

Oak Knoll PTO
Minutes of the PTO Board Meeting
Sep 8, 2022
8:30 - 10:00 AM
Oak Knoll Staff Office

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

Absent: Brenda Lo, Financial Secretary

Additional Attendees:

- Aly Gay, MPAEF School Liason

Quorum present: Yes

I.	Call To Order & Welcome	Becky Bullard
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- The meeting was called to order at 8:40am by President Becky Bullard.
- **Introductions:** The PTO Board members and additional meeting attendees all introduced themselves.

II.	PTO Meeting Minutes - Review & Approval	Cindy Tsai
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The May 2022 PTO Board Meeting minutes were reviewed at 8:45am. Corey Binns moved to take a vote to approve the minutes; Laura Webb seconded the motion. The minutes were approved by unanimous vote.

The May 2022 PTO General Meeting minutes were reviewed at 8:45am. Corey Binns moved to take a vote to approve the minutes; Laura Low Ah Kee seconded the motion. The minutes were approved by unanimous vote.

III.	President's Report	Becky Bullard
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- **Start of School Year:** Becky Bullard shared back-to-school ceremonies successfully hit the ground running, including the start of classes, an enrollment summary, and the start of after-school activities.
- **Response to Heatwave:** Otter Pops were distributed on 9/7. The PTO continues to think of creative ways to combat the heat including how to bring temperature down in classrooms, and collaborating with the District on more ideas.
- **Budget Allocation for Physical Improvements:** We hope to see the budget allocated for physical improvements manifest this year.
- **After-School Activities Discussion:** Some students and parents have expressed interest in the formation of a Boys Volleyball team (alongside the current Girls Volleyball team). Students and parents are encouraged to self-advocate to raise awareness and interest amongst Oak Knoll School and with the District. Formation of other sport teams and raising hoop heights were shared as past examples of such self-advocating, and could be an example of expressing an act of

courage for students. Girls Volleyball draft was shared on 9/6 and more detail can be found in TeamSnap.

IV.	Vice President's Report	Meredith Nonnenberg
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- **Start of School Year Special Projects:** Meredith Nonnenberg presented two special projects - "Ice Brigade": one-off ice delivery to teachers to offer students ice for their water bottles amidst the high temperature, and "Ollie's Fruit for Thoughts": offering students a healthy alternative to Lunchmaster's options (e.g. basket of fruit at the front of the school office) for students who have not packed a snack.
- **Community Connections Coffee:** As a continuation of the same program promoting community-building from the 2021-2022 school year, Community Connections Coffee allows parents to grab coffee and chat amongst themselves and the PTO, during and after morning drop-off from Sept through Oct. Community Connections Coffee has been a useful platform to raise visibility to the One Community Campaign (OCC) and help parents understand where OCC donations go towards. The PTO invited more creative ways to leverage this time. Iced coffee on 9/8 was well-received as was the engagement during a parents-led brainstorm on community building ideas focused on outside-of-school social activities on 8/25.

V.	Parliamentarian's Report	Corey Binns
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- **Conflict of Interest:** To ensure transparency, Corey Binns called for members for the PTO Executive Board to disclose any potential conflicts of interest for the 2022-23 school year. The members of the PTO Executive Board reported the following roles that could potentially lead to a conflict of interest, for documentation in the meeting minutes:
 - Corey Binns - PTO Parliamentarian; MPAEF Steward
 - Jennifer Baskin - PTO Auditor; MPAEF OCC Steward Lead; City of Menlo Park Parks & Recreation Commission
 - Cindy Tsai - PTO Secretary
 - Laura Low Ah Kee - PTO Communications Chair; MPAEF PTO Liaison
 - Alicia - Oak Knoll Principal
 - Aly Gay - MPAEF PTO Liaison
 - Ward Bullard - PTO OCC Engagement Lead; MPAEF Board Member (Dine Out Program); MPCSD District Council President
 - Becky Bullard - PTO President, Consultant for MPCSD Music Program
 - Celeste Lopez - PTO Teacher Representative; Teacher on Special Assignment / Instructional Aide
 - Karen Clancy - Assistant Principal
 - Meredith Nonnenberg - PTO Vice President
 - Laura Webb - PTO Treasurer, Science Fair Committee Chair, Oak Knoll Site Council President, and Hillview Site Council member
 - *(Submitted via email)* Brenda Lo - PTO Financial Secretary, Hillview PTO Financial Secretary, MPAEF Endowment Steward, Oak Knoll ZAM 4th grade Room Parent

