

Oak Knoll PTO
Minutes of the PTO Executive Board
September 9, 2009

Present:

2009/2010 Executive Board Members:

Phil Ekedahl, President	Valerie Ambwani, Parliamentarian
Carolyn Bowsher, Vice-President	Carolyn Heller, Resources Chair
Monica Bosch, Secretary	Karen Wang, Communications Chair
Mark Baker, Treasurer	David Ackerman, Principal
Allison Chao, Financial Secretary	Maria Hilton, District Board Liaison
Sheri Simmons, Auditor	Maria Clemo, Vice Principal

Guests: None

Absent: None

I. President Phil Ekedahl called the meeting to order at 8:15 am. This was followed by a brief round table introduction of each member of the new Executive Board.

II. Approval of Meeting Minutes – Monica Bosch

- A. Approval of the May 27, 2009 Executive Board Meeting Minutes and of the August 25, 2009 “Special” General Membership meeting.
- B. Sheri Simmons proposed to approve the meeting minutes and Carolyn Heller seconded.
- C. Unanimous “Ayes”. Motion passed as carried to approve both minutes.

III. Treasurer’s Report: Mark Baker

A. Mark passed out three documents for the board to review.

1. Financial Overview
2. Profit and Loss Statement
3. Budget (Fall ’09 Revision – Draft)

Financial Overview – Not all checks are reflected in the current document. Deposits are still pending from a number of events. Presently we show approximately \$55-57K in available cash with out restrictions.

Profit and Loss Summary – Outlines the wrap up of last year’s numbers. Currently we show a Net Income of \$8,867.32 on a Total Income of \$298,832.23 and Total Expenses of \$289,964.91.

Budget Draft – These are the numbers set by the board this past spring. Additional revisions to the draft budget have been made and are noted in the document. All board members are to review the numbers and forward any questions or proposed changes directly to Phil or Mark. Approval of the budget by the board should take place at the next Executive Board meeting on October 14th. The approved budget will then be posted

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for two weeks for general membership review. After such time the budget will be voted on by the General Membership for approval. October 14th we will vote on the budget.

Action: Mark to email out the category glossary to the board members to help in the review of the numbers.

Action: All board members to provide their comments, questions, changes to Mark and Phil regarding the budget prior to the next meeting.

- B. During the fiscal conversation, confusion about grade level parties and their funding were discussed. . It was decided that clearer guidelines for what these functions were, how and how much they were funded needed to be outlined if they should be happening at all. David wanted to think about this a little more and we will have further discussion at the next meeting.

Action: Need to provide clarity on grade level party guidelines and financial support by PTO.

- C. Science Fair – Costs for last year’s fair were double the budget due in large part to the lab coats provided to the children as a participating gift. This year it has been decided a one-time purchase of coats will be made. The coats can be used by the participants on the night of the fair but returned and re-used each year.

IV. School Board Update: Maria Hilton

- A. **School Enrollment/Growth:** District has 2575 students this year. This represents a 6.6% increase from last year. Now the question is how do we manage our growth without extra funding coming in? No pink slips went out to teachers this year even with the declining revenues.
- B. **Facility update:** Contractor scheduled to complete landscaping in next two weeks. Construction is on schedule with completion of the first phase March 2010. Plan is to move everyone out of portables during spring break.
- C. **Modernization plan** being prepared for submittal to the State for their review (updating of current buildings). Modernization work to start late spring and completed Fall 2010. New field and back parking to start Spring 2010 with estimated completion Fall 2010.

Looking at putting solar at all four schools.
- D. **Bike rakes** – It’s not clear when the construction will allow them to be place in their final area.

Concern was raised that adults and children are jay walking quite a bit and entering at the drive thru entrance. Need to remind parents that this is not acceptable and dangerous.
- E. **Hillview Transition and Growth:** How do we manage the growth in the student population with the Hillview transition/construction? Large numbers of students will be transitioning to Hillview as construction starts and continues through a couple of the school years. Construction is estimated to start in July 2010. Slated for completion in 2012.

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F. **Teacher morale:** We need to stay attentive to our teachers, as student populations grow, budgets get tighter, and curriculum changes.

G. **School Board Agenda 9/9/09:**

Review STAR test results.

H1N1 virus and how to avoid.

Enrollment – study group examining a fifth campus.

LPI – Local Performance Index – How do we recognize growth and progress in our students looking from the inside. How do you assess children formatively?

Going beyond State mandates

V. **PTO Council Update: Carolyn Bowsher**

A large part of the Council meeting discussion focused on how much should we put online. Hillview has gone 100% electronic. Laurel is going to 100%. District has moved to a district wide directory this year. A group is being formed to investigate a district wide online vendor to consolidate our needs. Phil has requested that if anyone from the board would like to help represent Oak Knoll on this committee to let him know.

VI. **Membership Drive Update: Karen Wang**

The membership drive is going well. To date, we have 30% participation. This year we are not doing a prize for the classroom that pulls in the most participation. Instead they will provide a gift to the children of families that contribute. They will be given carabineers to hook onto their backpacks.

The actual drive will be the week of Sept 14th but a table will be set up prior to the drive as a reminder to parents to join and to answer questions they might have. Karen and Neil will be tracking where we are today versus last year's progress at the same time.

Karen has posted FAQ's on the web site to help parents with their questions. Desired contribution is \$200 but \$5.00 is all they need to give as membership dues. In addition, Karen and Neil are looking at doing an on-line payment feature to streamline the process of dues collection.

VII. **Oak Knoll School Update: David Ackerman**

A. Working with the contractor on getting the bike rake area completed as soon as possible in addition to getting a shade solution for the Kindergarten area. Work is also being done to get a rail at the handicap area near the office.

B. Site council – setting academic goals – will be producing a document to communicate the STAR results. ERB testing (writing test) results showed very good performance from our 5th graders.

C. End of Sept parents will get a communication from their child's teacher setting a math and language arts goal for their child. This will be one of the topics at the Parent / Teacher conferences in Oct/Nov.

D. Oak Knoll has 748 students up 15 students from last year.

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- E. Overall the new drop off/ pick up process is working. We have all cars cleared out within seven minutes of the 2:55 bell.

VIII. **Other Committee Updates: Phil Ekedahl** – Item held over for next meeting

IX. **Additional Fundraisers: Phil Ekedahl** – Item held over for next meeting

X. **Other Business - None**

XI. Meeting adjourned 9:55 am

Respectfully submitted,
Monica Bosch