

Oak Knoll PTO
Minutes of the PTO Board Meeting
Mar 9, 2023
8:15 - 9:45 AM
Oak Knoll Staff Office

2022-2023 Executive Board Officers Present:	
Becky Bullard, President	Brenda Lo, Financial Secretary
Meredith Nonnenberg, Vice President	Jennifer Baskin, Auditor
Corey Binns, Parliamentarian	Erika Caruso, Teacher Representative
Laura Webb, Treasurer	Alicia Payton-Miyazaki, Oak Knoll Principal
Cindy Tsai, Secretary	Ward Bullard, OCC PTO Engagement Lead

Additional Attendees:

- Aly Gay, MPAEF School Liaison
- Francesca Segrè, MPCSD School Liason

Absent:

- Laura Low Ah Kee, Communications Chair
- Karen Clancy, Oak Knoll Assistant Principal

Quorum present: Yes

I.	Call To Order & Welcome	Becky Bullard
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- The meeting was called to order at 8:21 am by President Becky Bullard.

II.	PTO Meeting Minutes - Review & Approval	Cindy Tsai
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- The Feb 2022 PTO Board Meeting minutes were reviewed at 8:23 am. Becky Bullard moved to take a vote to approve the minutes; Meredith Nonnenberg seconded the motion. The minutes were approved by unanimous vote.

III.	President's Report	Becky Bullard
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- Basketball season is wrapped, with gratitude to the athletics committee chairs. In a recent District Council meeting, there was a discussion on the process and progress of recruitment and fulfillment for athletics, including how Hillview's models trickle down to elementary schools.
- The Matilda production will take place in 6 weeks.
- This Friday night is our school movie night, our first instance of a full campus movie event and we expect the planning and event itself will be a great learning experience for the planning committee. Given the recent rainy weather, we are glad to host the event indoors. A 12-month license to access unlimited movies in the catalog was purchased for the event, and can be reused for up to a year. We discussed snack options, cleanup, distribution, and payment methods.

IV.	Vice President's Report	Meredith Nonnenberg
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- Committee recruitment is underway, with some returning members and some fresh faces. The primary remaining gaps are in after school sports recruitment for running drafts, tracking jerseys, etc.
- We are moving up the planning timeline for Fall Family Picnic in order to connect the timing closer to Back-to-School welcome events.
 - We discussed different Fall Family Picnic activities, including: drawing from Encinal's event at Sports House in Redwood City which was a huge success (not weather dependent and more turnkey); hiring a local band.
 - We shared benefits of keeping the event on campus, including encouraging community connection onsite and giving new families an opportunity to get to know the campus.
 - We discussed placement of visual banners for grade-specific families to sit together, which was tried last year but difficult to manage with the wind.
 - Line dancing could be a fun option as a few instructors could be easily outsourced, and all ages can participate.

V.	Parliamentarian's Report	Corey Binns
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- PTO Executive Board recruitment is underway and we are in a season of PTO recruiting learning.
- We plan to include the remaining open roles (Treasurer, Communications Chair, Auditor) in the next school newsletter for broader transparency into which role opportunities remain. PTO Parliamentarian Corey Binns recommended making the OCC PTO Engagement Lead position a permanent fixture on the PTO Board.
- We discussed the importance of and methods for transitioning knowledge year-over-year between former and inbound roles, and how to provide a better understanding of this training during the recruitment process. MPCSD School Liaison Francesca Segrè made a suggestion to recruit for a PTO financial committee, and with an eye towards the parent community's individual expertise, given the current recruitment gaps for Treasurer and Auditor roles. This approach could be also leveraged in the future to fill the Executive Board Nominating Committee. We discussed adding more transparency to the process.
- We discussed how we can engage incoming Kinder families as the Strong Start Welcome theme is executed, so that new parents in the community have an opportunity to share their backgrounds and interests as a tie-in to relevant PTO Board and Committee positions of interest.

VI.	Treasurer's Report	Laura Webb
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- Books are updated through the end of February.
- May budget discussion will be the next major update and potential overhaul to the 2023-24 budget.

VII.	MPAEF School Liaison Report	Aly Gay
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- We are excited for the MPAEF Spring Auction on March 18. A lookbook on auction items has been shared to the community.

- MPAEF Schoolhouse Rocks Fun Run on May 21 will be accompanied by a precursor pep rally on Oak Knoll campus on May 12. We are seeking an Ollie mascot for the pep rally.

VIII.	Teacher's Report	Erika Caruso
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- Starbucks cards on Valentines Day were well-received.
- Kindergarten tours are underway.
- Recent KNOL themes include a focus Women's History Month.
- The second school trimester ends tomorrow. Progress reports will be distributed next Friday. Staff Collaboration Day will take place on 3/24.
- School administration, Jenny Ryan, Nicole Scott, and four teachers held a brainstorm to discuss increased engagement opportunities from school families.
- The multi-age classrooms' culture fair will take place tomorrow, with 20 families signed up to share their cultures and traditions.
- It is Embracing Your Differences Month. The school is hosting a Guide Dog for the Blind assembly in the morning where students will get to meet 9 puppies and learn about how guide dogs work in an innovative system.
- We are planning for classroom puppet shows for buddy classes and encouraging students to wear different socks for World Down Syndrome Day.

