books, Inc. who we hope to work with again next year. We had wide participation by parents, students, and teachers. This year, we should break even after netting the profit earned from the book fair against the event expenses.

IV. Treasurer's Report—Aparna Bhardwaj

There are no major variances in any line items. In our budget vs. actuals: Noteworthy Art had an additional \$1,165 in revenue; the PTO Membership drive continues to increase thanks to company matches that accounted for an additional \$6,639 in income; and we had an increase in revenue from both afterschool classes and afterschool sports. Otterwear sales were up \$2,000 from last year. Fall fiesta also earned more money this year. All other line items are on track.

V. Oak Knoll School Update – David Ackerman

4th grade students completed surveys on student responsibility month and they were split roughly 50-50 on those who appreciated the extra time after school with less homework vs. those who believed

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they needed homework to keep them working hard towards higher education goals. A parent survey is being drafted, but in the end it is the teachers who make the concept of responsibility month work or not.

In professional development, we have about a dozen teachers attending various conferences this year on topics including best learning practices, bilingual education, and children's literature. These professional enrichment opportunities are funded through the PTO Principal's fund.

The SITE Council goal plan will be submitted to the MPCSD board the week of November 14, 2011. The SITE council used to be funded at much higher levels, including rewards from the state for high achievement on STAR testing. However, the state has decreased those funds and SITE council funding has fallen from \$90,000 down to its current budget of \$15,000. We now operate primarily on money saved from previous years. SITE council funds early intervention aids in K/1, the guided reading library, 4th and 5th grade paper graders, and professional development. SITE council is looking at how to raise funds and is researching grant options. Next year we may not be able to fund the K/1 aids. The PTO budget has already taken over the line item for professional development and some 21st century classroom needs (such as the recent purchase of 35 new computers and computer cart) through the principal's fund. We may want to look at having the PTO grant money to SITE council from revenue earned through corporate matching donations.

VI. Teacher's Update -- Trish Stella

The full-time teachers were extremely grateful for the extra \$200 given to each of them from our surplus budget. Thanks again to PTO for great support.

VII. SITE Council and Specialist Showcase—Allison Chao

The Girls Leadership Institute workshops are still running and the Michelle Borba talk went well. The student assessment/testing talk on October 26 was well attended. The topic for the PTO May general membership meeting in May is yet to be decided. SITE council is working on the final draft of its plan that is due this month.

The November 3rd "Specialist Showcase" was attended by roughly 40 parents. It was beneficial for parents to see what their children are doing in art, library, music, and PE and to have a hands-on experience in these areas. We will likely hold another specialist showcase in the spring, possibly in conjunction with portfolio night.

From the MPCSD council meeting, it was clear that Oak Knoll is leading the way on community outreach. The district hopes to have a more unified effort across all schools. The Business Alliance teams from each school and the MPAEF hope to start fundraising possibly later this year and for next year as a district. We will be meeting over the next several months to define and outline a strategy for the future.

VIII. Otterwear/Holiday Boutique—Carolyn Bowsher

Otterwear sales were up this year over last. The 2nd Annual Holiday Boutique starts Tuesday evening, November 15th for where admission is \$50 a ticket. 100% of admission ticket sales and 20%

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of overall sales will go to MPAEF. Some vendors are donating 100% of sales to MPAEF. There is no admission charge to shop Wednesday during the day.

IX. Oak Knoll Community Outreach—Josie Gomez

This year our focus has been on parent education. We made a site visit to a school in Mountain View specifically to study their methods of engaging and educating parents. On Sunday, November 13, we will conduct mock parent-teacher conferences during a session for Community Outreach parents called "Making the most out of parent-teacher conferences." This effort is aimed at how to develop strategies to get children to navigate successfully in MPCSD. Mr. Ackerman will explain testing and assessments. 22 Oak Knoll families are confirmed to attend this event, and childcare and translation will be provided. In addition, we are working on Mrs. Gracia's "Building Literacy at Home" project for June 2012, and we are considering mandatory orientation sessions for incoming families in fall 2012 to give them a more thorough view of K-5.

Winterfest, which matches district families from each grade with Community families to forge parent relationships and mentoring, will be held at Oak Knoll in January 2012 and includes a family scavenger hunt, a potluck meal, and cookie decorating.

X. MPCSD Board Update – Joan Lambert and Maurice Ghysels

The next MPCSD board meeting is the evening of Tuesday, November 15. Some goal teams do not yet have parent representatives. If a lot of parents are interested in participating, then rather than choose one parent, the parents will be assigned to smaller groups and roundtables, especially for the English Language Arts and Assessments goal.

Mr. Ghysels added that he enjoyed the test assessment meeting that Mr. Ackerman and Mrs. Gracia held on October 26, and was glad that the other elementary principals also attended. He is interested in exploring how to better share content across the schools, and is appreciative of Oak Knoll's outreach efforts. Mr. Ghysels attended the National Quality Education conference where one of the keynote speakers was from Montgomery County, Maryland, which has 150,000 students. Mr. Ghysels believes that MPCSD will not be a truly great district until we close the gap. Mr. Ghysels is appreciative of Ms. Stella's work with the National Equity Project. On the topic of district-wide communication practices, Mr. Ghysels would like to hear more discussion on the content of what is being shared rather than the mechanism used to share it. He believes that the tool used should follow the communication strategy.

XI. Adjournment

President Jody Buckley adjourned the meeting at 9:49 a.m.

Respectfully submitted,

Mary Speiser, PTO Secretary

Date approved: December 14, 2011