

Oak Knoll PTO
Minutes of the PTO Executive Board Meeting
February 8, 2024
8:15 AM – 9:15 AM
Oak Knoll Main Office Staff Room

2023-2024 Executive Board Officers Present:	
Meredith Nonnenberg, President	Cindy Tsai, Secretary
Laura Low Ah Kee, Vice President	Jennifer Baskin, OCC PTO Engagement Lead
Becky Bullard, Parliamentarian	Alicia Payton-Miyazaki, Oak Knoll Principal
Lesley Geivett, Treasurer	Karen Clancy, Oak Knoll Assistant Principal
Suzy Francisco, Communications Chair	Celeste Lopez, Teacher Representative

Additional Attendees:

- Cristina Gibbs, MPAEF Liaison

Absent

- Brenda Lo, Financial Secretary
- Maren Gernitis, Auditor

Quorum present: Yes

I.	Call To Order	Meredith Nonnenberg
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The meeting was called to order at 8:17AM by President Meredith Nonnenberg.

II.	PTO Board Meeting Minutes – Review & Approval	Cindy Tsai
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The January 2024 PTO Board Meeting minutes were reviewed at 8:23AM. Laura Low Ah Kee moved to take a vote to approve the minutes; Lesley Geivett seconded the motion. The minutes were approved by unanimous vote.

III.	President’s Report	Meredith Nonnenberg
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- Lion King was a huge success with excellent attendance by the Oak Knoll community, friends, and family members.
- Basketball season and playoffs are wrapping up.
- After School programs for Winter trimester are underway with 512 enrollments and 18 PTO scholarships granted. The district as a whole is moving to a model currently used at Encinal and Laurel only where program vendors give back 10% of total enrollment to help fund scholarships (rather than paying a rental fee to the District). This will allow the Oak Knoll PTO to remove scholarships for After School programs from our own PTO budget going forward. Vendor coordination across programs is a heavy lift and the PTO appreciates the time and effort provided by the After School Program committee.
- The PTO has been reaching out to new transfer students, which include mostly TK and Kinder students and a new 5th grader, to ensure new families feel connected as they settle in.
- SportsHouse Family Night will take place this Saturday evening and include highlights such as roller skating and parent vs. child dodgeball. A final reminder will be sent out to the community the day before the event, and we expect more attendees beyond the 90 registrants thus far, as families are welcome to show up at the door.

- We decided to cancel the 3/1 Movie Night in light of full calendars (including Family Night at SportsHouse, Science Fair and Friends & Family Day around the corner) and a broken projector issue which still needs to be resolved.
- Shade structure for sand area
 - The cost for purchase and installation of a long-discussed shade structure for the sand area in the back playground will require Board approval, given the PTO Accounting Policies state that expenditures of amounts greater than \$10K, whether budgeted or unbudgeted, require advance approval of the PTO Executive Board.
 - Principal Payton-Miyazaki has been working with the district to discuss the acquisition, installation, cost, pole clearance, and coverage style for one shade umbrella, for installation either this or next year. We estimate \$58K to meet state-level regulations given schools, as government infrastructure, require more rigor (e.g. the umbrella bar will need to go underground 9 feet). Further discussion will continue, in order to determine next steps for purchase and installation.
 - The shade umbrella would need to come out of PTO Savings rather than out of Aesthetic Durables (currently reserved for the phased gym AV system update). While the cost is high, board members are supportive of putting PTO funding towards a highly-visible installation, potentially with “Brought to you by the Oak Knoll PTO” signage, as a tangible and visible display of progress and campus improvement. In addition, Board members expressed challenges in the past spending on desired infrastructure and campus beautification projects; this investment would allow the PTO to spend down some of our operating reserves, which per our PTO Accounting Policies should equal approximately $\frac{1}{3}$ of our annual operating budget.
 - We anticipate the shade umbrella will be installed against the black fence near the sandbox, and should provide coverage for 1-2 dozen students on a hot day. This area is particularly popular for first and second graders.
 - President Meredith Nonnenberg moved to take a vote to fund the shade umbrella from PTO Savings. Vice President Laura Low Ah Kee seconded the motion. The vote was approved by unanimous vote.
- The PTO received a generous \$20K gift from an anonymous member of the Oak Knoll community. OCC donations for Oak Knoll have already surpassed the goal target, so this donation has substantially moved us over the goal, warranting a discussion around new expenditures that can be funded beyond the original 2023-24 PTO budget.
 - To this end, Treasurer Lesley Geivett presented recent expenditures added, including:
 - \$6600 Sip & Shop - 33 teachers received \$200 in book credit and curriculum support.
 - \$4400 School Spirit - for bookmarks (made out of an oak tree) to distribute to students and staff to commemorate our beloved fallen oak tree
 - \$8K for Aesthetic Durables for TK-appropriate lunch table seating
 - \$2K Drums added to music
 - \$5600 Mix and Mingle Sports House
 - \$2400 School Spirit with Lunch and Mr Softee for Staff Appreciation
 - \$1200 3rd grade musical T-shirts
 - \$2250 choreography consulting for musicals
 - \$200 4th and 5th grade musical pizza for cast
 - \$4500 for T2 after school program scholarships
 - The above distributions are able to be covered given a combination of greater OCC donations than budgeted and the \$20k anonymous donor gift.

