

Oak Knoll PTO
Minutes of the PTO Executive Board Meeting
November 7, 2024
8:20 - 9:20 am
Oak Knoll Main Office Staff Room

2023-2024 Executive Board Officers Present:	
Laura Low Ah Kee, President	Alicia Payton-Miyazaki, Oak Knoll Principal
Francie Maletis, Vice President	Lindsay Nalevanko, OCC PTO Engagement Lead
Maren Gernitis, Auditor	Rachel Maclay, Financial Secretary
Lesley Geivett, Treasurer	Suzy Francisco, Communications Chair
Amy Kurpius, Secretary	

Absent

- Meredith Nonnenberg, Parliamentarian
- Cristina Gibbs, MPAEF Liaison
- Celeste Lopez, Teacher Representative
- Karen Clancy, Oak Knoll Assistant Principal
- Sherwin Chen, MPCSD Board Representative

Quorum present: Yes

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

II.	PTO Board Meeting Minutes – Review & Approval	Amy Kurpius
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The October 2024 PTO Board Meeting minutes were reviewed at 8:24 AM. Laura Low Ah Kee moved to take a vote to approve the minutes; Francie Maletis seconded the motion. The minutes were approved by unanimous vote.

III.	President’s Report	Laura Low Ah Kee
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An overview of PTO activities and events since last meeting:

- Book Fair Results
 - Book Fair was another wonderful success this year, with sales totaling over \$31,000. This total was slightly below last year’s (\$33K), but given our lower enrollment this year, the numbers track. Most purchases took place in person; a bit online. Books, Inc. staff noted that Oak Knoll is their largest fundraiser across their fair program.
 - Oak Knoll’s book fair is a “bookraiser” aiming to grow classroom libraries. This year:
 - 700 books purchased by families from teacher bins
 - \$2,660 purchased in teacher gift cards
 - Additionally, Alicia was able to purchase \$1,700 from teacher bins from some of our proceeds
 - The Fair also provides scholarships for some students for books
 - PTO supported nearly \$900 in books for students in need
 - The kids who received these books kindly wrote thank you notes, with the help of Mrs. Poole, to the PTO

- The Book Fair requires a huge volunteer effort, with over 70 volunteers this year
- Huge thank you to Co-Chairs: Katie Davis, Melissa Nikolic, Stephanie Rowen, and Elizabeth Corey
- After School Athletics Basketball registration has closed. 156 players are signed up. Evaluations and drafts are next week.
- Halloween Parade was a fun success as always. Coffee sponsored by the PTO was a big hit – will order more for next year
- Caring and Sharing launched this past Sunday and is underway; a bit of a slow start, so please spread the word. As a reminder, this program underscores our connectedness as a community and desire to support one another by providing food gift cards to Oak Knoll families that have requested assistance over the holidays and winter break. A donation of only \$50 can provide food support to one family for Thanksgiving or Winter Holidays. We'll be collecting donations between now and Wednesday, December 18.
- Upcoming PTO Events—General meeting next week Thursday, November 14th at 7:30 pm. President is committed to keeping it short (approximately 30 minutes). The reason for the evening event is to see if it captures more working parents who find the morning meetings challenging, as was suggested in last year's Panorama survey. Please let the PTO President know if you can make it or not as a quorum requires 15 participants.
 - PTO President plans on sending out an email to Oak Knoll community the morning of the meeting to increase visibility as we all provide easy access to the Zoom link.
- Measure U has passed; thank you to everyone in the community, including the Oak Knoll PTO, for endorsing the Measure. Volunteers will be working their way through the neighborhood to pick up Yes on Measure U signs but should you have one and it is missed, Ridwell is doing a free neighborhood pick up event in December. Note, the signs are supposed to be removed prior to that date.

IV.	Vice President's Report	Francie Maletis
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- Nothing to report

V.	Parliamentarian's Report	Meredith Nonnenberg
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- Nothing to report. Nonnenberg will report on the nominating committee at the next meeting.

VI.	Treasurer's Report	Lesley Geivett
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- Brief summary of activities: Everything is going smoothly and aligned. No over budgets. Second disbursement came through from OCC. Oak Knoll should have at least one more.

