

**Oak Knoll PTO**  
**Minutes of the PTO Executive Board Meeting**  
**10.10.2024**  
**8:20 - 9:20 AM**  
**Oak Knoll Main Office Staff Room**

<b>2024-2025 Executive Board Officers Present:</b>	
Laura Low Ah Kee, President	Suzy Francisco, Communications Chair
Francie Maletis, Vice President	Lindsay Nalevanko, OCC PTO Engagement Lead
Meredith Nonnenberg, Parliamentarian	Rachel Maclay, Financial Secretary
Lesley Geivett, Treasurer	Karen Clancy, Oak Knoll Assistant Principal
Amy Kurpius, Secretary	

**Additional Attendees:**

- Cristina Gibbs, MPAEF Liaison
- Sherwin Chen, MPCSD District Representative

**Absent**

- Celeste Lopez, Teacher Representative
- Maren Gernitis, Auditor
- Alicia Payton-Miyazaki, Oak Knoll Principal

**Quorum present:** Yes

<b>I.</b>	<b>Call To Order</b>	<b>Laura Low Ah Kee</b>
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The meeting was called to order at 8:24 AM by President Laura Low Ah Kee.

<b>II.</b>	<b>PTO Board Meeting Minutes – Review &amp; Approval</b>	<b>Amy Kurpius</b>
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- The August, 2024 PTO Board Meeting minutes were reviewed at 8:28 AM. Laura Low Ah Kee moved to take a vote to approve the minutes; Meredith Nonneberg seconded the motion. The minutes were approved by unanimous vote.
- The September 5, 2024 PTO Emergency Executive Board Meeting minutes were reviewed at 8:29 AM. 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. Meredith Nonnenberg, Parliamentarian, abstained.
- The September 12, 2024 PTO Special General Meeting minutes were reviewed at 8:29 AM. Francie Maletis moved to take a vote to approve the minutes; Lindsay Nalevanko seconded the motion. The minutes were approved by unanimous vote.

<b>III.</b>	<b>President’s Report</b>	<b>Laura Low Ah Kee</b>
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- Overview of PTO activities and events since our last meeting
  - Back to School Night. Great event and first OCC kick off and it all went really well.

- After School Programs are up and running smoothly with 30+ courses and 350+ participants
- After School Athletics: Volleyball has 5 teams and 10 incredible volunteer coaches;
  - ASA Coordinator has been very helpful—very busy but hoping some of the learning happening this year will translate to next and there will be less work
- Lion King: Rehearsals underway; addition of 2 new chairs (Lindsay Nalevanko and Sarah Cullen) to join Kelly Ardit
- Fall Family Picnic: Great turnout, many activities. Thank you to Co-Chairs Becky Bullard and Corey Binns.
- Otterwear: Strong sales at Fall Family Picnic; the addition of Paypal readers has streamlined point of sale purchasing
- Community Connection Coffees - hosted 5 across August and September; thank you Co-Chairs Seda Saldamli, Alison Wise, and Janet Light
- Staff has been supporting students during heatwave with PTO-sponsored items: Ice Brigade, Otter Pops, water misters; staff also working overtime to help the kids keep cool.
- Book Fair is underway – Thank you Co-Chairs Katie Davis, Elizabeth Corey, Stephanie Rowen, Melissa Nikolic. Monday teachers were treated to luncheon put on by the Teacher & Staff Appreciation Committee while they shopped for their classroom book bins.
- Teachers really appreciated the lunch and opp to shop for books
- OCC closed - Amazing effort by Lindsay Nalevanko, Amy Kurpius, Cristina Gibbs with a range of activities, including BTSN, carline, TK/Kinder coffees, etc. Thank you also to our OCC Ambassadors who stewarded each Oak Knoll class.
- **Upcoming PTO Events**
  - Book Fair Family Night (tonight) - including EL Learner/International Family pizza night; funded by PTO
  - Books Come Alive and Halloween Parade on October 31, PTO will host coffee stations (looking for a few people to help with these. Two locations: one table at crosswalk and one opposite the parking lot. PTO Board member support would be great!)
  - 3rd-5th Grade Basketball launching soon.
  - Family Movie Night 11/15 will be canceled due to a broken screen.
  - Sherwin Chen noted the MPCSD Board is in the process of approving funds for new screens across campuses.

