

Oak Knoll PTO
Minutes of the PTO Executive Board Meeting
December 5, 2024
8:20-9:20 am
Oak Knoll Main Office Staff Room

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

Additional Attendees:

- Cristina Gibbs, MPAEF Liaison

Quorum present: Yes

I.	Call To Order	Laura Low Ah Kee
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The meeting was called to order at 8:22 AM by President Laura Low Ah Kee.

II.	PTO Board Meeting Minutes – Review & Approval	Amy Kurpius
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- The November 2024 PTO Executive Board Meeting minutes were reviewed at 8:24 AM. Laura Low Ah Kee moved to take a vote to approve the minutes; Meredith Nonnenbery seconded the motion. The minutes were approved by unanimous vote.
- The November 14, 2024 General PTO Board Meeting minutes were reviewed at 8:25 AM. Suzy Francisco moved to take a vote to approve the minutes; Lindsay Nalevanko seconded the motion. The minutes were approved by unanimous vote.

III.	President’s Report	Laura Low Ah Kee
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- Overview of the PTO General Meeting: The meeting went well, however attendance was lower than morning in-person meetings. It was worth giving an evening meeting a try but will go back to morning meetings.
- Caring & Sharing has raised just over \$3,100 from Oak Knoll families, and was able to help over 23 Oak Knoll families around Thanksgiving who requested food assistance.
 - These funds allow the district to purchase grocery store gift cards. Families select their grocery store preference. The district office manages this program in order to maintain privacy for the families who have requested assistance.
- After School Athletics are running smoothly. The first round of basketball games were over this past weekend. Ms. Sheid’s help as the ASA Coordinator has greatly supported our parent volunteers running these programs.
- Lion King rehearsals underway; performance will be on January 25th.
- Winter enrollment for after school programs opens Tuesday December 10th.
 - PTO always offers scholarships to families, usually in trimester 2, but hoping with the change in how funds to support this program are collected (10% of vendors’ program

revenue is now collected to assist those families requesting support), it will be across all trimesters (27 families asking for support).

- Any surplus scholarship funds will go back to the district to allow other families across the district to utilize it for ASPs.
- There is a chance that vendors may pass along this cost to parents, but fees generally don't increase significantly. Other elementary schools have utilized this system for some years and fees have not risen significantly.
- Nicole Scott from Oak Knoll will sign these kids up a day early to ensure they are able to participate in the classes they want.
- Looking ahead: 4th and 5th grade musical auditions are next week and there is the teacher and staff Cookie Bar on 12/19—a nice way for parents to say thanks in a unique way that might be more accessible than on-campus volunteer opportunities. .

IV.	Vice President's Report	Francie Maletis
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- MPAEF/OCC Memorandum of Understanding initial discussions are beginning amongst PTOs.
- The third week of January is the formal start to MOU discussions for the OCC.
- One question that has come up is do we want to renegotiate anything? If we are looking for more PTO money, the overall ask would need to be raised. For instance, rather than having \$250 per student, raising it to \$300. That would likely increase the overall ask.
 - Next year, participation will again be a larger focus and should better impact the PTO since it receives the first \$250 of any donation.
 - Really want to keep the OCC intact and negotiate in a collaborative manner that continues the integrity of this partnership across the schools and MPAEF.
 - It's been 6 years since the ask has been raised.
 - Oak Knoll has benefitted from savings over the past few years so that the relative performance of the OCC in any given year hasn't been as critical to ensuring we meet our funding need. But:
 - Conservatively, best not to rely on savings year over year as those will be gone at some point.
 - Principle noted that PTO funds have been significantly above what should be held in savings and therefore, PTO has been spending down those savings with larger projects like Acorn Alley; School wants to ensure parents' dollars are being spent on their kids while they are enrolled here.
- Some contextual history on PTO donors. Typically, donors can be split up into three categories: about 1/3 give above the \$2000 per student ask, 1/3 right at the ask, and 1/3 under the ask.
 - Should the decision be made to raise the ask (see scenario above), then 2/3 of donors would be impacted. There are the perpetual non-donors who likely wouldn't be impacted at all.
- PTO President conducted some scenario planning in advance of the OCC MOU discussions for next year by focusing on true costs to run the organization (versus "pass through" expenses that have an affiliated revenue source). The modeling did not rely on drawing from savings for expenses as has been the case in years past (beyond the minimum required reserves as outlined in our bylaws) as this surplus may not continue year-over-year. It was noted that there has been a lot of campaigning and fundraising going on lately with Measure U and OCC running in tandem this past Fall. Given this, and the fact that it is likely time to raise the overall ask, it may make sense to wait at least a year to give the community a chance to settle. The change should come

at a time when everything is sliding up and there is a justifiable rationale (v slowing participation percentages) for raising the ask.