VII.	Auditor's Report	Maren Gernitis
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- Gernitis has completed the audits for both August and September and there are no issues; reconciliation was smooth. October is still to be done and she will report out at the next PTO Executive Board meeting.
- As of September, PTO had about \$250,000 in bank accounts So even if OCC comes up short, we have a buffer.

VIII.	OCC PTO Engagement Lead Report	Lindsay Nalevanko
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- OCC made its goal; they are currently at a little over 102.5% of total goal. Expect this will increase slightly over the coming months as more corporate match money comes in.

- Team is doing a check presentation today to MPCSD and it will include the amount we have as of Tuesday 11/5.
- Overall participation for the whole campaign was 63.7% and Oak Knoll was closer to 74%; last year Oak Knoll was closer to 80% so although much to celebrate, there is a trend downwards. Also important to recognize that dollar amount versus participation was also the marketing strategy.
- Principal noted that the timing and tone of the campaign was spot on this year.

IX.	MPAEF Liason's Report	Amy Kurpius
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- **Jeanie Ritchie Grants Awarded**
 - Over \$51,250 was awarded as part of the Jeanie Ritchie Innovation Grants. These grants, funded by generous community donations to the OCCs, were awarded to support 31 inventive projects led by teachers and staff at all four MPCSD schools (Encinal Elementary, Laurel Elementary, Oak Knoll Elementary, and Hillview Middle School). These grants – ranging from \$222 to \$3,190 – provide funding for teachers to integrate innovative curriculum, projects, and experiences in the classroom in the year ahead.
 - 13 Grants were awarded to Oak Knoll teachers and staff. Congrats!
 - Fund a Need via the Spring Auction often supplements the total funds because they are so successful; trending upward each year which allows for more Jeanie Ritchie grants to be awarded.
- Wine Walk is happening in just a few weeks on November 16th from 1-4 pm buy tickets online now!
- Sports Basement Shopping Days happening now! Bring the flyer or through the MPAEF email through November 10th and get 20% off. Great time for ski and winter stuff
- eScrip for local shopping like Draegers - go online to eScrip.com to sign up. Register your cc on the site and then every time you shop, 5% is given back. Easy to do!
- Good Eggs - enter goodeggsformpaef at check out for 5% back to MPAEF
- No Dine Out for November but Koma and Kanpai sushi are coming for December.
- Remember to save the date for the MPAEF Auction Saturday, March 15th with the online auction March 18-21st.
- And the Schoolhouse Rocks Run will be Sunday, May 18th

XI.	Teacher Report	Alicia Payton-Miyazaki
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- Teacher professional development is happening at the school around ELA and math. In math, the teachers are developing different strategies that focus on individual and small group work, helping students within the classroom (versus pulling out). Anchor charts have been a fixture in ELA and are good road maps for the kids and teachers; professional development is focusing on creating similar anchor charts for math to guide teachers and students.
- The upcoming teacher in-service will (a) focus on more core learning on phonics and word recognition, and (b) include a teacher field trip to the Presidio Tunnel Tops, a new playground that offers a space for children and adults to experience and explore nature actively or passively on structures and topographical features. The purpose of this field trip is to tap into the rising brain research on how kids learn outside the classroom, on the playground through risk taking, team work, problem-solving, and so on. The field trip looks to help teachers utilize and apply this type of learning to inform their instruction in the classroom.

XI.	Oak Knoll Administration Report	Alicia Payton-Miyazaki
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- Administration is focused on representing the values and goals Oak Knoll holds dear through various activities on campus. One goal is helping students with global awareness: understanding that they are global citizens and have a relationship with others in sharing this planet. To that end, an earth map assembly is planned next week. The assembly entails a giant inflatable globe that kids can walk around and see; the globe does not have any countries outlined—just the earth as it may be seen from space (which ties into the recent Jose Hernandez assembly). The idea is for kids to see a space-based perspective of the planet, where there are no borders or country lines, etc. This global visual gives kids a very different perspective on what it means to be part of the world.
- Another Oak Knoll goal is to empower children with a message that one voice can lead the community for positive change. The administration is utilizing a school-wide read to reinforce this goal. "Wishtree" will be read for grades 2-5 and "The Together Tree," "To Change a Planet," and "Luli and the Language of Tea" for TK-1. In each classroom, the students will be engaging with these texts via developmentally appropriate class discussions and a culminating project around Valentine's Day. The entire school will write a wish for the community (not for themselves). The wishes will be transcribed to fabric strips, and the fabric strips will be hung on metal hearts. These hearts will be hung on trees throughout the Oak Knoll campus. Principal is thankful for this project and the Hanah Diab, the parent volunteer who is leading the project..

