

Oak Knoll PTO
Minutes of the PTO General Meeting
Nov 16, 2022
8:15 - 9:45 AM
Oak Knoll Big Gym

2022-2023 Executive Board Officers Present:	
Becky Bullard, President	Jennifer Baskin, Auditor
Meredith Nonnenberg, Vice President	Ward Bullard, PTO Engagement Lead
Corey Binns, Parliamentarian	Celeste Lopez, Teacher Representative
Cindy Tsai, Secretary	Alicia Payton-Miyazaki, Oak Knoll Principal
Laura Webb, Treasurer	Karen Clancy, Oak Knoll Assistant Principal
Laura Low Ah Kee, Communications Chair	

Absent: Brenda Lo, Aly Gay

Additional Attendees: Kristen Gracia

Quorum present: Yes - see attached sign-in attendance sheet

I.	Call To Order & Welcome	Becky Bullard
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- The meeting was called to order at 8:17 am by President Becky Bullard.

II.	President's Report	Becky Bullard
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- **Fall Traditions:** Beloved Fall traditions completed, including the Back-to-School Picnic, Community Coffee Connections series, OCC campaign drive, Halloween Parade and campus festivities, and back-to-school moments: Room Parents organization, Teacher Appreciation and Green Team.
- **Looking Forward:**
 - *School productions* - Matilda Jr. Musical (4th/5th grades), Lion King production and Talent Show are in progress.
 - *After-school activities* - Volleyball has wrapped. Basketball season is off to an enthusiastic start with 19 teams (10 of which are girls teams).
- **Volunteerism:**
 - The 2020-21 school year at the height-of-COVID required Oak Knoll to be creative in supporting students and teachers. The 2021-22 school year was back in session followed by a response to Omicron. The current 2022-23 school year is again, back in session however some institutional PTO knowledge was lost along the way. We are responding to this by creating documentation to ensure volunteering remains fun and meaningful for parents, and to ensure the PTO Board and Committee resources and energy are aligned with where our community is. President Becky Bullard invited participants at the General Meeting to share their ideas with the PTO Board.

III.	OCC Distribution Recognition	Ward Bullard, Jen Baskin
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- OCC PTO Engagement Lead, Ward Bullard, shared that OCC collection phase is reaching the end.
- MPAEF OCC Steward Lead, Jen Baskin presented President Becky Bullard and Principal Alicia Payton-Miyazaki with a Big Check display for a \$93.5K distribution to the Oak Knoll PTO. This amount represents a \$37K shortfall to our budget, with 3 more distributions forthcoming

provided matching gifts and pledges are still inbound for the remainder of the year. If all pledges are fulfilled we'll culminate at a few thousands short of budget, but are mostly on track. We have seen a great surge of corporate matches and encouraged corporate matching for those who haven't done it yet. While the Foundation handles larger distributions to the District at the end of the year, student-specific allocations are distributed immediately so we welcome any and all ongoing donations throughout the rest of the year.

- Oak Knoll had the highest participation rate by classes & school. We are extremely appreciative and proud of our community as a whole.

IV.	2021-2022 PTO Budget Discussion and Vote	Laura Webb
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- Treasurer Laura Webb reiterated that while we are a little short on donations, the budget is largely unchanged in anticipation of Spring donations and remaining pledges/matches.
- The budget was reviewed and enrollment numbers were cited as considerations into the budget design. The unanticipated costs during COVID season was not as great as what the budget allocated for in big school improvement projects, so we have a placeholder to execute some of the larger school improvement projects this year if possible. If not, we'll shift this money to ensure other programs are maintained. The Lion King production expense changed from \$2K to \$2.5K and is considered an initial upfront cost to add fun production elements.
- The 2022/23 revised fiscal budget was reviewed at 8:26 am. Laura Low Ah Kee moved to take a vote to approve the minutes; Katie Gardner seconded the motion. The budget was approved by unanimous vote.

V.	Parliamentarian's Report	Corey Binns
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- Parliamentarian Corey Binns shared that a nominating board and starting the process of filling the 2023/24 PTO Executive Board would begin as early as January and February, welcoming the General meeting attendees to take part in the nomination process.