- It was also noted that Oak Knoll typically raises enough funds to meet or exceed its OCC goal year-over-year. However, that is not necessarily the case with other MPCSD schools. Given these differing financial situations, she felt that following the other schools' leads and supporting their decision-making may be the most sensitive and supportive pathway since all PTOs need to agree on PTO fund distribution in the MOU.
- There was agreement that more education for TK and kindergarten families is needed to understand why fundraising and subsequent donations are necessary in public schools.
- Abridged OCC timeline was better and will continue in the following years.
- There was some discussion on whether PTOs can ask for a secondary disbursement for donations that exceed a certain dollar amount (i.e., for Oak Knoll parent donations that exceed \$20,000, the Oak Knoll PTO might receive an additional \$1,000 beyond the initial \$250 first received).

V.	Parliamentarian's Report	Meredith Nonnenberg
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- Nominating Committee Update. Typically, the nomination process begins at the end of January/beginning of February, but Parliamentarian is hoping to shift that up a bit. Communications and outreach regarding open PTO roles will start in the newsletter just after break. There will also be a joint recruiting event on January 31st with other PTOs and MPAEF. Switching this event to a morning gathering instead of evening to appeal to different parents. If you have suggestions, please send names Meredith's way.
 - Noticing that some parents don't necessarily understand the PTO, what it does, what roles there are and what they entail. Perhaps an Oak Knoll specific event might be helpful. The focus would be bringing in TK and kindergarten parents to understand roles and the PTO in general.
 - Another idea would be to distribute a one-page flyer about the PTO, including what positions there are and what are open. These could be handed it out to TK and kindergarten families either on the playground before the morning bell, or other events:
 - Pick up may also be a good time to hand out flyers
 - Lion King (but that is a heavy volunteer lift)
 - Hillview PTO does a little showcase perhaps that might be a good way to draw people, by highlighting student performance or other school-based activity
- For next year: The Strong Start program has been so successful in creating a feel of community and accessibility to Oak Knoll for the TK and kindergarten populations. Perhaps include a volunteer component as part of those materials and outreach; a sign up sheet for these families so they can feel like they are involved right away. Volunteer roles that are very concrete, easy to understand and do.

VI.	Treasurer's Report	Lesley Geivett
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- Reconciliation for November needs to be done.
- Treasurer noted that PTO received notice from the California Department of Justice in early November of single missing form that placed it in "Delinquent" status for not for profit tax filing. Form was quickly submitted and status has now been updated by DOJ to show our status as "Current" (compliant) as of Nov 28th.

- Updated some of the PTO team transition documents so that this doesn't happen again due to process challenges; also worked with the accountant on clarifying language on forms submitted to the Justice Department
- Submitted last year's taxes (2023/24)

VII.	Auditor's Report	Maren Gernitis
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- Nothing to report

VIII.	OCC PTO Engagement Lead Report	Lindsay Nalevanko
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- Currently, Oak Knoll PTO OCC is at 105.2% of our OCC goal.
- Overall OCC percent to dollar goal is at 99.7%.
- Participation has a trend of decline; it will be interesting to know whether it was campaign focus or just a general trend.
- Have had two disbursements.

IX.	MPAEF Liason's Report	Cristina Gibbs, Amy Kurpius
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- The second Full Board meeting was last night. Discussed:
 - OCC: As of Monday, 12/2 OCC has raised 99.7% of its \$3.75 million goal with just roughly \$10,000 to go
 - OCC overall participation is still trending down.
 - Dine-out was a success, thank you to all who participated. Raised over \$3,000.
 - Wine Walk broke records! 325 tickets sold (100 more than last year) and raised over \$12,000, which is twice as much as last year.
 - Giving Tuesday a huge success with over \$22,000 raised, thank you to our community (never even raised 10K so this is a record).
 - Friends of MPAEF have been working hard at growing this community and would love ideas about outreach and engagement should you have them. Or just suggestions on people who may be part of this group and interested in getting involved.
 - The auction party has a theme this year—Denim and Diamonds! The auction team is looking for parents willing to host a party or donate items or experiences. They have a wishlist but also love creative ideas. Please contact Anjali, the MPAEF events coordinator at events@mpaef.org. Tickets go on sale January 15th for \$225/ticket. Be sure to purchase them early since prices go up February 14th. Party is on March 15 at Hillview, with the online auction March 18-21.
 - School House Rocks is May 18th!
 - Good eggs and escript still going.

