

**Oak Knoll PTO**  
**Minutes of the PTO Board Meeting**  
**Feb 9, 2023**  
**8:15 - 9:45 AM**  
**Oak Knoll Staff Office**

<b>2022-2023 Executive Board Officers Present:</b>	
Becky Bullard, President	Cindy Tsai, Secretary
Meredith Nonnenberg, Vice President	Jennifer Baskin, Auditor
Corey Binns, Parliamentarian	Erika Caruso, Teacher Representative
Laura Webb, Treasurer	Alicia Payton-Miyazaki, Oak Knoll Principal
Laura Low Ah Kee, Communications Chair	Karen Clancy, Oak Knoll Assistant Principal

**Additional Attendees:**

- Aly Gay MPAEF School Liaison
- Kristen Gracia, MPCSD Superintendent
- Francesca Segrè, MPCSD School Liason

**Absent:**

- Brenda Lo, Financial Secretary
- Ward Bullard, OCC PTO Engagement Lead

**Quorum present:** Yes

<b>I.</b>	<b>Call To Order &amp; Welcome</b>	<b>Becky Bullard</b>
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- The meeting was called to order at 8:23 am by President Becky Bullard.

<b>II.</b>	<b>PTO Meeting Minutes - Review &amp; Approval</b>	<b>Cindy Tsai</b>
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- The Jan 2022 PTO Board Meeting minutes were reviewed at 8:20 am. Laura Low Ah Kee moved to take a vote to approve the minutes; Laura Webb seconded the motion. The minutes were approved by unanimous vote.

<b>III.</b>	<b>President's Report</b>	<b>Becky Bullard</b>
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- Basketball, rehearsal, after-school activities, and fifth grade Outdoor Ed are all in motion. Committees and event planning are underway.
- Per District Council meeting cues, we are focused on working smarter, not harder, to make PTO community participation a meaningful and fun experience across the board for our volunteers, parents, teachers, and administration. Planning meetings are underway to understand how to best utilize our resources.
- Family Movie Night, inspired by Encinal's past movie night, is planned for March 2023. To combat issues discussed last fall with lighting constraints outdoors, we will bring the movie indoors.
- We aligned on a check issued to the Oak Knoll PTO from Honey Bear Tree farm. The check reflected 15% of purchases from the tree farm for shoppers who claimed Oak Knoll PTO as their fundraiser of choice.

<b>IV.</b>	<b>Vice President's Report</b>	<b>Meredith Nonnenberg</b>
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- We are surveying current committee chairs and determining who will continue on next year versus those who are moving out of their current roles (e.g. the OK library and after-school coordinators will clap out after graduation this year). We plan to reduce the number of Community Coffee Connections next year by about half, to focus on more targeted, holistic events.
- We are seeking committee leads for the New Family and Kinder Welcome event, and are looking to revise the committee's responsibilities to extend beyond the start of the school year so that we can support new families who join the school throughout the year.
- We are planning for a new Health & Wellness committee. Primary responsibilities include overseeing the Ice Brigade, bringing ice and organizing portable air conditioning units on hot days, and supplying masks as needed. Kristen Gracia, MPCSD Superintendent, shared that portable AC units have been purchased for every classroom and we plan to roll them out in the Spring. The district conducted a pilot with these portable AC units in Fall 2022 and received positive feedback from teachers involved in the pilot.
- We discussed a high-level schedule for when committee vacancies would be shared and marketed to the broader community, which will go on until the launch of the 2023-24 school year. We brainstormed ideas for recruiting new Kindergarten parents in committees needing co-chairs, and asking current chairs to recommend and nominate new members. General feedback from existing nomination reach outs has leaned towards non-Board positions.

<b>V.</b>	<b>Parliamentarian's Report</b>	<b>Corey Binns</b>
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- 2023-24 Committee and Board Nominating Committee activities are underway. We are looking forward to fresh faces and leveraging the historical knowledge from the current committee, and are optimistic that we will have a slate to propose by the next PTO Board meeting on 3/9.
- We discussed the open Treasurer position, including the skills needed and some background into the Financial Secretary role having been designed as a natural rollover to the Treasurer role.

<b>VI.</b>	<b>Treasurer's Report</b>	<b>Laura Webb</b>
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- All books are reconciled to date. We are on track across the board including OCC donations.
- We are working on sending out 1099s for 2022 in preparation for handing off to the new Treasurer in the Fall.
- We are monitoring outstanding receipts from the Lion King production.

<b>VII.</b>	<b>Auditor's Report</b>	<b>Jennifer Baskin</b>
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- We received all statements, documents, reconciliation files from the Treasurer and confirmed that reconciliation looks good so far through January 2023.

<b>VIII.</b>	<b>MPAEF School Liaison Report</b>	<b>Aly Gay, Laura Low Ah Kee</b>
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- We are looking forward to the Spring Charity Auction on 3/18. Sales for both Party and Dinner/Party tickets are solid, and we were happy to see many teachers in the RSVP list.