- The PTO Accounting Policies state that approval by the general membership is required when expenditures cumulatively deviate from the budget by \$20K or more. In light of this, as a first step, the PTO Board discussed these budget deviations and whether it might make sense to approve a revised/rebalanced budget vs. simply approve the deviations. The PTO Board felt that it would be more prudent to show the deviations from the original budget to encourage transparency and aid future budget planning.
 - Laura Low Ah Kee moved to take a vote to approve the above budget deviations. Lesley Geivett seconded the motion. The vote was approved by unanimous vote.
- As a next step, in accordance with our PTO Accounting Policies and PTO Bylaws, these budget deviations will need to be reviewed and approved by the PTO general membership at a Special Meeting. (Special Meetings may be called for by a vote of the Executive Board or by petition of a minimum of 10 PTO members.) In light of this, Jennifer Baskin moved to take a vote to call a special PTO General meeting on Thursday, 2/29/24. Cindy Tsai seconded the motion. The vote was approved by unanimous vote. As a reminder, general meetings require a quorum of 15 PTO members (including PTO Board members).

IV.	Teacher Report	Celeste Lopez
	<ul style="list-style-type: none"> ● Professional Learning continues. ● 5th grader teachers recently visited Hillview Middle School. ● 2nd grade teachers visited 1st grade classes to observe the classroom environments for their future students, and noted the excellent listening skills by the first graders. 	

V.	Vice President's Report	Laura Low Ah Kee
	<ul style="list-style-type: none"> ● Vice President Laura Low Ah Kee shared an overview of the recent One Community Campaign (OCC) Operations Committee meeting to begin negotiations for the 2024-2025 OCC Memorandum of Understanding (MOU); the MOU dictates basic parts of OCC including campaign length, fundraising ask, fund disbursement structure, and shared marketing expenditures. Meeting discussion points included: <ul style="list-style-type: none"> ○ No major changes to the OCC overall ask of \$2K per enrolled student. ○ All PTOs felt comfortable with their campaign results for the 2023-2024 school year and it seemed prudent to keep the ask steady, as the district considers going out for a bond measure this fall during the OCC campaign. ○ Potentially shortening campaign length with hard launch at Back to School Night and campaign ending Friday, September 27 ○ Some discussion of changing how anonymous donations that remain anonymous at the end of school year get disbursed between PTOs and MPAEF. Principal Payton-Miyazaki suggested involving school principals to help identify any anonymous donors (for the sole purpose of understanding donor intent) still remaining at year end, as sometimes school leadership is aware of some families and/or family situations that might otherwise be unknown to OCC and MPAEF leadership. ○ Much discussion was had around changes to OCC marketing as critical aspects of the campaign; however details of the OCC marketing plans are not formally included in the MOU but rather discussed separately. ○ We anticipate a draft MOU will come back to the PTO Board for review at its March meeting. 	

