

Oak Knoll PTO
Minutes of the PTO Board Meeting
Apr 5, 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	Karen Clancy, Oak Knoll Assistant Principal
Laura Low Ah Kee, Communications Chair	Ward Bullard, OCC PTO Engagement Lead

Additional Attendees: None

Absent:

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

Quorum present: Yes

I.	Call To Order & Welcome	Becky Bullard
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- The meeting was called to order at 8:18 am by President Becky Bullard.

II.	PTO Meeting Minutes - Review & Approval	Cindy Tsai
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- The March 2022 PTO Board Meeting minutes were reviewed at 8:18 am. Jen Baskin moved to take a vote to approve the minutes; Becky Bullard seconded the motion. The minutes were approved by unanimous vote.

III.	President's Report	Becky Bullard
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- **After School Classes:** After school classes have kicked off for the Spring trimester, with 44 classes in total and high enrollment across 222 unique students. Total family spend on the program this trimester is over \$200K. The collective participation in after school programs and Newton is high for the current school year's overall enrollment.
- **Family Movie Night:** The on-campus screening of Charlotte's Web brought in \$46 (minus cost of snacks).
- **Oak Knoll PTO Banking with First Republic:**
 - Due to the FDIC-insured threshold of \$250K, other district school PTOs and MPAEF have discussed transferring some or all funds to one of the big four banks. Oak Knoll PTO currently has ~\$10K overage risk which was discussed and determined as a low risk for multiple reasons, including the presence of backup insurance outside of FDIC. Bank of

The West was also discussed as a secondary savings account currently holding ~\$100K PTO donations from the past couple of years; this is not our long-term CD account but rather could be used for larger school expenditures. In consideration of expenditures for the rest of the school year, if Oak Knoll's end-of-year balance falls below \$250K, then any long-term risk is likely mitigated. It was suggested that we provide transparency into the projected 1-2 year cash reserve expenditures and standing buffer, similar to Hillview's approach. We discussed opportunities to spend down some of the cash reserves (e.g. walkie talkies based on Hillview's experience with power outages) while staying mindful about expenses that are the responsibility of Oak Knoll PTO versus the school district, and the individual school-specific spend buckets that exist today (e.g. library books are school-site specific).

- Bank of the West donations to the PTO can be spent on what the PTO decides as a group, including aesthetic durables, scholarships (outdoor ed scholarships and t-shirts, MPAEF fun run scholarship, yearbooks for 5th graders). Holiday gift cards for families in need may be better served coming out of a separate caring & sharing line item rather than the primary PTO budget. The district ended up paying for outdoor ed scholarships and that budget was not re-shifted.
- **Sports and Athletics:**
 - A group including: current and former After School Sports Co-Chairs, the incoming Oak Knoll PTO President, Meredith Nonnenberg, and Superintendent, Kristin Gracia met to discuss the importance of girls and women in sports.
 - Hillview's paid Athletics Directors role(s) will continue next year as we continue to see volunteerism dropping off. This is not a model that Oak Knoll is necessarily ready to adopt.
 - We discussed our plans for Oak Knoll as our two current After School Sports Co-Chairs will be moving on.
 - We conducted exit interviews of coaches to get feedback on what worked well and opportunities for improvement.
 - Infrastructural support is clearly needed, probably through funding, which we plan to set up through distinct volunteer/non-volunteer registration rates. We would also like to ensure parent involvement upfront to understand Oak Knoll Athletic's mission.
 - Parents coordinating jerseys has not worked well, so we are considering putting this through a platform similar to local sports organizations like Alpine (e.g., GearUp).
 - Future practice structure will be adjusted to focus on social and recreational elements, including team practice, grade-level skills clinics, and more time for children not on the same team to play together.
 - Volleyball Coaches recruitment will begin in Spring.
 - The Sports and Athletics budget will be developed to make transparent what is needed to administer the programs.

IV.	Vice President's Report	Meredith Nonnenberg
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- Many committee chairs are filled with just a few outliers.
- We are shifting a few things around for the 2023-24 committee chairs:

- After School Programs chairs will increase from 1 to 2 members with shadowing for ease of onboarding and continuity for vendors.
- We are considering additional support for the Safe Routes committee next year.