VI.	Oak Knoll Administration Report	Alicia Payton-Miyazaki
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- **Dramatic Arts:** The Halloween Scene was Kindergartener's first time public speaking on stage. We look forward to more winter season productions from Matilda Jr., Lion King, band concerts, and the school talent show where a number of students have signed up on stage, back stage, or as tech crew or introducers.
- **Student engagement:** 1:1, small group, and whole classroom learning are in flight throughout the school day. Principal Alicia Payton-Miyazaki shared an example of intentional teaching/learning through a screenshot of an Anchor Chart that breaks down the job of writing, along with other approaches like using quotes to bolster arguments, a focus on how to build empathy for a character, how to think through details to flesh out a story, and the fun watermelon versus seed approach.
- **Character Development and Social Emotional Learning:** The school has had author visits to speak about justice, inclusion, and diversity. The RULER program from Yale Center for Social Emotional Development has been a great platform to develop classroom charters, mood meters, a brave room and calming corners. The Kimochi counselor program continues.
- **Safety & SEL:** We had the Bike Rodeo for 3rd graders. Bike-to-school continues to be encouraged through partnerships with Silicon Valley Bike Exchange who provides bikes to students in need of one. We conducted a Police walk-through, staff training for CPR and First Aid. "Start with Hello" Week encourages inclusion and is promoted on KNOL. The school hopes to share a version of KNOL with the parent community.

- **Parent Education:** Book group with Julie Lythcott Haims, Neurodivergent parent group, Kindergarten Parent Circles with Project Cornerstone, Oak Knoll hosting JLH parent speaker series.
- **Learner Support:** ADAM and Math Bridges support for students with pandemic gaps (ADAM: in depth analysis on a student’s math understanding; Math Bridges: discrete skill assessment and action items). Additional 2 days/wk math support for grade level support; Math Aides for focused time with in-class support; Teacher grade-level time for work on math differentiation.
- **Whole Child & Mission:** Assemblies and celebration (e.g. Wildlife), Cultural awareness assemblies (e.g. mariachi band), Otterly Awesome project), Mission Postcards.

VII.	Adjournment	Becky Bullard
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- President Becky Bullard adjourned the meeting at 8:41 AM.

Respectfully submitted,

Cindy Tsai
PTO Secretary

November 2022 PTO General Meeting – Sign In

Print Name	Signature	Date
Komal Goei	Komal Goei	11/16/22
Lindsay Nakvanko	Lindsay Nakvanko	11/16/22
Lauralyn Hiler	Lauralyn Hiler	11/16/22
Coney Binnis	Coney Binnis	11/16/22
Laura Cosovnu	Laura Cosovnu	11/16/22
Alicia Payton-Murphy	Alicia Payton-Murphy	11/16/22
Meredith Nordin-Baker	Meredith Nordin-Baker	11/16/22
CAMERON LUI	Cameron Lui	11/16/22
Ward Bullard	Ward Bullard	11/16/22
Chunfeng Li	Chunfeng Li	11/16/22
Andrea Draper	Andrea Draper	11/16/22
Jennifer Baskin	Jennifer Baskin	11/16/22
Stephanie Rowen	Stephanie Rowen	11/16/22
Katie Gardner	Katie Gardner	11/16/22
Ekatina Karzakov	Ekatina Karzakov	11/16/22
Annie Kenny	Annie Kenny	11/16/22
Karen Clancy	Karen Clancy	11/16/22
Celeste Lopez	Celeste Lopez	11-16-22
Nora Singer	Nora Singer	11/16/22
Becky Bullard	Becky Bullard	11-16-22
Sally Luomo	Sally Luomo	11-16-22
Andy Tsai	Andy Tsai	11-16-22

