

**Oak Knoll PTO**  
**Minutes of the PTO General Meeting**  
**May 23, 2023**  
**8:15 - 9:10 AM**  
**Oak Knoll Big Gym**

<b>2022-2023 Executive Board Officers Present:</b>	
Becky Bullard, President	Laura Low Ah Kee, Communications Chair
Corey Binns, Parliamentarian	Jennifer Baskin, Auditor
Cindy Tsai, Secretary	Ward Bullard, PTO Engagement Lead
Laura Webb, Treasurer	Alicia Payton-Miyazaki, Oak Knoll Principal

**Absent:** Meredith Nonnenberg, Brenda Lo, Celeste Lopez, Karen Clancy, Aly Gay

**Additional Attendees:** Francesca Segre

**Quorum present:** Yes - see attached sign-in attendance sheet

<b>I.</b>	<b>Call To Order &amp; Welcome</b>	<b>Becky Bullard</b>
-----------	------------------------------------	----------------------

- The meeting was called to order at 8:18 am by President Becky Bullard.

<b>II.</b>	<b>Treasurer's Report</b>	<b>Laura Webb</b>
------------	---------------------------	-------------------

- **2023-2024 Budget Review & Vote:** Hard copies of the proposed 2023-2024 PTO budget were passed around to attendees. Treasurer Laura Webb reviewed major budget changes proposed for next year relative to the current school year and opened the floor for questions.
  - Projected donations decreased due to enrollment decrease and conservative estimate of TK participation in OCC.
  - “Water” line item was renamed to “Health and Wellness”, with the budget increased to include water, fruit in the office, ice delivery, Otter Pops on hot days, and other health and wellness needs.
  - The Aesthetic Durables line item will be allocated to build out Acorn Alley and a community gathering space in front of the school. The FY24 budget decreased as some projects will be completed by then.
  - The Art budget increased slightly for art lunch clubs.
  - The Library budget has a one-year increase of \$5K to replenish and refresh some sections of the library.
  - Garden, STEAM, parent education and support, and science fair budgets decreased, based on actual cost of running those events the last couple of years.
  - The Parent Mix-and-Mingle budget increased to pay for events like Dutch Goose Night Out, Movie Nights, Sportshouse events.
  - The School Spirit budget increased due to rising costs and needs.
  - The PE and Recess budget increased to refresh equipment.

Laura Webb motioned to approve the 2023-2024 PTO Budget as outlined above. Victoria Dorward seconded the motion. The budget was approved by unanimous vote.

III.	Parliamentarian's Report	Corey Binns
------	--------------------------	-------------

- **2023-2024 PTO Board Slate Nominations & Vote:** Parliamentarian Corey Binns described the PTO Nominating Committee process, including the process of curating nominations and how the recommended board slate is approved by voting members of the current PTO Board. A brief introduction to each nominee was shared. The PTO Nominating Committee is proposing the following slate for 2023-2024 PTO Executive Board:
  - President (auto-filled): Meredith Nonnenberg
  - Vice President: Laura Low Ah Kee
  - Parliamentarian (auto-filled): Becky Bullard
  - Communications Chair: Suzy Francisco
  - Treasurer: Lesley Geivett
  - Secretary: Lisa Bunch
  - Financial Secretary: Brenda Lo
  - Auditor: Maren Gernitis
  - PTO OCC Engagement Lead: Jennifer Baskin

Becky Bullard motioned to approve the 2023-2024 PTO Board Slate as outlined above. Erika Caruso seconded the motion. The revision was approved by unanimous vote. (Laura Low Ah Kee, Lesley Geivett, Lisa Bunch and Jennifer Baskin abstained from voting).

- **PTO Bylaws Update Review & Vote:** Over the course of 2022-2023, the Oak Knoll PTO Bylaws were reviewed and revised to acknowledge the PTO OCC Engagement Lead position as an official voting member of the board along with an addition of the PTO OCC Engagement Lead role description. It was noted that all other schools in the district already have this position as a permanent, voting PTO Board member.

Laura Low Ah Kee motioned to approve the PTO Bylaws as outlined above. Victoria Doward seconded the motion. The revision was approved by unanimous vote.

IV.	President's Report	Becky Bullard
-----	--------------------	---------------

- President Becky Bullard shared a list of 52 activities and events that were curated at the beginning of the year to encourage volunteer participation with a focus on fun and meaningful experiences. This year, PTO leadership also focused on creating a digital PTO "Closet" to facilitate smooth transitions across committee leads year over year.