X.	Teacher Report	Celeste Lopez
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- Report cards just finished, which is a huge task for teachers. Feels good to move into the next trimester.
- Teacher release days 3, 4, 5 focused on training and development on the new iReady curriculum. iReady replaced SRI; it is much more comprehensive and includes reading comprehension and vocabulary (phonics, etc.) assessment. This enables teachers to really focus on their lesson planning and instruction in a more nuanced and comprehensive way.
- School has started a Mix and Mingle program for the third grade cohort. This is in recognition of the change that occurs at this grade level from predominantly traditional classes to a mix

between traditional and multi-age classes. The school felt there's more opportunity to community build and keep and maintain connections moving forward regardless of class type. Every Wednesday, all the third grade classes get together and work on a project together, or do some other team building activity. Teachers are deliberate in mixing up the students across classroom types so kids have a chance to work together beyond their classroom peers.

- 5th grade teachers visited Hillview during their Professional Learning Community hours to see what's happening over there; got to observe a lot of diverse classrooms. Nice for 5th grade teachers to see where their students are going. It gives them a great vision for what they are preparing their students for.

XI.	Oak Knoll Administration Report	Alicia Payton-Miyazaki
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- Predator and Prey assembly coming up.
 - Applied to the Jeanie Ritchie grant for this assembly and to the MPAEF Auction Fund-a-Need for the planetarium assembly since they are both science-based assemblies—through these two MPAEF-based funds, Oak Knoll PTO will realize a savings of over \$4,000.
- Talent show coming up; lots of coordinating and collecting.
- Outdoor Ed is coming up in January; lots of coordinating and collecting
 - Are there any needs for collecting clothing (boots? Jackets? socks?) Would be worth checking in and seeing if there are any needs across families/classrooms and PTO can coordinate if so.
- There was a staff meeting yesterday.
- Training over Thanksgiving focused on core literacy, and then one-on-one teacher development.

XII.	Conclusion & Review of Action Items	Laura Low Ah Kee
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- Action Items:
 - Laura will send financial model around to help with MOU discussions and future planning
 - Nominating committee—eyes and ears open!
- Next PTO Board Meeting: January 9, 2025
- Next PTO General Meeting: 5/29/25
- Meeting adjourned at 9:29 AM.