<b>IV.</b>	<b>Vice President’s Report</b>	<b>Francie Maletis</b>
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No updates

<b>V.</b>	<b>Parliamentarian’s Report</b>	<b>Meredith Nonnenberg</b>
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- **Nominating process for next year**
  - Starting to think ahead towards the nominating process for next year. Typically this process doesn’t begin until after the New Year, but thought it was worth getting a bit of a head start.
  - Will reach out to current board members to confirm next steps.
  - Some guidelines to consider when thinking about nominating committee candidates and board/committee candidates: An individual cannot do any one role for more than two years
  - Hoping the PTO Board can begin to put feelers out to the nominating committee – best qualified for this are very well networked parents who wouldn't have interest in a PTO Board position
  - It would be great to get new TK and Kinder parents involved

<b>VI.</b>	<b>Treasurer's Report</b>	<b>Lesley Geivett</b>
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- **Budget revisions ahead of the Fall meeting.** There were eight budget revisions from the end of the school year last year to present. A brief overview includes:
  - Additional \$200 added to administration for Calendarly, the Library volunteer sign-up app
  - Modified aesthetic durables (\$73,000: that covers Acorn Alley, additional \$32,000 to cover this year)
    - Karen Clancy provided a few more details on funds spent under Aesthetic Durables: desks and chairs were purchased for the TK classrooms because these children are smaller and there was worry the larger chairs and desks posed a safety issue; a new imagination playground storage bin was purchased since the old one was rusted and inoperable; rolling white boards for classrooms; TCG multiage studying an artist and needed some materials
  - Removed \$3,000 from art budget because a grant was received to cover those costs
  - Removed \$2,500 from choreography budget because a grant was received to cover these costs
  - Removed \$2,500 from 3rd grade choreography budget because a grant was received to cover these costs. The grant may also cover the \$2500 committee expenses, but we left the \$2,500 in the budget to avoid any delays in reimbursing parent/guardian volunteers. We would plan to seek reimbursement from the grant if there are any delays.
  - Added \$4,500 for Otter Fest which was an event held in the past at Oak Knoll and is being revived this year for the first time in a number of years
  - Cut \$1000 from Volunteer Lunch & Awards since it would be in line with last year's actuals
  - Remove \$1,128 from Materials Classroom Instruction, the teacher checks for the year have been cut and we will not use the remainder.
  - Balanced the budget with an increase to Donation Revenues from Savings
- PTO President pointed out that other MPCSD Elementary PTOs are identifying areas to cut their budgets given the shortfall from the OCC campaign; although Oak Knoll is likely to hit our goal, it would be a good exercise to do the same. The PTO President Low Ah Kee, Principal Payton-Miyazaki, and Treasurer Geivett have been meeting to determine where those cuts might occur. A brief list includes:
  - Office Fruit Basket – could return to using extra snacks leftover from LunchMaster
  - Aesthetic Durables
  - Cut Steam Fair, just focus on science fair inside the gym and not any of the other teacher-led activities
  - Teacher curriculum development – there is a budget for summer work for the teachers do that could potentially be cut
  - Assembly/Outside Programs budget could be reduced; there's a set of assemblies that are more narrow in focus, this would be another potential cut
  - In summary: We will have a better sense of our OCC results in November and whether we'd like to pursue any of these additional reductions.
- Francie Maletis moved to approve budget revisions; Laura Low Ah Kee seconded the motion. The budget was approved by unanimous vote at 9:02 AM.

<b>VII.</b>	<b>Auditor's Report</b>	<b>Maren Gernitis</b>
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Nothing to report

<b>VIII.</b>	<b>OCC PTO Engagement Lead Report</b>	<b>Lindsay Nalevanko</b>
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- OCC Update
  - Shorter campaign this year but still successful
  - Oak Knoll results: 90.6% of goal (not quite at 100%, but hoping to get there by the end of the month with corporate matching. Oak Knoll PTO Budget for this year is \$126,500).
    - Last year at this time, Oak Knoll was 1% away from the PTO’s monetary goal so this year is a bit different. PTO President noted that there were additional funds last year above the budget as a result; this year hoping to just meet the budget.
    - Some quick feedback regarding Oak Knoll OCC efforts this year for next year: More carlines – the last carline was so much fun. (But still scaled down compared to other years—perhaps one in the beginning and one at the end); Specialists at Back to School Night weren’t well attended so probably won’t do that again (they were a hit at Portfolio Night so keep that); Continue to highlight OCC events throughout the year as they occur, using the signs to remind people; continue to make the connection between events/items at the school and how they are funded with OCC dollars in messaging.
  - Participation in OCC was lower than former years across the district; there are plans to have a larger, strategic conversation regarding participation demographics and how to potentially implement a more nuanced marketing approach across the different constituencies (e.g., (large donors might have a different message compared to the smaller donors where only participation matters).
  - This year focused on the total number (\$3.75 million) versus participation (what the focus has been on in the past) ... something to keep in mind.
  - District wide OCC data results: 62% participation across the district; 90% of fundraising monetary goals met across the district.
  - Learning experience this year on which is the best focus: total goal versus participation.

