

Oak Knoll PTO
Minutes of the PTO Executive Board Meeting
October 12, 2023
8:15 AM – 9:15 AM
Oak Knoll Main Office Staff Room

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

Additional Attendees:

- Cristina Gibbs, MPAEF Liaison

Quorum present: Yes

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| I. | Call To Order | Becky Bullard |
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The meeting was called to order at 8:19 AM by President Meredith Nonnenberg.

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| II. | PTO Board Meeting Minutes – Review & Approval | Lisa Bunch |
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The August 2023 PTO Board Meeting minutes were reviewed at 8:21AM. Becky Bullard moved to take a vote to approve the minutes; Brenda Lo seconded the motion. The minutes were approved by unanimous vote.

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| III. | President’s Report | Meredith Nonnenberg |
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- **Community connection.** Five community coffee events on Thursday mornings welcomed families and featured specialist areas. Including Art, Music, Math, PE, SEL, KNOL, and Jeanie Ritchie Grants really pulled campus life out front and center to feature and share with families.
- **Library Volunteers.** 98 parent volunteers signed up and trained for library volunteering. Melissa Nikolic has stepped in as the new Library Coordinator this year and implemented a new, more automated scheduling process, streamlining volunteer shift sign up and scheduling.
- **After school programs.** The after school programs had a successful start to the school year with 435 sign ups, 253 unique students and 35 courses.
- **Fall Family Picnic.** The Fall Family Picnic had a great turnout and included many collaborative and community-building activities: a maker station, commemorative tree project, time in the library with Ms. Bennion, painting a mural with Mr. A, live music by The Members, games with Ms. Scheid. The rainbow arch was a fun addition and is stored for later use and the lemonade was a hit as there were none left at the end of the evening. Thank you to Becky Bullard and Corey Binns for all of their hard work making this event so wonderful.
- **Athletics updates.**
 - **Volleyball.** Coach and parent meetings provided a touch point for after school athletics that provided more info about Oak Knoll values. These key values can be carried into athletics for students and coaches.

- **Basketball.** Oak Knoll basketball is kicking off with 3rd, 4th, and 5th grade boys and girls. There is a large participation and it is a big undertaking. The volunteers are currently working on that behind the scenes as it gets ramped up.
- **Stage.** The outdoor stage has been built and is great to see being used by students on campus.
- **Book Fair.** The Book Fair will take place October 23-27. Laurel just had their book fair so we've synced with their PTO to better predict inventory. A large army of volunteers are set to work on prep, set up tables, arrange books, decorate, and work during the week.
- **PTO General Meeting.** Attendance encouraged. Discussions will include the budget, current status of the tree project, an informative admin report, etc.
- **PTO Coffee Cart.** This coffee cart takes place during the Halloween parade. Two locations: one table at crosswalk and one opposite the parking lot. Coffee, tea, and donuts are served to parents and caregivers attending the parade.
- **Family movie night.** Date is set for 11/9. The Community Connections Committee is leading the event and it's a fun night for families to gather.
- **Tree update.** There are two areas of focus as we evaluate what's next for the tree. The first being the removal and memorializing of the old oak and the second looking at what to do with the space going forward.
 - To commemorate the tree, the stump could either be left in place and have a grove of smaller trees around it. There is another option to fully remove the stump and have it carved and move it elsewhere on campus.
 - Meredith Nonnenberg has been researching tree costs and options, landscaping and irrigation modifications, and logistics for tree delivery. These details need to be confirmed to ensure structures aren't compromised and that we align with city laws. There is a definite need for shade for this area. Large shade canopies are also being considered to provide shade but these structures can be costly and have very specific installation regulations.
 - Board would like to propose some of the money from savings (two accounts not reflected on 2023-2024 PTO Budget). The request is to earmark \$25-35k from savings to go towards tree envisioning. Board will revisit bylaws for full transparency about spending and how we move and use funds.
- Additional campus landscaping ideas shared: community participation, Girl Scouts planting day, lining a pathway with painted rocks.

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| IV. | Vice President's Report | Laura Low Ah Kee |
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- No update

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| V. | Parliamentarian's Report | Becky Bullard |
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- No update

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| VI. | Treasurer's Report | Lesley Geivett |
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- **PTO budget updates**
 - Added \$5K to curriculum
 - Otterwear increased from \$2K to 15K, expenses \$2K to \$16K, total net -1K to follow trend. Otterwear is meant to be sold "at cost" to families. Some items that are purchased in bulk (Croc charms, sticker sheets) make a small profit and balances loss on other items. There is an opportunity to recalibrate the price structure for other items. As a whole, Otterwear remains net neutral. Flow throughout the year is reflected in budget totals, but at any given time there is roughly \$3K of merchandise on hand.

- Bank of West is officially BMO and the new online portal is live.
- Bill.com is still an option for reimbursement but will be revisited when there is more time available.
- **Long-term OCC Goals and Budget.** There is an opportunity to evaluate the current approach to the OCC and what may need to change moving forward to better meet the needs of the budget long term. Currently, funds are being pulled from savings, in part, because we want to draw them down a bit and get them within the desired range as described in our Accounting Policies and to also account for some "one-time" expenses such as the tree memorialization and replacement project and the stage addition.
- **Aesthetic durables.** Reserves were much higher so we brought it down to lessen the surplus over the last 4 years. Substantial costs for odd items: Covid, lunch tables, KN95 masks, tree, etc.
- **Budget Approval.** The revised 2023-2024 Oak Knoll PTO Budget was reviewed at 9:06 AM. Becky Bullard moved to take a vote to approve the minutes; Laura Low Ah Kee seconded the motion. The 2023-2024 Oak Knoll PTO Budget (revised) was approved by unanimous vote.