Oak Knoll Parent Teacher Organization

Budget Overview: Revised FY23 Oak Knoll PTO - FY23 P&L

August 2022 - July 2023

	TOTAL
Revenue	
Donation Revenue	
Donation Revenues from Savings	91,590.00
PTO Donations	130,500.00
Total Donation Revenue	222,090.00
Other Revenue	
Account Interest	400.00
Total Other Revenue	400.00
Program Revenue	
4th/5th Musical	4,000.00
After School Sports	
Basketball	17,000.00
Volleyball	6,000.00
Total After School Sports	23,000.00
Family Events	
Book Fair	5,000.00
Total Family Events	5,000.00
Otterwear Sales	2,000.00
Outdoor Education - Tshirts	600.00
Total Program Revenue	34,600.00
Total Revenue	\$257,090.00
GROSS PROFIT	\$257,090.00
Expenditures	
Cost of Fundraising	
PTO On-Site OCC Expenses	600.00
Total Cost of Fundraising	600.00
Operating Expenses	
Accountant	2,500.00
Administration	250.00
Bank Fees/Charges	400.00
District Dues& Collaboration	3,750.00
Insurance	500.00
Volunteer Lunch & Awards	2,000.00
Water	1,030.00
Total Operating Expenses	10,430.00
Other Expenses	
Aesthetic Durables/School beaut	87,170.00
Total Other Expenses	87,170.00
Program Expenses	
4th/5th Musical	5,000.00
After School Sports	
Basketball	17,000.00

Oak Knoll Parent Teacher Organization

Budget Overview: Revised FY23 Oak Knoll PTO - FY23 P&L

August 2022 - July 2023

	TOTAL
Volleyball	6,000.00
Total After School Sports	23,000.00
Family Events	
Book Fair expenses	3,000.00
Fall Picnic Decor & Activities	2,500.00
Total Family Events	5,500.00
Otterwear Sales	3,000.00
Overnight Field Trips	
Jones Gulch/Outdoor Ed.	
Outdoor Ed - Tshirts	600.00
Total Jones Gulch/Outdoor Ed.	600.00
Total Overnight Field Trips	600.00
Yearbook	1,500.00
Total Program Expenses	38,600.00
Programs Funded	
Assemblies	3,000.00
Bike & Traffic Safety	300.00
Enrichment/Supplemental Materia	
Art Enrichment	2,500.00
Curriculum Support	19,100.00
Library Enrichment	1,000.00
Materials - Classroom Instruct	15,000.00
Materials- Supplemental	4,190.00
Music Enrichment	
3rd Grade Musical	
3rd Grade Musical Expenses	2,500.00
Total 3rd Grade Musical	2,500.00
Music	1,500.00
Total Music Enrichment	4,000.00
Outside Programs	25,000.00
PE & Recess Enrichment	2,000.00
Science Enrichment	
Garden	2,000.00
Science Fair	2,500.00
Science Olympiad	1,500.00
STEAM Fair & Events	2,000.00
STEAM Lab	1,000.00
Total Science Enrichment	9,000.00
World Language Enrichment	1,000.00
Total Enrichment/Supplemental Materia	82,790.00
Fifth Grade Clap-Out	3,000.00
Fifth Grade Field Day	1,200.00

Oak Knoll Parent Teacher Organization

Budget Overview: Revised FY23 Oak Knoll PTO - FY23 P&L

August 2022 - July 2023

	TOTAL
Friends and Family Day	800.00
Kindergarten Welcome Party & New Parent Welcome	800.00
Parent Education & Support	3,000.00
Parent Mix and Mingle	3,000.00
Room Parent Coordinator	300.00
Scholarships	
Scholarships	6,000.00
Total Scholarships	6,000.00
School Spirit	
School Spirit/Leadership	7,500.00
Total School Spirit	7,500.00
Teacher Appreciation	
Back to School Lunch	1,300.00
Coffee Cart	4,000.00
Misc. Teacher Appreciation Expenses	1,000.00
Teacher Appreciation Luncheon	2,300.00
Total Teacher Appreciation	8,600.00
Total Programs Funded	120,290.00
Total Expenditures	\$257,090.00
NET OPERATING REVENUE	\$0.00
NET REVENUE	\$0.00