

Oak Knoll PTO
Minutes of the PTO Board Meeting
May 11, 2023
8:15 - 9:45 AM
Oak Knoll Staff Office

2022-2023 Executive Board Officers Present:	
Becky Bullard, President	Jennifer Baskin, Auditor
Meredith Nonnenberg, Vice President	Celeste Lopez, Teacher Representative
Corey Binns, Parliamentarian	Alicia Payton-Miyazaki, Oak Knoll Principal
Laura Webb, Treasurer	Ward Bullard, OCC PTO Engagement Lead
Cindy Tsai, Secretary	Francesca Segrè, MPCSD School Liason
Laura Low Ah Kee, Communications Chair	

Additional Attendees: None

Absent:

- Brenda Lo, Financial Secretary
- Aly Gay, MPAEF School Liaison
- 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 8:20 am by President Becky Bullard.

II.	PTO Meeting Minutes - Review & Approval	Cindy Tsai
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- The April 2022 PTO Board Meeting minutes were reviewed at 8:21 am. Alicia Payton-Miyazaki moved to take a vote to approve the minutes; Laura Low Ah Kee seconded the motion. The minutes were approved by unanimous vote.

III.	President's Report	Becky Bullard
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- **Matilda Wrap Up & Prioritizing Musical Theater**
 - The Matilda Jr. production is wrapped! Participants across the district including cast and crew, and many Oak Knoll students, will gather today to make a music video to celebrate the production close.
 - We addressed a 2023-24 budget question on whether the Matilda Jr. funds were enough. In response, the PTO shared that this was the first year that all four schools in the district performed the same production, and while other schools are spending on the production, only Oak Knoll planned for it in the PTO budget. We are glad to be leaders paving the way here.

- Having multiple school sites was great for building momentum and energy, for example when Hillview middle schoolers performed a preview of their rendition of the music for Oak Knoll. We have heard positive feedback from outside the district across elementary and middle school-aged families.
- Principal Payton-Miyazaki shared that we started doing musicals of this caliber when Oak Knoll students were asked to be a part of the back cast of Hillview’s Honk production. Similarly, Laurel Elementary had 2nd graders as part of the Newsies production. We are hopeful that continued collaboration with district schools, for example involving Oak Knoll in “This Is Not a Play” for students who would like stage time, will encourage future opportunities to showcase our dedication to musical theater.
- We discussed some background on how it came to be that all four schools elected to put on the same production and the staffing implications (e.g. Encinal had competing musical priorities one year and elected to do a different production). We also discussed the efficiency of all district schools choosing the same production; a single set up and tear down, one set of props and lighting cues for all 4 schools’ production proved to be enormously helpful. While there is no official role dedicated to coordinating the effort for doing the same production across all 4 school sites, the current mindset is to continue capitalizing on these efficiencies, and the passion, kindness, goodwill and creativity of everyone involved across the schools to make these productions special for all.
- **PTO Closets Cleanup** - Hats off to Corey Binns and Laura Webb for their leadership to clean up PTO closets and spaces across the school as we prepare for next year.

IV.	Vice President’s Report	Meredith Nonnenberg
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- **2023-24 PTO Committee Chair Selection**
 - We confirmed the Science Fair co-chairs and are close to being completely staffed for all PTO committees next year, with openings for 4th/5th grade musicals and sports committees.
 - The PTO Committees recruitment process was delightful and a great way for Vice President Meredith Nonnenberg to get to know more of the student body and PTO members, who have been eager and excited to sign up for the PTO Committees volunteer opportunities. As next steps, we will focus on documentation and a smooth handoff for next year’s committee chairs
- **2023-24 PTO Committee Chair Handoff** - In addition to our continued efforts to fill out the shared Google Drive committee chair transition documents, we plan to have printouts in folders to distribute at the Volunteer Appreciation Tea event on June 2. We also plan to pass out CoffeeBar gift cards to encourage current and past years’ committee chairs to meet in-person.
- **TK/Kindergarten Playdates and Q&A**
 - The first incoming TK/Kindergarten playdate was hosted on May 6 with a generous turnout in spite of the poor weather. The playdate included about half and half TK and Kindergarten families. We hope to capture some of the eager and enthusiastic energy in these meetings by passing out a new “menu” of volunteer opportunities that helps families understand details such as time commitment, one-time versus ongoing, computer versus in-person. The long-term vision is to roll out a bigger menu for the entire school body.