V.	PTO Committee Spotlights	PTO Committee Leads
----	--------------------------	---------------------

- **NEW PTO Committee Spotlight: Teacher Appreciation Committee** *Presented by Liz Franks*
  - All Staff & Teacher Lunches - Back to School Lunch (Sept), Book Fair Lunch (Oct), Teacher Appreciation Week Lunch (May)
  - 5 Coffee Carts
  - 4 Breakfasts
  - 3 Treats: Antoine Cookies, Succulents & Starbucks Gift Cards
  - Birthday gifts for Administration, Big Life Event Celebrations
  - A survey was distributed to the teacher/staff community to understand which activities were the most appreciated by staff members. Survey results were positive. The

committee's spend landed right on budget, and the same committee leads will carry over learnings to next year. Principal Payton-Miyazaki emphasized the inclusivity of Teacher Appreciation Week this year and how much teachers, admins, and staff alike felt appreciated over the course of the week. It was noted that this committee exemplified "working smarter, not harder" -- a vision statement that Oak Knoll PTO Committees Leads shared at the beginning of the school year.

- **GROW PTO Committee Spotlight: After School Programs Committee** - Presented by Rachal Maclay
  - The number of After School programs offerings increased with each trimester.
    - Spring 2022: 25 programs
    - Fall 2022: 32 programs
    - Winter 2023: 38 programs
    - Spring 2023: 44 programs
      - Number of enrollments: 522 students
      - Number of unique students: 277 students
      - Number of scholarships offered (Winter): 19 students
- **EVOLVE PTO Committee Spotlight: After School Sports Committee** - Presented by Bjorn Carey and Ward Bullard
  - Overview for Current School Year
    - Oak Knoll After School Sports are open to any 3rd-5th grade student who wants to play basketball, or any girl (4th, 5th grade) who wants to play volleyball.
    - The program is an extension of the Oak Knoll School philosophy: Exemplary Scholar, Valued Friend, Courageous Citizen.
    - Cumulative 23 teams, 250 registrations.
    - Nearly 50 parent volunteer coaches and other helpers from the parent community give up their nights and weekends to assist in the success of the programs.
    - 2 practices a week and 1 game on the weekend.
  - Plans for 2023-2024
    - Partnering with GearUp; a new uniform purchase process and fees will be built into the registration fee which will also fund equipment, scholarships, and referees. This pilot seeks to alleviate pressure on a single parent volunteer coordinating shared uniforms throughout the year with the introduction of Individually-purchased uniforms.
    - Backup options: Each coach will be given a couple extra jerseys.
    - Fees: (Current) \$24 for volleyball; \$40 for basketball, not to exceed \$150 next year.
    - There was a question posed about reusing the same jersey for basketball and volleyball. In response, the Athletics Committee Leads flagged a concern with potentially assigning duplicate jersey numbers.
    - Improving the educational experience for all
      - The Athletics Committee is pursuing updates including: bringing the "Mood Meter" to the Gym, connecting athletics to the OK SEL curriculum, and providing coaches and players a way to check in with each other before practice.
      - Additional coaching clinics & positive coaching alliance training for coaches

- New onboarding (“The Otter Way”) for all participating families each season to help parents understand the athletics programs’ primary objectives.
- New “Clinic + Jamboree Model” game/practice approach (pilot with volleyball)
  - Schedule
    - 1 solo regular practice during the week (your team only) +
    - 1 midweek game (Thursdays at Burgess) +
    - 1 weekend practice on Sundays
  - After the first 2-3 weeks, we would shift weekend “clinic + jamboree” format
    - First 30 min of skills clinic (Team 1)
    - Next 45 min (Team 2 arrives, Team 1+2 jamboree) at Oak Knoll
    - Last 30 min of skills clinic (Team 2)
  - Desired Outcomes
    - Increase fun for players while still prioritizing development
    - More games (jamboree style)
    - Working-family friendly
    - Expanded parent involvement
    - Provide opportunity to play with every other Otter team

<b>VI.</b>	<b>Oak Knoll Administration Report</b>	<b>Alicia Payton-Miyazaki</b>
------------	--	-------------------------------

- Volunteer Tea next Friday, please RSVP!
- **Education, Learning, and SEL Highlights**
  - To account for the slight drop in writing per state-testing data, we focused on “Writing as an Act of Courage” which included visits from local authors (e.g. Stuart Gibbs) and 2 NY Times bestselling authors.
  - New grade-level experiences - In addition to our multi-age and traditional classroom tracks, Oak Knoll has continued the intimate, small-group setting vibes through grade level experiences, e.g Lion King, May Day, Debates, Biz World, Stomp Rockets, Bioluminescence and more.
  - The new Math Anex assessment enabled staff and students to look at data reasoning on top of standard mathematics solving. This data analysis was done in partnership with the Callahan group and allowed us to see great growth using data-driven projects.
  - Pilot of ROAR reading inventory with Stanford to screen for dyslexia
  - PREP program for early Kindergarten dyslexia identification
  - Math Support classes with Ms. Keith and Ms. Murphy
  - Additional decodable texts for EL students
  - Classroom library purchases from book fair
  - SEL was a great success with Nicole Scott and educating our parent community. The Brave Room pilot allowed 3rd-5th grade students to work on their self-regulation skills with a self-reported walk-in score (average 91) and walk-out score (average 39) within ~5 min duration
  - Calming corners in K-2
  - R.U.L.E.R. Charters in all classrooms
  - Parent Education in School counselor updates
  - Counselor lessons in buddy classes
  - Additional focus on clubs at lunch, e.g. musical singalong
  - KNOL, Brain Time, Mood Meter Mondays, Embracing our Differences Month