XII.	Conclusion & Review of Action Items	Laura Low Ah Kee
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- Action Items:
 - Please PTO President know if you can't make general meeting
- Next PTO Board Meeting: December 5th at 8:20 AM
- Next PTO General Meeting: November 14th at 7:30 PM
- Meeting adjourned at 8:55 AM.

Respectfully submitted,

Amy Kurpius
PTO Secretary

Oak Knoll Parent Teacher Organization

Budget vs. Actuals: Revised: FY25 Oak Knoll PTO - FY25 P&L

August 2024 - July 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
Donation Revenue				
Book Fair Teacher Gift	2,852.31		2,852.31	
Caring and Sharing Program		3,700.00	-3,700.00	
Community Coffee	202.58		202.58	
Donation Revenues from Savings		120,172.00	-120,172.00	
PTO Donations	90,674.26	126,500.00	-35,825.74	71.68 %
PTO Donations-Matching	1,000.00		1,000.00	
Total Donation Revenue	94,729.15	250,372.00	-155,642.85	37.84 %
Other Revenue				
Account Interest	1,506.26	2,500.00	-993.74	60.25 %
Total Other Revenue	1,506.26	2,500.00	-993.74	60.25 %
Program Revenue				
4th/5th Musical		3,000.00	-3,000.00	
After School Sports				
Basketball	20,048.44	17,000.00	3,048.44	117.93 %
Volleyball	6,835.69	6,000.00	835.69	113.93 %
Total After School Sports	26,884.13	23,000.00	3,884.13	116.89 %
Family Events	152.26		152.26	
Book Fair		6,000.00	-6,000.00	
Total Family Events	152.26	6,000.00	-5,847.74	2.54 %
Otterwear Sales	6,296.45	15,000.00	-8,703.55	41.98 %
Outdoor Education - T-shirts		600.00	-600.00	
Total Program Revenue	33,332.84	47,600.00	-14,267.16	70.03 %
Total Revenue	\$129,568.25	\$300,472.00	\$ -170,903.75	43.12 %
GROSS PROFIT	\$129,568.25	\$300,472.00	\$ -170,903.75	43.12 %
Expenditures				
Cost of Fundraising				
PTO On-Site OCC Expenses		600.00	-600.00	
Total Cost of Fundraising		600.00	-600.00	
Operating Expenses				
Accountant		2,500.00	-2,500.00	
Administration	118.13	850.00	-731.87	13.90 %
Bank Fees/Charges	0.00		0.00	
District Dues& Collaboration	1,350.00	3,750.00	-2,400.00	36.00 %
Health and Wellness	895.37	4,500.00	-3,604.63	19.90 %
Insurance	440.78	500.00	-59.22	88.16 %
Volunteer Lunch & Awards		1,000.00	-1,000.00	
Total Operating Expenses	2,804.28	13,100.00	-10,295.72	21.41 %
Other Expenses				
Aesthetic Durables/School beaut	74,188.09	105,000.00	-30,811.91	70.66 %
Garden Community Committee	699.49	1,200.00	-500.51	58.29 %