- We continued the discussion on whether TK parents are officially part of the PTO, including topics such as full day vs half day and TK families' eligibility for after school programs and participation in PTO committee activities. TK will have a separate MPAEF District chair (unlike ELC which is separately funded), and trained staff that are equipped to help with bathroom needs. Oak Knoll administration stands by their recommendation that Kindergarteners (and now, Transitional Kindergarteners) should not participate in afterschool programs (with the exception of Newton who is trained) in their first trimester. For Kindergarteners, we learned that the first trimester is a big transition as the students get used to longer days and no naps.

V.	Parliamentarian's Report	Corey Binns
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- A huge thanks to all who participated in the PTO closet cleanout. We shredded 300 lbs of paperwork. Kindergarten teachers are also looking for help cleaning out their spaces.
- We will vote on the 2023-24 PTO Board slate at the PTO Meeting on May 23, and update the PTO bylaws to make the PTO OCC Engagement Lead a permanent position on the board.

VI.	Treasurer's Report	Laura Webb
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- We received our 4th OCC disbursement check, bringing us to 99% of our donation goal. By the close of the school year, we expect to meet our donation goal.
- **2023-24 Budget Approved**
 - Next school year's school budget was voted on and approved by the board through an email majority vote. We anticipate a lower ending balance next year, and need to close the loop on some remaining questions such as whether TK should be included in the budget.
- **Banking Update**
 - A decision was made to move ~\$40K via cashiers check, out of First Republic Bank and into the Bank Of West, effectively keeping PTO funds insured across the board and demonstrating the benefit of why the PTO chooses to work with two different banking institutions.
 - In recent news, JP Morgan Chase bought First Republic, so we didn't have to close our account and can continue using the website and online services. First Republic Bank gave a recommendation to open an insured, interest-bearing, no-fee "cash sweep account" wherein any funds exceeding the \$250K cap would be distributed to other banks for insurance. Given the balance does bounce around throughout the year, the overhead for the Treasurer to move funds from bank to bank, and the current economic conditions, Treasurer Laura Webb suggested that this could be a prudent move and will look into this further.
 - Hillview transferred a higher balance of funds to Silicon Valley Bank. We are unsure about Laurel or Encinal, and MPAEF has switched to Chase.
- Books are updated through the end of April.

VII.	MPAEF School Liaison Report	Laura Low Ah Kee
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- Schoolhouse Rocks Fun Run will take place on May 21. MPAEF is looking for 9 more volunteers to help with positions like course monitoring.
- Cristina Gibbs has been nominated to take over Aly Gay's positions as MPAEF liaison. Communications Chair Laura Low Ah Kee and Cristina Gibbs will commence OCC pep rally planning soon for Fall 2024.
- MPAEF Dine Out Tuesdays in May with Left Bank Restaurant for 5% back to district schools.
- We will be forming an Ollie Mascot squad next year and sharing a call for volunteers in the next school newsletter. The invitation will include high school students in addition to the PTO community.