- Cali therapy dog starting at Oak Knoll
- 5th grade Squads - student-driven mural squad is almost done
- **Community Highlights**
  - Students
    - Otterly Awesome celebrations: San Jose Taiko, Mariachi Band, Menlo-Atherton High School Choir and Jazz band, Hillview Dance team, bubble party, and more
    - Yard aides training and new vests
    - Mission postcards pilot
    - Increased bike safety work with community
  - Families
    - Parent Circles, Neurodivergent kids parent group, Movie Night, Science Night, Community Coffees, parent book club for Julie Lythcott Haims book
- **Safety Highlights**
  - Digital Citizenship online safety education for K-5 students
  - Bike rodeo for 3rd grade students, free bike safety gear first week of school
  - Increased community bike safety activism and safe riding corridors
  - Guidepost safety assessment for the district; Guidepost commended us on our community awareness and a report will be submitted to the district soon.
  - Multiple safety assessments with both MP Policy and Fire Depts
  - Staff training on CPR, First Aid, fire extinguisher usage, tourniquet training
  - Safety drills each month from the Big 5
  - Think Off Your Feet Pete training with students regarding lock down and barricade drills
  - The big oak tree in the big playground by the lunch tables has been assessed and was marked as stable.
- **Summer Reading**
  - Jackie Cebrian shared a list of K-5 book recommendations for summer reading.
  - Read-alouds are encouraged even into the middle school years because it allows parents and children to share and discuss important topics without making the topics overtly personal. Choosing your own books is also encouraged, as reading acceleration seems to be correlated to reading interest.
  - Ms. Cebrian recommended Big Tree by Brian Selznick as a read-aloud, a story shared from the perspective of two sycamore seeds; A Work in Progress by Jarett Lerner, an illustrated novel because it gives parents and kids opportunities to discuss hard topics (e.g. eating disorder) together; Novels in verse which make words work harder as there is less words and more whitespace, e.g. Alias Anna, a story about sisters who hide in plain sight through a war; Singing With Elephants also uses poetry to tell a story.
  - For younger grades: Geeger the Robot, Endlessly Ever After, See the Cat and See the Dog set, Monkey & Cake: What is Inside THIS Box?, Tag Team, Branch & Acorn books, Legends of Lotus Island.

<b>VII.</b>	<b>Adjournment</b>	<b>Becky Bullard</b>
-------------	--------------------	----------------------

- President Becky Bullard adjourned the meeting at 9:28 AM.

Respectfully submitted,

Cindy Tsai  
PTO Secretary

## May 2023 PTO General Meeting -- Sign In

	Print Name	Signature	Date
1	Cindy Tsai	Cindy Tsai	5/23/23
2	Liz Franks	Liz Franks	5/23/23
3	Laura Webb	Laura Webb	5/23/23
4	Rachel MacLay	Rachel MacLay	5/23/23
5	Nora Singer	Nora Singer	5/23/23
7	Katie Davis	Katie Davis	5.23.23
8	Leslie Alivett	Leslie Alivett	5/23/23
9	Victoria Donada	Victoria Donada	5/23/23
10	Laura Lowth Kee	Laura Lowth Kee	5/23/23
11	Lisa Bunch	Lisa Bunch	5/23/23
12	Corey Binns	Corey Binns	5/23/23
13	Jennifer Baskin	Jennifer Baskin	5/23/23
14	Sally Jones	Sally Jones	5-23-23
15	Wendy Bellard	Wendy Bellard	5/23-23
16	Erika Caruso	Erika Caruso	5/23/23
17	Lais Priolli	Lais Priolli	5/23/23
18	Francesca Segre	Francesca Segre	5/23/23
19	Alicia Payton-Miyahara	Alicia Payton-Miyahara	5/23/23
20	Becky Bullard	Becky Bullard	5/23/23
21	Brian Clark	Brian Clark	5/23/23
22	Jacqui Cabrera	Jacqui Cabrera	5/23/23
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			

