

Oak Knoll PTO
Minutes of the PTO Executive Board Meeting
February 29, 2024
8:15 AM – 9:15 AM
Oak Knoll STEAM Lab

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

Additional Attendees: Cristina Gibbs, MPAEF Liaison

Absent:

- Brenda Lo, Financial Secretary
- Maren Gernitis, Auditor
- Karen Clancy, Oak Knoll Assistant Principal
- Celeste Lopez, Teacher Representative

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

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 Budget Update	Lesley Geivett, Meredith Nonnenberg
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- In an effort to share the utmost transparency in how we steward PTO funds, we are holding this meeting to provide the general Oak Knoll PTO community an update on the unexpected increase in the PTO budget, along with related adjustments and increases in expenditures. The increase in the budget is explained by (a) a conservative estimate on how the new TK program would perform in OCC fundraising (we will use this signal to recalibrate for next year), and (b) an anonymous donation of \$20K in December 2023. In light of these changes, the PTO Board has been diligently partnering with Oak Knoll administration on how we prioritize expenditures both in the immediate term for the current school year as well as in the long-term.
- Treasurer Lesley Geivett reviewed one time budget increases, one time budget expenditure increases, and long term increases/budget changes (see attached slides). Principal Payton-Miyazaki reviewed context for the the immediate and long term expenditure increases, including:
 - One Time Budget Expenditures
 - Sip & Shop: Oak Knoll teachers receive funds to make in-class book purchases for the school year, which includes discounts at Kepler’s Bookstore and coffee at Cafe Borrone in Menlo Park. Oak Knoll teachers team up to attend Sip & Shop together while discussing book clubs and reading themes for this direct-to-classroom activity that has high student impact.
 - Lunch for teachers during Friends & Family Day: a baked potato bar to provide lunch for teachers while they focus on the heavy planning needed to welcome friends & family to tour their classrooms.
 - TK-appropriate sized lunch tables under Aesthetic Durables.
 - Additional drums for first graders, given current drums are in heavy use by other grades.

- Scholarships to provide all students at Oak Knoll with common Oak Knoll experiences such as after school classes and Otterwear.
 - School Spirit increases: Mr. Softee for Teacher Appreciation and Duniya dance assembly for all grades
 - Long-term increases/Budget changes
 - 3rd grade musical: \$1.2K t-shirts and \$2.25K choreography
 - 4th/5th grade musical: \$200 for food expenses
 - Caring & Sharing program has been separated from the Scholarship line item for added transparency
 - Mix & Mingle: \$5.6K for Sports House event, coffees & movie night licensing
 - In summary, \$263 balance of the extra funds received are remaining and available to be allocated.
- It was reiterated that the generous \$20K anonymous donation enabled the purchase of the long-desired TK tables, and that donations made directly to the Oak Knoll PTO such as this one are rare and can only be accepted outside of the OCC campaign window in the Fall.
- President Meredith Nonnenberg called for a vote to approve the above budget updates. Becky Bullard motioned to approve expenditures; Suzy Francisco seconded the motion. The budget updates were approved by unanimous vote.

III.	PTO Volunteer Opportunities	Laura Low Ah Kee, Becky Bullard
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- The PTO Board thanks the current school year’s committee chairs for their hard work and dedication to support the many PTO committees this year. Vice President Laura Low Ah Kee has been reaching out to existing chairs and co-chairs about whether they would like to continue in their roles in the 2024-25 school year, or take a step back (which will prompt the recruitment process for a new committee chair).
- Inquiries and interest in PTO Board and PTO Committee volunteer opportunities can be directed to Parliamentarian, Becky Bullard and Vice President, Laura Low Ah Kee, respectively.

IV.	Conclusion & Review of Action Items	Meredith Nonnenberg
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- Action Items: none
- Next PTO Board Meeting: 3/7/24 at 8:15AM
- Next PTO General Meeting: 5/28/24 at 8:15AM
- Meeting adjourned at 8:30 am.

Respectfully submitted,

Cindy Tsai
PTO Secretary

PTO SPECIAL GENERAL MEETING 2/29/24

NAME

1. MEREDITH NONNENBERG
2. Suzy Francisco
3. Rachel Maclay
4. Cindy Tsai
5. Rebecca Boenig
6. Andrea Draper
7. Jason Ford
8. Lais Priolli
9. Alison Wise
10. Alison Wong
11. Sede Saldamli
12. Katherine Glass
13. Lamma low Ah Kee
14. Usley Givett
15. Ekaterina Kazakova
16. Alicia Payton-Miyazaki
17. Jennifer Baskin
18. Cristina Gibbs
19. Bonnie Houlihan
20. Corey Birns
21. Beeky Bulcaid

'24 Budget Adjustments Summary

One Time Budget Increases

OCC Distribution increase from budgeted: \$9,213 (\$135,713 from our original estimated \$126,500)

Anonymous donation: \$20,000

Total '24 Donation Increase Over Projections \$29,213

One Time Budget Expenditure Increases

- + \$6,600 Curriculum support - Covers Sip and Shop Books
- + \$3,500 School Spirit - Covers \$600 for Sip & Shop Coffee, 5 - \$100 gift cards for chaperones for Outdoor Ed, \$2,400 for lunch & Mr. Softee
- + \$5,600 Aesthetic Durables - TK Tables \$8,000
- + \$2,000 Music - Cover drums
- + \$2,000 to Scholarship

One Time '24 Expenses Subtotal: \$19,700



Long Term Increases/Budget Changes



- + \$1,200 and new line item for 3rd Grade Musical T-Shirts
- + \$2,250 and new line item for 3rd Grade Musical Choreography
- + \$200 for 4th/5th grade musical to cover additional expenses (food)
- + Add new line item for Caring & Sharing under scholarship
- + \$5,600 Mix and Mingle - Sport House event, coffees & movie nights (licensing)

Long Term Adjustment Subtotal: \$9,250

Summary of Movement

Increase of '24 Donations	\$29,213
One Time '24 Expenses	\$19,700
Long Term Adjustments	\$9,250
Remaining	\$263