VI.	Auditor's Report	Maren Gernitis (remote update)
	<ul style="list-style-type: none"> ● The December audit is complete. <ul style="list-style-type: none"> ○ All bank accounts have been reconciled and matched towards the bank statements. ○ Treasurer Lesley Geivett has done a great job with providing back up information and the bank reconciliations itself. ○ December-end balance was \$405k across the accounts, with an additional \$5k of uncleared transactions -- leaving \$400k to work with. 	
VII.	Parliamentarian's Report	Becky Bullard
	<ul style="list-style-type: none"> ● PTO Nominating Committee for the 2024-2025 school year met on 2/7, with nominee reach outs starting today. There have been positive responses thus far. ● We will continue to be mindful of PTO meeting timing equity, both across Board meetings and General meetings, ensuring that we are serving as much of the board and parent community, respectively, as we continue with scheduling these meetings in the future. 	
VIII.	Treasurer's Report	Lesley Geivett
	<ul style="list-style-type: none"> ● We are exploring a potential solution with First Republic Bank as a quicker, accessible option to Bill.com, in order to reduce the manual overhead for checks received that are greater than \$500 which require dual signatures. Bill.com has been on PTO Treasurer radar for a few years now, however the volume of inbound checks and the anticipated system ramp up time, it has been difficult to fully commit to Bill.com. ● Taxes are filed. Office Manager Theresa Rhoades has requested necessary W-9s and 1099s are up to date. 	
IX.	OCC PTO Engagement Lead Report	Jennifer Baskin
	<ul style="list-style-type: none"> ● We are still chasing pledges and should expect to see more contributions including a pending disbursement of \$5K. 	
X.	MPAEF Liason's Report	Cristina Gibbs, Laura Low Ah Kee
	<ul style="list-style-type: none"> ● MPAEF Auction is coming up on 3/9. Early bird pricing concludes on 2/11. ● Schoolhouse Rocks Fun Run will take place on 5/19. Registration will open after the auction. ● We held the first Barebottle Dine Out on 2/5; the next Barebottle Dine Out is scheduled for 3/4. Mention "MPAEF" for 10% of proceeds to go back to the foundation and schools. 	
X.	Oak Knoll Administration Report	Alicia Payton-Miyazaki
	<ul style="list-style-type: none"> ● It is a busy time of the year. TK and Kinder Orientations are complete. The push to register early-on resulted in an extra 40 new enrollments already. Kinder tours are done, and multi-age tours begin soon. ● Multi-age 3rd-5th ZAM class planned an Astronomy Night. If all goes well, this concept could potentially be a new community-wide Family event. Red cellophane will be given to students to cover flashlights. ● California Dashboard, a state-run information website about California schools has marked Oak Knoll's data as excellent with the exception of "chronic absenteeism" -- currently marked orange (6.5%) while the state-wide status is green (23%). Upon further investigation, the CA Dashboard measures the delta from the previous year rather than the success rate. Because 1-Day ISP was removed from our school's absence policy, this has resulted in the lower score. Principal 	

Payton-Miyazaki asks the PTO Board members, as PTO ambassadors, to encourage our parent community to double-click into the metric where this is further explained. We expect the state to push this metric so it is likely to influence Great Schools ranking as well.

- Professional development investments continue, with intentional assignments of teachers heading to:
 - National Mathematics Conference in Seattle
 - Oakland Girls Leadership Conference (team of 5)
 - Visit to the school that brought Oak Knoll the Brave Room

XI.	Conclusion & Review of Action Items	Meredith Nonnenberg
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- Action Items:
 - Jennifer Baskin to ask for further information about the MPAEF anonymous donor identification process.
- PTO Special Meeting: 2/29 at 8:15AM
- Next PTO Board Meeting: 3/7/24 at 8:15AM
- Next PTO General Meeting: 5/28/24 at 8:15AM
- Meeting adjourned at 9:24AM

Respectfully submitted,

Cindy Tsai
PTO Secretary