VIII.	Athletics Report	Ward Bullard
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- Vice President Meredith Nonnenberg and After School Sports committee lead, Ward Bullard, held a meeting with current and past Sports committee members. The goal of the meeting was to provide more transparency into the volunteering process, and share opportunities and pain points.
 - Using volleyball (the first sports season of the school year) as an example, we discussed shifting the current 2 weekday practices and 1 weekend game weekly cadence, to 1 weekday practice and 1 weekend practice-and-game with shared development goals.
 - Currently the fees are \$99 per child for volleyball and \$129 for basketball, with limited scholarships; we will look to increase these fees to support purchases of higher quality jerseys that students can keep. Encinal has successfully implemented this model in past years.
 - The gym is a shared space with a lot of community use, so we would like to leave a cart in the gym so that teams have access to volleyballs.
 - We would also like to use the fee to provide coaches some training/workshops in order to encourage a positive coaching culture. We debated different fees for parents who participate as a team manager, coach or admin versus non-participating parent volunteers; we determined that a single bundled pricing is preferred over an add-on jersey component or non-volunteer component.
 - We discussed the Girls Leadership organization's Belonging in Basketball course and its focus on creating a foundation for girls to thrive as a team, and the recruitment effort and effects of recruiting more women coaches.
 - We discussed an idea spinning off the Mood Meter to allow athletes to check in on their wellness, as a way for the coach to gather signal on the appropriate next steps for the team before the practice or game begins.
 - We would like to recruit volleyball coaches in the Spring so that we can hit the ground running in the Fall, and will do what we can to encourage uniforms are purchased on time.
- After School Sports updates will be shared at the PTO General meeting on May 23.

IX.	Teacher's Report	Celeste Lopez
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- All teachers are wrapping up the school year.

- State Testing is underway. Students are taking the exams seriously and encouraging themselves with positive messages. Distribution of practice exams before the true exam has helped prepare students for what is to come (e.g. how to login, using headphones during the test).
- Multi-age completed a Poetry Reading event, where students went on stage to recite a poem that they wrote themselves at the microphone.
- The first TK/Kinder Playdate had an incredible turnout.

X.	Oak Knoll Administration Report	Alicia Payton-Miyazaki
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- **Teacher Appreciation Week**
 - This year's Teacher Appreciation Week was more inclusive than ever before. Every adult working on the campus, including non-teacher staff members, were given tokens of appreciation. The feeling on campus was that it wasn't Teacher Appreciation Week, but Oak Knoll Staff Appreciation. The organizers did a fantastic job improving the process so that specific direction and assignments were communicated.
- **New Campus activities**
 - The week after Matilda, we celebrated a May Day performance by 4th graders (mixing multi-age and traditional). This pilot happened quickly and was a great example of a wonderful outcome when a passionate teacher is given space to pull off their ideas.
 - In addition to our focus on writing, creative writing, and authors visits, we also looked into if there were ways to augment common grade level experiences (e.g. 4th grade is piloting Biz World, a curriculum on how to set up a business, and putting in their own environment-focused spin on the curriculum).
- **Setting Up TK**
 - We are very heavily involved in setting up our new Transitional Kindergarten program for success, including assessing where we feel TK and other grades are best physically situated rather than simply placing new classes in currently empty classrooms. The district is helping us add TK bathrooms, fencing, and a wobbly bridge. We purchased an exploration wall for educational scaffolding, collaborative play, and kinesthetic exploration opportunities for our earliest learners. A third of our classrooms will be relocated with the spirit of keeping grade cohorts close together, proximity-wise and also in consideration of traffic flow at different points in the day, with new fencing. We are excited about our exceptional TK teachers coming on board.
 - We discussed leveraging the classroom relocation activities, which will start after the last day of school, as an opportunity to distribute an updated school map in ParentSquare or at Back to School Night.
- We will be working on Aide staffing.
- Class lists will be posted equitably and electronically for those who opted into the school directory. We discussed reaching out to parents who opt out of the school directory to get their permission to include their names in class lists emailed by the classroom teacher at the start of the 2023-24 school year.
- MPCSD School Board Liaison Francesca Segrè shared topics for the next MPAEF Board meeting, which will focus on phonics and reading, and improvements to the teacher pay stepping process. Similar to Oak Knoll, Encinal Elementary will also have updated school layouts.
- There is an effort to update the naming of "Traditional classrooms" to "Single Age classrooms".

XI.	Conclusion & Review of Action Items	Becky Bullard
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- Next PTO General meeting is on Wednesday 5/23/23 at 8:15 in the Oak Knoll Big Gym.
- Next PTO Board meeting is on Wednesday 6/7/23 at 8:15 am in the Oak Knoll Staff Office.
- Meeting adjourned at 10:07 am.