IX.	Oak Knoll Administration Report	Alicia Payton-Miyazaki
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- Hillview dance team and band teams are visiting campus soon. We also had a very joyful and exciting Hillview vs Oak Knoll basketball match. These events, and more, were designed with the intention to bring Oak Knoll students closer to the main track of Hillview Middle School and eventually Menlo-Atherton High School.
- Third Grade stomp rockets will be an anchor activity going forward.
- Investment in clubs has been great for teachers to bond with smaller groups. School administration is looking into which clubs we will reinvest in next year.
- Science Fair and Matilda are the next major upcoming campus events.
- Multi-age tours allow Principal Payton-Miyazaki to meet many new families.
- We were encouraged by the student body who joined the conversation for bike safety and the installment of a new Middle Ave stop sign.
- Campus security update determined the most likely dangerous event is an earthquake, so we are focusing on ensuring supplies and training for staff are focused on earthquakes, CPR, formal fire extinguisher training.
- MPCSD Update by Francesca Segrè shared highlights from her last school newsletter including that 8% of the student body is engaged in special education services, the distribution of district-wide families that ride/bike/walk to school, new stop sign on Middle Ave, talking to kids about hurtful speech event, campus dogs. Tonight's board meeting will discuss endowment efforts, developed in 2022 and provisions ~\$5MM to train teachers and provide support focused on teacher professional development). The community can donate to the endowment and honor a specific teacher. MPCSD relies heavily on property taxes for funding, and if the funding moves up or down the endowment is an important stabilizer over time. We have \$1.5MM from Stanford and \$1MM from Menlo Park City which is more open-ended, not teacher

development-specific. A question was posed about the long-term strategy to go beyond ad-hoc donations and seek compelling asks to elevate gifts that can set up the endowment for multiple years. Given the reduction in student body size, it will be important to adjust staff size accordingly. Retirements and resignations may not result in filling those positions again.

X.	Conclusion & Review of Action Items	Becky Bullard
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- Next PTO Board meeting is on Wednesday 4/5/23 at 8:15 am in the Oak Knoll Staff Office.
- Meeting adjourned at 9:48 am.

Respectfully submitted,

Cindy Tsai
PTO Secretary

Oak Knoll Parent Teacher Organization

Budget vs. Actuals: Revised FY23 Oak Knoll PTO - FY23 P&L

August 2022 - July 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
Donation Revenue	150.00		150.00	
Donation Revenues from Savings		91,590.00	-91,590.00	
PTO Donations	116,374.62	130,500.00	-14,125.38	89.18 %
Total Donation Revenue	116,524.62	222,090.00	-105,565.38	52.47 %
Other Revenue				
Account Interest	231.94	400.00	-168.06	57.99 %
Total Other Revenue	231.94	400.00	-168.06	57.99 %
Program Revenue				
4th/5th Musical	3,927.84	4,000.00	-72.16	98.20 %
After School Sports				
Basketball	17,128.80	17,000.00	128.80	100.76 %
Volleyball	5,609.93	6,000.00	-390.07	93.50 %
Total After School Sports	22,738.73	23,000.00	-261.27	98.86 %
Family Events				
Book Fair	5,922.81	5,000.00	922.81	118.46 %
Total Family Events	5,922.81	5,000.00	922.81	118.46 %
Otterwear Sales	2,940.01	2,000.00	940.01	147.00 %
Outdoor Education - Tshirts	1,020.00	600.00	420.00	170.00 %
Total Program Revenue	36,549.39	34,600.00	1,949.39	105.63 %
Total Revenue	\$153,305.95	\$257,090.00	\$ -103,784.05	59.63 %
GROSS PROFIT	\$153,305.95	\$257,090.00	\$ -103,784.05	59.63 %
Expenditures				
Cost of Fundraising				
PTO On-Site OCC Expenses	633.81	600.00	33.81	105.64 %
Total Cost of Fundraising	633.81	600.00	33.81	105.64 %
Operating Expenses				
Accountant	2,364.90	2,500.00	-135.10	94.60 %
Administration	544.82	250.00	294.82	217.93 %
Bank Fees/Charges		400.00	-400.00	
District Dues& Collaboration	1,610.97	3,750.00	-2,139.03	42.96 %
Insurance	440.00	500.00	-60.00	88.00 %
Volunteer Lunch & Awards		2,000.00	-2,000.00	
Water	405.70	1,030.00	-624.30	39.39 %
Total Operating Expenses	5,366.39	10,430.00	-5,063.61	51.45 %
Other Expenses				
Aesthetic Durables/School beaut	20,897.90	87,170.00	-66,272.10	23.97 %
Total Other Expenses	20,897.90	87,170.00	-66,272.10	23.97 %
Program Expenses				
4th/5th Musical	50.00	5,000.00	-4,950.00	1.00 %
After School Sports	64.00		64.00	