Cash Basis Tuesday, November 5, 2024 12:52 PM GMT-08:00

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	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total Other Expenses	74,887.58	106,200.00	-31,312.42	70.52 %
Program Expenses				
4th/5th Musical		6,500.00	-6,500.00	
After School Sports				
After School Athletics Coordinator		10,000.00	-10,000.00	
Basketball	1,923.00	17,000.00	-15,077.00	11.31 %
Volleyball	2,360.50	6,000.00	-3,639.50	39.34 %
Total After School Sports	4,283.50	33,000.00	-28,716.50	12.98 %
Family Events				
Book Fair expenses	417.66	4,000.00	-3,582.34	10.44 %
Fall Picnic Decor & Activities	695.25	2,500.00	-1,804.75	27.81 %
Total Family Events	1,112.91	6,500.00	-5,387.09	17.12 %
Otterwear Sales	6,263.09	16,000.00	-9,736.91	39.14 %
Overnight Field Trips				
Jones Gulch/Outdoor Ed.				
Outdoor Ed - T-shirts		600.00	-600.00	
Total Jones Gulch/Outdoor Ed.		600.00	-600.00	
Total Overnight Field Trips		600.00	-600.00	
Yearbook		1,500.00	-1,500.00	
Total Program Expenses	11,659.50	64,100.00	-52,440.50	18.19 %
Programs Funded				
Assemblies / Outside Programs	5,850.00	15,000.00	-9,150.00	39.00 %
Bike & Traffic Safety		300.00	-300.00	
Enrichment/Supplemental Materia				
Curriculum Support	4,547.00	15,000.00	-10,453.00	30.31 %
Library Enrichment		1,000.00	-1,000.00	
Materials - Classroom Instruct	18,872.00	18,872.00	0.00	100.00 %
Materials- Supplemental		4,000.00	-4,000.00	
Music Enrichment				
3rd Grade Musical				
3rd Grade Musical Committee Expenses		2,500.00	-2,500.00	
3rd Grade Musical T-Shirts		1,200.00	-1,200.00	
Total 3rd Grade Musical		3,700.00	-3,700.00	
Music		1,500.00	-1,500.00	
Total Music Enrichment		5,200.00	-5,200.00	
Outside Programs		0.00	0.00	
PE & Recess Enrichment		2,400.00	-2,400.00	
Science Enrichment				
Garden		700.00	-700.00	
Science Fair		2,000.00	-2,000.00	
Science Olympiad		1,500.00	-1,500.00	
STEAM Fair & Events		2,000.00	-2,000.00	
STEAM Lab		600.00	-600.00	
Total Science Enrichment		6,800.00	-6,800.00	
World Language Enrichment		1,000.00	-1,000.00	
Total Enrichment/Supplemental Materia	23,419.00	54,272.00	-30,853.00	43.15 %
Fifth Grade Clap-Out		3,000.00	-3,000.00	
Fifth Grade Field Day		1,200.00	-1,200.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Friends and Family Day		800.00	-800.00	
Kindergarten Welcome Party & New Parent Welcome	448.95	500.00	-51.05	89.79 %
Otterfest		4,500.00	-4,500.00	
Parent Education & Support	939.51	2,500.00	-1,560.49	37.58 %
Parent Mix and Mingle				
Community Connection Committee	570.00	1,300.00	-730.00	43.85 %
Parent Mix & Mingle	1,096.10	1,700.00	-603.90	64.48 %
Total Parent Mix and Mingle	1,666.10	3,000.00	-1,333.90	55.54 %
Room Parent Coordinator		300.00	-300.00	
Scholarships				
Caring & Sharing		3,700.00	-3,700.00	
Scholarships	360.00	3,000.00	-2,640.00	12.00 %
Total Scholarships	360.00	6,700.00	-6,340.00	5.37 %
School Spirit				
School Spirit/Leadership	2,401.38	8,800.00	-6,398.62	27.29 %
Total School Spirit	2,401.38	8,800.00	-6,398.62	27.29 %
Staff Appreciation Committee	3,785.42	9,600.00	-5,814.58	39.43 %
Teacher Curriculum Development		6,000.00	-6,000.00	
Total Programs Funded	38,870.36	116,472.00	-77,601.64	33.37 %
Total Expenditures	\$128,221.72	\$300,472.00	\$ -172,250.28	42.67 %
NET OPERATING REVENUE	\$1,346.53	\$0.00	\$1,346.53	0.00%
NET REVENUE	\$1,346.53	\$0.00	\$1,346.53	0.00%