# Oak Knoll Parent Teacher Organization

## Budget Overview: FY24 Oak Knoll PTO - FY24 P&L

August 2023 - July 2024

	TOTAL
Revenue	
Donation Revenue	
Donation Revenues from Savings	55,600.00
PTO Donations	126,500.00
<b>Total Donation Revenue</b>	<b>182,100.00</b>
Other Revenue	
Account Interest	400.00
<b>Total Other Revenue</b>	<b>400.00</b>
Program Revenue	
4th/5th Musical	4,000.00
After School Sports	
Basketball	17,000.00
Volleyball	6,000.00
<b>Total After School Sports</b>	<b>23,000.00</b>
Family Events	
Book Fair	5,000.00
<b>Total Family Events</b>	<b>5,000.00</b>
Otterwear Sales	2,000.00
Outdoor Education - Tshirts	600.00
<b>Total Program Revenue</b>	<b>34,600.00</b>
<b>Total Revenue</b>	<b>\$217,100.00</b>
GROSS PROFIT	<b>\$217,100.00</b>
Expenditures	
Cost of Fundraising	
PTO On-Site OCC Expenses	600.00
<b>Total Cost of Fundraising</b>	<b>600.00</b>
Operating Expenses	
Accountant	2,500.00
Administration	650.00
District Dues& Collaboration	3,750.00
Health and Wellness	4,500.00
Insurance	500.00
Volunteer Lunch & Awards	2,000.00
<b>Total Operating Expenses</b>	<b>13,900.00</b>
Other Expenses	
Aesthetic Durables/School beaut	50,000.00
<b>Total Other Expenses</b>	<b>50,000.00</b>
Program Expenses	
4th/5th Musical	5,000.00
After School Sports	
Basketball	17,000.00
Volleyball	6,000.00

# Oak Knoll Parent Teacher Organization

## Budget Overview: FY24 Oak Knoll PTO - FY24 P&L

August 2023 - July 2024

	TOTAL
<b>Total After School Sports</b>	<b>23,000.00</b>
Family Events	
Book Fair expenses	3,000.00
Fall Picnic Decor & Activities	2,500.00
<b>Total Family Events</b>	<b>5,500.00</b>
Otterwear Sales	3,000.00
Overnight Field Trips	
Jones Gulch/Outdoor Ed.	
Outdoor Ed - Tshirts	600.00
<b>Total Jones Gulch/Outdoor Ed.</b>	<b>600.00</b>
<b>Total Overnight Field Trips</b>	<b>600.00</b>
Yearbook	1,500.00
<b>Total Program Expenses</b>	<b>38,600.00</b>
Programs Funded	
Assemblies	3,000.00
Bike & Traffic Safety	300.00
Enrichment/Supplemental Materia	
Art Enrichment	3,000.00
Curriculum Support	10,000.00
Library Enrichment	6,000.00
Materials - Classroom Instruct	20,000.00
Materials- Supplemental	4,000.00
Music Enrichment	
3rd Grade Musical	
3rd Grade Musical Expenses	2,500.00
<b>Total 3rd Grade Musical</b>	<b>2,500.00</b>
Music	1,500.00
<b>Total Music Enrichment</b>	<b>4,000.00</b>
Outside Programs	17,000.00
PE & Recess Enrichment	2,400.00
Science Enrichment	
Garden	700.00
Science Fair	2,000.00
Science Olympiad	1,500.00
STEAM Fair & Events	2,000.00
STEAM Lab	600.00
<b>Total Science Enrichment</b>	<b>6,800.00</b>
World Language Enrichment	1,000.00
<b>Total Enrichment/Supplemental Materia</b>	<b>74,200.00</b>
Fifth Grade Clap-Out	3,000.00
Fifth Grade Field Day	1,200.00
Friends and Family Day	800.00



# Oak Knoll Parent Teacher Organization

## Budget Overview: FY24 Oak Knoll PTO - FY24 P&L

August 2023 - July 2024

	TOTAL
Kindergarten Welcome Party & New Parent Welcome	800.00
Parent Education & Support	2,500.00
Parent Mix and Mingle	4,500.00
Room Parent Coordinator	300.00
Scholarships	
Scholarships	6,000.00
<b>Total Scholarships</b>	<b>6,000.00</b>
School Spirit	
School Spirit/Leadership	8,800.00
<b>Total School Spirit</b>	<b>8,800.00</b>
Teacher Appreciation	
Back to School Lunch	1,300.00
Coffee Cart	4,000.00
Misc. Teacher Appreciation Expenses	1,000.00
Teacher Appreciation Luncheon	2,300.00
<b>Total Teacher Appreciation</b>	<b>8,600.00</b>
<b>Total Programs Funded</b>	<b>114,000.00</b>
<b>Total Expenditures</b>	<b>\$217,100.00</b>
NET OPERATING REVENUE	\$0.00
NET REVENUE	\$0.00