Respectfully submitted,
 Amy Kurpius
 PTO Secretary

Oak Knoll Parent Teacher Organization

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

August 1 - December 9, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
Donation Revenue				
Book Fair Teacher Gift	2,852.31		2,852.31	
Caring and Sharing Program	3,682.77	1,541.65	2,141.12	238.88 %
Community Coffee	202.58		202.58	
Donation Revenues from Savings		50,071.65	-50,071.65	
PTO Donations	94,126.00	52,708.35	41,417.65	178.58 %
Total Donation Revenue	100,863.66	104,321.65	-3,457.99	96.69 %
Other Revenue				
Account Interest	2,013.10	1,041.65	971.45	193.26 %
Total Other Revenue	2,013.10	1,041.65	971.45	193.26 %
Program Revenue	73.45		73.45	
4th/5th Musical		1,250.00	-1,250.00	
After School Sports				
Basketball	27,819.97	17,000.00	10,819.97	163.65 %
Volleyball	6,835.69	6,000.00	835.69	113.93 %
Total After School Sports	34,655.66	23,000.00	11,655.66	150.68 %
Family Events	152.26		152.26	
Book Fair	4,314.22	2,500.00	1,814.22	172.57 %
Total Family Events	4,466.48	2,500.00	1,966.48	178.66 %
Otterwear Sales	11,192.53	6,250.00	4,942.53	179.08 %
Outdoor Education - T-shirts		250.00	-250.00	
Total Program Revenue	50,388.12	33,250.00	17,138.12	151.54 %
Total Revenue	\$153,264.88	\$138,613.30	\$14,651.58	110.57 %
GROSS PROFIT	\$153,264.88	\$138,613.30	\$14,651.58	110.57 %
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	193.13	354.15	-161.02	54.53 %
Bank Fees/Charges	0.00		0.00	
District Dues & Collaboration	1,350.00	1,562.50	-212.50	86.40 %
Health and Wellness	1,576.93	1,875.00	-298.07	84.10 %
Insurance	440.78	208.35	232.43	211.56 %
Volunteer Lunch & Awards		416.65	-416.65	
Total Operating Expenses	3,560.84	6,916.65	-3,355.81	51.48 %
Other Expenses				
Aesthetic Durables/School beaut	74,188.09	43,750.00	30,438.09	169.57 %
Garden Community Committee	699.49	500.00	199.49	139.90 %
Total Other Expenses	74,887.58	44,250.00	30,637.58	169.24 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Program Expenses				
4th/5th Musical		2,708.35	-2,708.35	
After School Sports				
After School Athletics Coordinator	3,000.00	4,166.65	-1,166.65	72.00 %
Basketball	1,923.00	17,000.00	-15,077.00	11.31 %
Volleyball	5,135.50	6,000.00	-864.50	85.59 %
Total After School Sports	10,058.50	27,166.65	-17,108.15	37.03 %
Family Events				
Book Fair expenses	4,017.76	1,666.65	2,351.11	241.07 %
Fall Picnic Decor & Activities	1,354.20	2,500.00	-1,145.80	54.17 %
Total Family Events	5,371.96	4,166.65	1,205.31	128.93 %
Otterwear Sales	6,263.09	6,666.65	-403.56	93.95 %
Overnight Field Trips				
Jones Gulch/Outdoor Ed.				
Outdoor Ed - T-shirts		250.00	-250.00	
Total Jones Gulch/Outdoor Ed.		250.00	-250.00	
Total Overnight Field Trips		250.00	-250.00	
Yearbook		1,500.00	-1,500.00	
Total Program Expenses	21,693.55	42,458.30	-20,764.75	51.09 %
Programs Funded				
Assemblies / Outside Programs	5,650.00	6,250.00	-600.00	90.40 %
Bike & Traffic Safety		300.00	-300.00	
Enrichment/Supplemental Materia				
Curriculum Support	4,612.44	6,250.00	-1,637.56	73.80 %
Library Enrichment		416.65	-416.65	
Materials - Classroom Instruct	18,872.00	7,863.35	11,008.65	240.00 %
Materials- Supplemental		1,666.65	-1,666.65	
Music Enrichment				
3rd Grade Musical				
3rd Grade Musical Committee Expenses		1,041.65	-1,041.65	
3rd Grade Musical T-Shirts		500.00	-500.00	
Total 3rd Grade Musical		1,541.65	-1,541.65	
Music		1,500.00	-1,500.00	
Total Music Enrichment		3,041.65	-3,041.65	
Outside Programs		0.00	0.00	
PE & Recess Enrichment		1,000.00	-1,000.00	
Science Enrichment				
Garden		291.65	-291.65	
Science Fair		833.35	-833.35	
Science Olympiad		1,500.00	-1,500.00	
STEAM Fair & Events		833.35	-833.35	
STEAM Lab		250.00	-250.00	
Total Science Enrichment		3,708.35	-3,708.35	
World Language Enrichment		1,000.00	-1,000.00	
Total Enrichment/Supplemental Materia	23,484.44	24,946.65	-1,462.21	94.14 %
Fifth Grade Clap-Out		1,250.00	-1,250.00	
Fifth Grade Field Day		500.00	-500.00	
Friends and Family Day		800.00	-800.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Kindergarten Welcome Party & New Parent Welcome	448.95	208.35	240.60	215.48 %
Otterfest		1,875.00	-1,875.00	
Parent Education & Support	939.51	1,041.65	-102.14	90.19 %
Parent Mix and Mingle				
Community Connection Committee	570.00	541.65	28.35	105.23 %
Parent Mix & Mingle	1,096.10	708.35	387.75	154.74 %
Total Parent Mix and Mingle	1,666.10	1,250.00	416.10	133.29 %
Room Parent Coordinator		300.00	-300.00	
Scholarships				
Caring & Sharing	2,200.00	1,541.65	658.35	142.70 %
Scholarships	360.00	1,250.00	-890.00	28.80 %
Total Scholarships	2,560.00	2,791.65	-231.65	91.70 %
School Spirit				
School Spirit/Leadership	2,401.38	3,666.65	-1,265.27	65.49 %
Total School Spirit	2,401.38	3,666.65	-1,265.27	65.49 %
Staff Appreciation Committee	3,787.20	4,000.00	-212.80	94.68 %
Teacher Curriculum Development		2,500.00	-2,500.00	
Total Programs Funded	40,937.58	51,879.95	-10,742.37	79.21 %
Total Expenditures	\$141,079.55	\$145,904.90	\$ -4,825.35	96.69 %
NET OPERATING REVENUE	\$12,185.33	\$ -7,291.60	\$19,476.93	-167.11 %
NET REVENUE	\$12,185.33	\$ -7,291.60	\$19,476.93	-167.11 %