<b>IX.</b>	<b>MPAEF Liason’s Report</b>	<b>Cristina Gibbs</b>
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- **Overview of Activities**
  - Finished up OCC, thank you to everyone. On campus activities were great
  - Next week is Dine Out week—consider utilizing these restaurants for dinners AND lunches, given the short days—great to take advantage of! Tuesday (15th) through Friday (18th)
    - Lots of restaurants to utilize; some new, some old favorites
  - Don’t forget about Good Eggs 5% (Goodeggsformpaef)
  - Sports Basement give back program is still up and running
  - eScrip is a new opportunity. eScrip is an organization that connects local markets and non-profit organizations. When you shop through eScrip, 1-4% of your purchases are donated to the organization of your choice. Some local markets include: Draeger’s, Bianchini’s (San Carlos), Lunardi’s (Belmont) and Piazza’s Fine Foods (Palo Alto).
  - Wine walk is coming up soon on November 16th and is always a fun one. Tickets are already available
  - Giving Tuesday is December 3rd and funds the Endowment for Professional Development
  - March 15th Annual Auction at Hillview
  - March 18-21 Online Auction
  - SchoolHouse Rocks and Run is May 18th

<b>X.</b>	<b>Oak Knoll Administration Report</b>	<b>Karen Clancy</b>
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- Lunch process is changing. Oak Knoll has hired someone for the open Lunch Aide position for hot lunch. Much like many of the Yard Duty hirings, this lunch aide comes from Newton. She will be starting next week with training. Some changes to the way Lunch will be provided beginning November 4th:
  - Batch ordering will occur where a selection of the most popular menu items will be available for pick up; they will be distributed evenly across both lunch periods; eliminates the need for parents to pre order, saving time and hopefully waste issues, too.
  - Parents have been helping with lunch shifts throughout the year so far and a big thank you for that help; moving forward, the Lunch Aide and current staff will be able to handle those responsibilities.

<b>XI.</b>	<b>MPCSD School Board Update</b>	<b>Sherwin Chen</b>
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- Overview of the upcoming October 10 School Board Meeting
  - The Board will review and discuss Smarter Balanced Assessment Score results this evening. Unfortunately results are a bit stickier than hoped; this is a performance trend seen across the state. When parents receive their students' performance results, the score is scaled (1-4). Schools focus more on whole school performance with the goal of a high percentage of students who meet (3) or exceed (4) expectations.
    - Overall in MPCSD, 79% of students met or exceeded standards in English Language Arts, a one percent decrease from last year; 78% of students met or exceeded standards in math, the same as last year.
    - In science, which is only administered to fifth and eighth graders, 69% of students met or exceeded standards, a two percent decrease from last year. The science assessment is a relatively new assessment based on recently released standards; it will take a few years to understand it and the instructional methodology that will be most effective.
    - Big picture: still a very high performing school district compared to the rest of the state (performance average across the state in ELA is in ~45% for ELA, and ~30% for math)
    - Oak Knoll is performing above the rest of the district (82% ELA, 84% math); however, there are far fewer focal students (EL learners, minorities, etc) at Oak Knoll; those focal students performance has dropped even more relative to other groups. Because our focal student population is smaller, and the level of resources available is equitable across schools, the resource-to-student ratio is greater at Oak Knoll.
  - What will the district and school sites do given this information?
    - Scores are good, but the goal is to get back to pre pandemic levels. There isn't a crisis per say but urgency and aggressiveness is important. The district focus last year was on broad strategic planning; appropriate and necessary with a new Superintendent. However, now is the time to focus on academic performance.
    - Testing alone will not be the only focus—educating the whole child will continue to be of great importance. That being said, aligning the classroom content with standards is worth more effort.
    - Small group, appropriately leveled work with more instructional, curriculum and assessment tools that provide more detailed information about student performance and where the gaps exist will be the overarching strategic goal.

- Haggerty approach also being rolled out which has a phonics component that will help address some gaps

<b>XII.</b>	<b>Conclusion &amp; Review of Action Items</b>	<b>Laura Low Ah Kee</b>
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- Action Items:
  - Meredith will be contacting you about nominating committee
- Next PTO Board Meeting: November 7th
- Next PTO General Meeting: November 14th (via zoom at 7:30 pm)
- Meeting adjourned at 9:24 AM.