V.	Parliamentarian's Report	Corey Binns
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- **Nominating Committee Update on 2023-2024 PTO Executive Board Slate:** The Nominating Committee, including the Oak Knoll PTO Parliamentarian, Corey Binns, and 4 parent representatives, gathered nominations from the PTO Board, from email, and through the Nominating Committee members themselves. Candidates were approached to chat through each Board role description and connect with the current school year's PTO Board member. Corey Binns provided a brief description of each final slate nominee.
- The PTO Nominating Committee is proposing the following slate for 2023-2024 PTO Executive Board. Current PTO Board members that up-level to the next role, or remain in their current position(s), per PTO bylaws, were approved immediately. The remaining slate was confirmed as follows, for election by the PTO Membership at the General Meeting on May 22, 2023.
 - Parliamentarian- Becky Bullard (ex officio)
 - President - Meredith Nonnenberg (ex officio)
 - Vice President - Laura Low Ah Kee
 - Jen Baskin moved to approve; Meredith Nonnenberg seconded the motion. The slate nominee was approved by unanimous vote.
 - Secretary - Lisa Bunch
 - Cindy Tsai moved to approve; Laura Webb seconded the motion. The slate nominee was approved by unanimous vote.
 - Treasurer - Lesley Geivett
 - Meredith Nonnenberg moved to approve; Cindy Tsai seconded the motion. The slate nominee was approved by unanimous vote.
 - Financial Secretary - Brenda Lo (second year of two-year term)
 - Auditor - Maren Gernitis
 - Jen Baskin moved to approve; Brenda Lo seconded the motion. The slate nominee was approved by unanimous vote.
 - Communications Chair - Suzy Francisco
 - Laura Webb moved to approve; Erika Caruso seconded the motion. The slate nominee was approved by unanimous vote.
 - OCC PTO Engagement Lead - Jen Baskin
 - Becky Bullard moved to approve; Meredith Nonnenberg seconded the motion. The slate nominee was approved by unanimous vote.
- **OCC PTO Engagement Lead Role permanent position:** We confirmed the value of the OCC PTO Engagement Lead role as a permanent position on the PTO Board. Ward Bullard moved to take a vote to approve; Laura Webb seconded the motion. The role was approved by unanimous vote. As next steps, the role description and bylaws will be updated before the election by the PTO Membership at the General Meeting on May 23, 2023.
- **PTO Closet Clean-out:** Current and past years' PTO Board members will be invited to participate in a clean-out of multiple school zones (e.g. small gym, big gym/under stage, cafeteria closet) and organize various items (e.g. book fair, volleyballs, basketballs) on April 25, 8a-12p. We

discussed requirements for financial document storage, shredding options, and asking volunteers to sign-up in zones where they would be the most helpful.

VI.	Treasurer's Report	Laura Webb
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- All books are reconciled through the end of March.
- Budget planning meetings will begin in May.
 - We discussed curriculum support and tagging for grade-level items.
 - We expect athletics registration fee and flow changes next year which should be reflected in the budget.

VII.	MPAEF School Liaison Report	Corey Binns (on behalf of Laura Low Ah Kee)
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- The MPAEF Auction raised over \$485K.
- The Schoolhouse Fun Run will take place Sunday, May 21. Early registration pricing and Family Sponsorship registration end on April 17.
- The Oak Knoll PTO is planning a pep rally after school on Friday, May 12, with music and an appearance by our Ollie mascot.

VIII.	Teacher's Report	Erika Caruso
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- New safety protocols were implemented given unprecedented weather last month.
- The staff prevailed in light of Daylight Savings, St. Patrick's Day, and rainy days all in the same week.
- Second trimester progress reports were distributed, and optional parent-teacher conferences have concluded.
- Staff Development Day was held on March 24.
- The Science Fair was a big success.
- We held a school-wide water conservation assembly.
- Many field trips are underway or planned, including a multi-age classroom field trip to Cantor Arts Museum in Stanford.
- We are excited for the Matilda Jr production which will take place the last week of April.
- We would like to clean out and organize the Kinder workroom.