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| VII. | Auditor's Report | Maren Gernitis |
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- All reviews are current and everything looks great.

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| VIII. | OCC PTO Engagement Lead Report | Jennifer Baskin |
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- **Overall OCC update.** Oak Knoll has a great parent volunteer and participation.
 - Total amount raised: \$3.36M. This accounted for 87% to the goal, including 64% participation across the district. Yearly participation rates since the inception of the OCC have been relatively flat; the first year was just under 70% and has moved down approximately 1% point lower each year.. The amount of dollars raised has decreased YoY. 5 years ago, OCC started at closer to \$4M. For this year, \$420K more would be needed to meet that goal, but it is not expected.
 - 78% Oak Knoll family participation with a total of \$107K in completed donation, \$22K in pledges. Historically, over 90% of pledges are fulfilled.
 - Another disbursement from OCC will come through on Friday, 10/13 for \$73K.
- **Fundraising moving forward.** The current way of fundraising may not be sustainable. OCC is looking at the plan moving forward, focusing on dollar amounts, and evaluating the time of year that the campaign takes place (possibly a later start date to keep in mind for budgeting).
- **Pep rallies.** Morning pep rallies were really effective and brought fun, school spirit. The student body really gets excited to participate and support having these events in the morning.
- Superintendent Gracia came to campus a couple of weeks ago to educate Transitional Kindergarten families about how OCC donations impact Oak Knoll and the MPCSD as a whole and answer any questions these families may have.
- There may be a trend of families wanting to give directly to Oak Knoll Elementary. There can be a hesitancy to give more to OCC overall instead of directly giving to OK. One observation is that there could be more knowledge sharing and possibly more time before the campaign to educate parents on the OCC. There is an opportunity to create a safe space for parents to ask questions, for there to be fewer barriers, and for Back to School night to be education based only about OCC with a Q&A.

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| IX. | MPAEF School Liaison Report | Cristina Gibbs, Laura Low Ah Kee |
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- **MPAEF Board.** A brief overview of the liaison role on the foundation board: liaisons are not voting members of PTO board. Each school has 2 liaisons.

- **First dine out.** Amici's on Tuesday nights in October. A reminder that this is only applicable on pickup orders and the person picking up the order must mention MPAEF. This will take place the next two Tuesdays in October.
- **Wine Walk.** This event is scheduled for 12/2 on Santa Cruz Ave. Buy tickets ahead of time online to make it easy.

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| X. | MPCSD Board Report | Francesca Segre |
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- No update

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| XI. | Teachers' Report | Celeste Lopez |
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- No update

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| XII. | Oak Knoll Administration Report | Alicia Payton-Miyazaki, Karen Clancy |
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- **Recent world events and Oak Knoll's response.** Administration is reaching out to families impacted by recent events and connecting to offer support where needed.
- **Conference week.** Sharing the value of having conferences early in the year to make sure students are set up for success and families are supported as well. Staff is always looking at different supports for children and how we meet their needs whether academic or social emotional. Getting to know each child deeply and creating listening opportunities sets students up for success at the start of the year.
- **Musical updates.** Lion King auditions are underway with much enthusiasm from the 3rd graders. Also, Chorus has a new offering with a great turnout. It takes place during this first trimester at Oak Knoll and includes grades 3-5.
- **Book Fair.** The week of the Oak Knoll Book Fair is also the week of the MPCSD Board meeting, OK PTO General Board meeting, and Book Fair Family Night. Alicia will be presenting a site plan to the MPCSD board during Family Night. The opportunity to be a part of the Site Council was mentioned for anyone that is interested in joining. Teacher requests will be sorted into bins of books set aside. Gift cards from families are an option as well. It will be helpful to nudge teachers to go back and add any additional books if the bin is empty. Gift cards can be a challenging process. Teachers can hold the card and use it at Books, Inc. but they will be given time during the week to shop at the OK Book Fair.
- **Halloween.** The Halloween parade is a great community builder. With Books Come Alive and the parade, there will be communication to families reminding them to arrive early. As of today, there are only 12 permission slips missing for the Halloween parade!
- **Speaker Series.** Belonging: Creating Connection and Bridging Divides in Our Community, with Professor Geoff Cohen. Feedback that Oak Knoll is doing this so well already by being intentional as an administration, adding parent circles, etc. Belonging is woven into fabric at OK.
- **Back to School Night Parent Mix & Mingle** at Dutch Goose was so well attended and it was nice to be able to gather again during that time this year. New families were able to connect and it was a nice way to reconnect again after the start of the year for existing families as well.

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| XIII. | Conclusion & Review of Action Items | Meredith Nonnenberg |
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- Action Items:
 - Display revised budget along with general meeting agenda in glass enclosure
 - Promote attendance for General PTO meeting
 - Continue to research best options and necessary logistics for the tree project

- Explore saving rate and bill.com
- Next PTO Board Meeting: 11/9/23 at 8:15AM
- Next PTO General Meeting: 10/25/23 at 8:15AM
- Meeting adjourned at 9:43 AM.

Respectfully submitted,

Lisa Bunch
PTO Secretary