Oak Knoll Parent Teacher Organization

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August 2022 - July 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Basketball	13,995.05	17,000.00	-3,004.95	82.32 %
Volleyball	5,343.13	6,000.00	-656.87	89.05 %
Total After School Sports	19,402.18	23,000.00	-3,597.82	84.36 %
Family Events				
Book Fair expenses	2,099.50	3,000.00	-900.50	69.98 %
Fall Picnic Decor & Activities	1,024.75	2,500.00	-1,475.25	40.99 %
Total Family Events	3,124.25	5,500.00	-2,375.75	56.80 %
Otterwear Sales	2,381.02	3,000.00	-618.98	79.37 %
Overnight Field Trips				
Jones Gulch/Outdoor Ed.				
Outdoor Ed - Tshirts	1,020.00	600.00	420.00	170.00 %
Total Jones Gulch/Outdoor Ed.	1,020.00	600.00	420.00	170.00 %
Total Overnight Field Trips	1,020.00	600.00	420.00	170.00 %
Yearbook	4,723.50	1,500.00	3,223.50	314.90 %
Total Program Expenses	30,700.95	38,600.00	-7,899.05	79.54 %
Programs Funded				
Assemblies		3,000.00	-3,000.00	
Bike & Traffic Safety	51.94	300.00	-248.06	17.31 %
Enrichment/Supplemental Materia				
Art Enrichment	1,388.46	2,500.00	-1,111.54	55.54 %
Curriculum Support	19,511.08	19,100.00	411.08	102.15 %
Library Enrichment		1,000.00	-1,000.00	
Materials - Classroom Instruct	2,650.35	15,000.00	-12,349.65	17.67 %
Materials- Supplemental	3,842.73	4,190.00	-347.27	91.71 %
Music Enrichment	28.53		28.53	
3rd Grade Musical	-1,328.66		-1,328.66	
3rd Grade Musical Expenses	2,172.68	2,500.00	-327.32	86.91 %
Total 3rd Grade Musical	844.02	2,500.00	-1,655.98	33.76 %
Music		1,500.00	-1,500.00	
Total Music Enrichment	872.55	4,000.00	-3,127.45	21.81 %
Outside Programs	9,300.97	25,000.00	-15,699.03	37.20 %
PE & Recess Enrichment		2,000.00	-2,000.00	
Science Enrichment				
Garden	260.44	2,000.00	-1,739.56	13.02 %
Science Fair		2,500.00	-2,500.00	
Science Olympiad		1,500.00	-1,500.00	
STEAM Fair & Events	1,125.00	2,000.00	-875.00	56.25 %
STEAM Lab		1,000.00	-1,000.00	
Total Science Enrichment	1,385.44	9,000.00	-7,614.56	15.39 %
World Language Enrichment		1,000.00	-1,000.00	
Total Enrichment/Supplemental Materia	38,951.58	82,790.00	-43,838.42	47.05 %

Oak Knoll Parent Teacher Organization

Budget vs. Actuals: Revised FY23 Oak Knoll PTO - FY23 P&L

August 2022 - July 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Fifth Grade Clap-Out		3,000.00	-3,000.00	
Fifth Grade Field Day		1,200.00	-1,200.00	
Friends and Family Day	860.67	800.00	60.67	107.58 %
Kindergarten Welcome Party & New Parent Welcome		800.00	-800.00	
Parent Education & Support		3,000.00	-3,000.00	
Parent Mix and Mingle		3,000.00	-3,000.00	
Room Parent Coordinator	71.66	300.00	-228.34	23.89 %
Scholarships	583.21		583.21	
Scholarships	4,284.36	6,000.00	-1,715.64	71.41 %
Total Scholarships	4,867.57	6,000.00	-1,132.43	81.13 %
School Spirit	2,813.05		2,813.05	
School Spirit/Leadership		7,500.00	-7,500.00	
Total School Spirit	2,813.05	7,500.00	-4,686.95	37.51 %
Teacher Appreciation				
Back to School Lunch	1,123.95	1,300.00	-176.05	86.46 %
Coffee Cart	800.00	4,000.00	-3,200.00	20.00 %
Misc. Teacher Appreciation Expenses	3,286.54	1,000.00	2,286.54	328.65 %
Teacher Appreciation Luncheon		2,300.00	-2,300.00	
Total Teacher Appreciation	5,210.49	8,600.00	-3,389.51	60.59 %
Total Programs Funded	52,826.96	120,290.00	-67,463.04	43.92 %
Total Expenditures	\$110,426.01	\$257,090.00	\$ -146,663.99	42.95 %
NET OPERATING REVENUE	\$42,879.94	\$0.00	\$42,879.94	0.00%
NET REVENUE	\$42,879.94	\$0.00	\$42,879.94	0.00%