IX.	Oak Knoll Administration Report	Alicia Payton-Miyazaki, Karen Clancy
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- Fun vibes all around!
- Today is Parent Educator Appreciation Day where the school administration is celebrating our unsung heroes with bagels and cream cheese in the office.
- Kinder enrollment is underway and several reminders have been sent out to encourage enrollment. Currently, the enrollment rate may affect the PTO funding structure as we are currently expecting 3 incoming Kinder classes next year (versus the expected 5 classes). 2 new classes of TK could offset this shift to some degree. We discussed TK outreach as an MPAEF stewarding opportunity; current enrollment shows that one third of new TK families have older

siblings at the school. We also discussed whether TK, falling in a shorter school day, should be included in the OCC budget estimate.

- Current overall enrollment for the 2023-24 school year is 570 students (including 30 TK).
- Many activities are in motion including: preparing for Volunteer Tea, many exciting field trips, and collaborations with Hillview 8th graders including buddy classes and an upcoming walking field trip by a Kindergarten class to Hillview this week.
- The administration is looking at both academics and social emotional progress for each child and everything is looking good so far.
- State testing coming up. Vice Principal, Karen Clancy, is getting trained on testing accommodations and collecting more information about the process as the event draws near.
- The Science Fair was a great experience overall, including the nice pairing of hands-on demonstrations and activities in the small gym by The Lawrence Hall of Science alongside the student body's Science Fair presentations in the big gym. We discussed location options for next year to potentially bring the two activities closer together.

X.	Conclusion & Review of Action Items	Becky Bullard
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- Next PTO Board meeting is on Thursday 5/11/23 at 8:15 am in the Oak Knoll Staff Office.
- Next PTO General meeting is on Wednesday 5/23/23 at 8:15 in the Oak Knoll Big Gym.
- Meeting adjourned at 9:51 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	116,428.32	130,500.00	-14,071.68	89.22 %
Total Donation Revenue	116,578.32	222,090.00	-105,511.68	52.49 %
Other Revenue				
Account Interest	315.17	400.00	-84.83	78.79 %
Total Other Revenue	315.17	400.00	-84.83	78.79 %
Program Revenue				
4th/5th Musical	3,977.84	4,000.00	-22.16	99.45 %
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	36,599.39	34,600.00	1,999.39	105.78 %
Total Revenue	\$153,492.88	\$257,090.00	\$ -103,597.12	59.70 %
GROSS PROFIT	\$153,492.88	\$257,090.00	\$ -103,597.12	59.70 %
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	21,718.14	87,170.00	-65,451.86	24.91 %
Total Other Expenses	21,718.14	87,170.00	-65,451.86	24.91 %
Program Expenses				
4th/5th Musical	176.93	5,000.00	-4,823.07	3.54 %
After School Sports	64.00		64.00	

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
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	30,827.88	38,600.00	-7,772.12	79.86 %
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	2,307.36	2,500.00	-192.64	92.29 %
Curriculum Support	20,716.83	19,100.00	1,616.83	108.47 %
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	1,526.52		1,526.52	
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	2,370.54	4,000.00	-1,629.46	59.26 %
Outside Programs	12,530.40	25,000.00	-12,469.60	50.12 %
PE & Recess Enrichment	617.56	2,000.00	-1,382.44	30.88 %
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	46,421.21	82,790.00	-36,368.79	56.07 %

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	2,974.05		2,974.05	
School Spirit/Leadership		7,500.00	-7,500.00	
Total School Spirit	2,974.05	7,500.00	-4,525.95	39.65 %
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	60,457.59	120,290.00	-59,832.41	50.26 %
Total Expenditures	\$119,003.81	\$257,090.00	\$ -138,086.19	46.29 %
NET OPERATING REVENUE	\$34,489.07	\$0.00	\$34,489.07	0.00%
NET REVENUE	\$34,489.07	\$0.00	\$34,489.07	0.00%