- The Fund-a-Need this year includes a focus on arts and production equipment (e.g. keyboards, kilns).
- The Schoolhouse Rocks Fun Run route will shift this year, enabling half the number of course monitors needed.
- We are seeking MPAEF stewards for almost every grade including TK.
- MPAEF is partnering with local restaurant Mama Coco to give our schools 15% back for all dine-in and take-out orders in February.
- The District is engaged in a Safety audit with vendor, Guide Post, to conduct a thorough safety assessment via campus walks day and night, an evaluation of all procedures e.g. office check-in, emergency plan and entry/exit points, lighting, and surveillance. Guide Post will present an assessment and recommendation for the District Council Board leadership team and staff who will determine next steps. Our school community will receive a Safety survey, and school site groups will be interviewed by Guide Post.
- We learned about the Community Trust, where MPCSD coordinates a meeting for schools across all of Menlo Park, District Superintendents, M-A police and fire chiefs, mental health and wellness coordinators, and more to discuss upcoming events and how all parties can best coordinate services.
- We discussed the importance of playground monitors and the parent community being the eyes and ears on campus for safety.

<b>IX.</b>	<b>Teacher's Report</b>	<b>Erika Caruso</b>
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- Teachers are appreciative of the coffee cart and succulents in December, the fruit basket in the office, and craft supplies for the 100th Day celebrations.
- The Kindergarten team went to a conference in Santa Clara with Principal Payton, and learned about Kinder-specific activities and strategies.
- The 3rd grade Lion King production was a hit, with strong parent volunteer involvement. We had a strong out-of-town guest turnout, and we discussed the possibility of bringing Friends & Family Day closer to the production date in the future.
- Recent campus celebrations included Friends & Family Day (with fun chalk art, balloons, visitor seating in the small gym) and 100th Day of School celebration.
- We held a Kindergarten Information Night for prospective 2023-24 Kindergarten families.
- Teachers are excited for the upcoming field trips, following the field trip hiatus during Covid years.
- Oak Knoll parent book author, Nicole Chen, is planning to come on campus to talk about her book, *How To Say I Love You*, to students. A signed copy was purchased for each classroom.
- Multi-age classroom is planning to hold an Asian cultural fair. Families will come on campus to share their traditions and may include lion dancers.
- We are starting to plan for the next trimester progress report. The RULER Conference for professional development in March is coming up. RULER provides infrastructure and strategies for educator and student well-being.
- Principal Payton and Assistant Principal Clancy shared examples of how the Brave Room and Calming Corner are utilized for older and younger grades, respectively, to provide a safe space to encourage self-regulation. The Brave Room has a system for students to input their feelings in that moment and have a follow up with Nicole Scott, School Counselor.

<b>X.</b>	<b>Oak Knoll Administration Report</b>	<b>Alicia Payton-Miyazaki</b>
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- We are thrilled about Outdoor Education this week where fifth graders will have multiple days to interact with each other and camp counselors, and experience and learn about nature, animals, and outdoor education.
- Kindergarten tours for prospective 2023-24 families are underway.
- Both Oak Knoll big and small gyms require a fair amount of maintenance and we had checks on safety and longevity of floors over Winter break. Principal Payton discussed gym usage prioritization, beginning with school day activities, then school events e.g. Science Fair, then after-school activities, and finally a District-operated process of enabling gym usage for any other activities outside of this list.
- The spirit felt on Friends & Family Day was fantastic. As we plan events going forward “what feeling do we want attendees to walk away with” is an event planning tactic we’d like to be intentional about.
- Science Fair coming up. We are optimistic that we can recruit local Boy Scouts to volunteer at the event, meanwhile Boy Scouts can leverage the Science Fair as a recruiting platform and an opportunity to give back to the community. Menlo-Atherton High School students and Oak Knoll alumni may also be another volunteer channel we pursue.
- We booked Tycho drummers for the school’s Asian cultural fair.
- Oak Knoll partnered with other Menlo Park elementary schools for a cross-campus visit on 3/14 by author, Stuart Gibbs.
- The MPAEF, PTO and Committee volunteer recruiting event was held on 2/7 in a Downtown Menlo Park art gallery.
- Superintendent Gracia is seeking Speaker Series chairs to aid in the redesign of the Speaker series. The redesign goals are to encourage attendance and take a fresh look at the series with a focus on quality over quantity, continuing to craft thoughtful speaker topics, taking into consideration staff and parent feedback, and evaluating the in-person space and time for the speaker visits.
- MPSCD School Board Liaison, Francesca Segrè, shared a few District activities including the Demographic Report and Board member update. A thorough report of enrollment was released in the latest District newsletter.

<b>XI.</b>	<b>Conclusion &amp; Review of Action Items</b>	<b>Becky Bullard</b>
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- Next PTO Board meeting is on Thursday 3/9/23 at 8:15 am in the Oak Knoll Staff Office.
- Meeting adjourned at 9:50 am.

Respectfully submitted,

Cindy Tsai  
PTO Secretary