Respectfully submitted,  
Amy Kurpius  
PTO Secretary

# Oak Knoll Parent Teacher Organization

## Budget Overview\_Revised: FY25 Oak Knoll PTO\_\_Report

August 1, 2024-July 31, 2025

ACCOUNT	TOTAL
<b>Income</b>	
4170 Program Revenue	
4th/5th Musical	\$3,000.00
6030 After School Sports	
Basketball	\$17,000.00
Volleyball	\$6,000.00
<b>Total for 6030 After School Sports</b>	<b>\$23,000.00</b>
6125 Family Events	
Book Fair	\$6,000.00
<b>Total for 6125 Family Events</b>	<b>\$6,000.00</b>
Otterwear Sales	\$15,000.00
Outdoor Education - Tshirts	\$600.00
<b>Total for 4170 Program Revenue</b>	<b>\$47,600.00</b>
Donation Revenue	
Caring and Sharing Program	\$3,700.00
Donation Revenues from Savings	\$120,172.00
PTO Donations	\$126,500.00
<b>Total for Donation Revenue</b>	<b>\$250,372.00</b>
Other Revenue	
6135 Account Interest	\$2,500.00
<b>Total for Other Revenue</b>	<b>\$2,500.00</b>
<b>Total for Income</b>	<b>\$300,472.00</b>
Cost of Goods Sold	\$0.00
Gross Profit	\$300,472.00
<b>Expenses</b>	
6145 Cost of Fundraising	
PTO On-Site OCC Expenses	\$600.00
<b>Total for 6145 Cost of Fundraising</b>	<b>\$600.00</b>
6235 Operating Expenses	
6295 District Dues& Collaboration	\$3,750.00
6305 Volunteer Lunch & Awards	\$1,000.00
6395 Insurance	\$500.00
6770 Administration	\$850.00
8015 Health and Wellness	\$4,500.00
Accountant	\$2,500.00
<b>Total for 6235 Operating Expenses</b>	<b>\$13,100.00</b>
Other Expenses	
Aesthetic Durables/School beaut	\$105,000.00
Garden Community Committee	\$1,200.00
<b>Total for Other Expenses</b>	<b>\$106,200.00</b>
Program Expenses	
4th/5th Musical	\$6,500.00
6205 Family Events	
Book Fair expenses	\$4,000.00
Fall Picnic Decor & Activities	\$2,500.00
<b>Total for 6205 Family Events</b>	<b>\$6,500.00</b>

ACCOUNT	TOTAL
After School Sports	
After School Athletics Coordinator	\$10,000.00
Basketball	\$17,000.00
Volleyball	\$6,000.00
<b>Total for After School Sports</b>	<b>\$33,000.00</b>
Otterwear Sales	\$16,000.00
Overnight Field Trips	
Jones Gulch/Outdoor Ed.	
Outdoor Ed - T-shirts	\$600.00
<b>Total for Jones Gulch/Outdoor Ed.</b>	<b>\$600.00</b>
<b>Total for Overnight Field Trips</b>	<b>\$600.00</b>
Yearbook	\$1,500.00
<b>Total for Program Expenses</b>	<b>\$64,100.00</b>
Programs Funded	
Assemblies / Outside Programs	\$15,000.00
Bike & Traffic Safety	\$300.00
Enrichment/Supplemental Materia	
Curriculum Support	\$15,000.00
Library Enrichment	\$1,000.00
Materials - Classroom Instruct	\$18,872.00
Materials- Supplemental	\$4,000.00
Music Enrichment	
3rd Grade Musical	
3rd Grade Musical Committee Expenses	\$2,500.00
3rd Grade Musical T-Shirts	\$1,200.00
<b>Total for 3rd Grade Musical</b>	<b>\$3,700.00</b>
Music	\$1,500.00
<b>Total for Music Enrichment</b>	<b>\$5,200.00</b>
Outside Programs	\$0.00
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 for Science Enrichment</b>	<b>\$6,800.00</b>
World Language Enrichment	\$1,000.00
<b>Total for Enrichment/Supplemental Materia</b>	<b>\$54,272.00</b>
Fifth Grade Clap-Out	\$3,000.00
Fifth Grade Field Day	\$1,200.00
Friends and Family Day	\$800.00
Kindergarten Welcome Party & New Parent Welcome	\$500.00
Otterfest	\$4,500.00
Parent Education & Support	\$2,500.00
Parent Mix and Mingle	
Community Connection Committee	\$1,300.00
Parent Mix & Mingle	\$1,700.00
<b>Total for Parent Mix and Mingle</b>	<b>\$3,000.00</b>
Room Parent Coordinator	\$300.00
Scholarships	
Caring & Sharing	\$3,700.00
Scholarships	\$3,000.00



ACCOUNT	TOTAL
<b>Total for Scholarships</b>	<b>\$6,700.00</b>
School Spirit	
School Spirit/Leadership	\$8,800.00
<b>Total for School Spirit</b>	<b>\$8,800.00</b>
Staff Appreciation Committee	\$9,600.00
Teacher Curriculum Development	\$6,000.00
<b>Total for Programs Funded</b>	<b>\$116,472.00</b>
<b>Total for Expenses</b>	<b>\$300,472.00</b>
Net Operating Income	\$0.00
Other Income	\$0.00
Other Expenses	\$0.00
Net Other Income	\$0.00
Net Income	\$0.00