Respectfully submitted,

Cindy Tsai

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	-40,691.51	91,590.00	-132,281.51	-44.43 %
PTO Donations	129,346.82	130,500.00	-1,153.18	99.12 %
Total Donation Revenue	88,805.31	222,090.00	-133,284.69	39.99 %
Other Revenue				
Account Interest	329.34	400.00	-70.66	82.34 %
Total Other Revenue	329.34	400.00	-70.66	82.34 %
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	\$125,734.04	\$257,090.00	\$ -131,355.96	48.91 %
GROSS PROFIT	\$125,734.04	\$257,090.00	\$ -131,355.96	48.91 %
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	781.63	250.00	531.63	312.65 %
Bank Fees/Charges		400.00	-400.00	
District Dues& Collaboration	1,610.97	3,750.00	-2,139.03	42.96 %
Health and Wellness	803.32	1,030.00	-226.68	77.99 %
Insurance	440.00	500.00	-60.00	88.00 %
Volunteer Lunch & Awards		2,000.00	-2,000.00	
Total Operating Expenses	6,000.82	10,430.00	-4,429.18	57.53 %
Other Expenses				
Aesthetic Durables/School beaut	22,620.94	87,170.00	-64,549.06	25.95 %
Total Other Expenses	22,620.94	87,170.00	-64,549.06	25.95 %
Program Expenses				
4th/5th Musical	2,124.59	5,000.00	-2,875.41	42.49 %
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	2,070.24	3,000.00	-929.76	69.01 %
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	32,464.76	38,600.00	-6,135.24	84.11 %
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	21,860.19	19,100.00	2,760.19	114.45 %
Library Enrichment		1,000.00	-1,000.00	
Materials - Classroom Instruct	7,772.79	15,000.00	-7,227.21	51.82 %
Materials- Supplemental	3,884.26	4,190.00	-305.74	92.70 %
Music Enrichment	1,526.52		1,526.52	
3rd Grade Musical	-1,348.66		-1,348.66	
3rd Grade Musical Expenses	2,172.68	2,500.00	-327.32	86.91 %
Total 3rd Grade Musical	824.02	2,500.00	-1,675.98	32.96 %
Music		1,500.00	-1,500.00	
Total Music Enrichment	2,350.54	4,000.00	-1,649.46	58.76 %
Outside Programs	11,453.93	25,000.00	-13,546.07	45.82 %
PE & Recess Enrichment	1,456.16	2,000.00	-543.84	72.81 %
Science Enrichment				
Garden	260.44	2,000.00	-1,739.56	13.02 %
Science Fair	1,398.31	2,500.00	-1,101.69	55.93 %
Science Olympiad	823.33	1,500.00	-676.67	54.89 %
STEAM Fair & Events	1,401.84	2,000.00	-598.16	70.09 %
STEAM Lab		1,000.00	-1,000.00	
Total Science Enrichment	3,883.92	9,000.00	-5,116.08	43.15 %
World Language Enrichment	675.93	1,000.00	-324.07	67.59 %
Total Enrichment/Supplemental Materia	55,645.08	82,790.00	-27,144.92	67.21 %

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	-45.45	3,000.00	-3,045.45	-1.52 %
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	3,290.49		3,290.49	
School Spirit/Leadership		7,500.00	-7,500.00	
Total School Spirit	3,290.49	7,500.00	-4,209.51	43.87 %
Teacher Appreciation				
Back to School Lunch	1,123.95	1,300.00	-176.05	86.46 %
Coffee Cart	1,225.00	4,000.00	-2,775.00	30.63 %
Misc. Teacher Appreciation Expenses	3,286.54	1,000.00	2,286.54	328.65 %
Teacher Appreciation Luncheon	1,494.30	2,300.00	-805.70	64.97 %
Total Teacher Appreciation	7,129.79	8,600.00	-1,470.21	82.90 %
Total Programs Funded	71,871.75	120,290.00	-48,418.25	59.75 %
Total Expenditures	\$133,592.08	\$257,090.00	\$ -123,497.92	51.96 %
NET OPERATING REVENUE	\$ -7,858.04	\$0.00	\$ -7,858.04	0.00%
NET REVENUE	\$ -7,858.04	\$0.00	\$ -7,858.04	0.00%