VI.	Treasurer's Report	Laura Webb
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- **Budget Report:** Laura Webb presented conservative projected donations of \$130K this year. Last year, rolling TV monitors were purchased and we saw savings for capital improvement projects. There will be a budget revision in mid-October with a revised budget vote end-October. Any budget changes from the PTO and PTO committee heads will need to be finalized in the next two

weeks before the budget is revised. All accounts have been reconciled through end-August. No changes seen to PTO insurance.

VII.	Auditor's Report	Jennifer Baskin
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- Jennifer Baskin performed an audit through June 2022. Statements for July and August 2022 have been received and will be reviewed. No discrepancies were found for statement reconciliation through June 2022.

VIII.	OCC PTO Engagement Lead Report	Ward Bullard
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- Ward Bullard is driving understanding across District partners to clarify the OCC PTO Engagement Lead as an official PTO Executive Board role.
- **OCC PTO Activities:** Inspired by Encinal, Oak Knoll students will receive an Otter bookmark in recent library sessions which also promote the One Community Campaign. OCC will continue to be promoted alongside Community Connections Coffee.
- **Upcoming Events** (in partnership with MPAEF liaisons): OCC campaign carline on 9/14; Take-home lemonade packets with QR codes to be distributed after school on 9/16. Other schools are interested to learn from the outcomes of the lemonade event.

IX.	MPAEF School Liaison Report	Aly Gay, Laura Low Ah Kee
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- Aly Gay confirmed upcoming events from the OCC PTO Engagement Lead report, reaffirming MPAEF liaisons and stewards' role in providing staffing support. 2 pep rallies and pass-outs by the bike racks are also planned.
- Aly Gay and Laura Low Ah Kee reported activities rounding up OCC donation checks which drove a discussion on stars, colors, and Ollie mascot (with %) graphics updates and potential location updates for the OCC campaign banner this year.
- The OCC has brought in \$1.4M with participation at 22.5% across the District. Current donations under-pace this time last year. The PTO remains optimistic, with continued fundraising efforts: future updates from Participation Day, Fall Family Picnic campaign table, ball handouts (carryover from last year); and given other factors: families returning from full summers and marketing shifted a few days-to-a week behind.
- Laura Low Ah kee shared dates from Spring events: MPAEF Auction Sat 3/18 (location to be confirmed, likely Hillview); MPAEF Schoolhouse Run Sun 5/21; Dine-out Tuesdays in October at Amici's.

X.	Teacher's Report	Celeste Lopez
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- Celeste Lopez reported the school year kicked off with a focus on community-building projects including history of student's names, teacher-led read-alouds about what names mean to students, and students sharing personal items from home.
- Oak Knoll launched the first school-wide Community Read of *The Big Umbrella*. This book was delivered with special wrapping and door signs on the Community Read launch day to all classrooms, with teachers driving activities and discussion questions focused on social justice and inclusion.
- The PTO Board discussed parent-volunteer interest in lunch clubs. Alicia Payton-Miyazaki made recommendations for spaces to hold lunch clubs, and shared a success story on past year's Chess club.
- Nicole Scott & Celeste Lopez helped all classrooms set up their classroom charter as per the school's social-emotional program. Teachers led students in brainstorming of how they want to feel along with ideas on action items of how to achieve them.

XI.	Oak Knoll Administration Report	Alicia Payton-Miyazaki, Karen Clancy
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- **Squads:** Alicia Payton-Miyazaki and Karen Clancy reported the launch of 5th Grade Squads which has been a huge success so far. Karen Clancy visited all 5th grade Oak Knoll classrooms to socialize the Squads concept and share more about popular squads last year, including Hot Lunch squad, Kindergarten Yard Duty squad, Office squad, Mural squad. This initiative takes the excitement of the grade 5-led KNOL concept and expands it to further 5th grade leadership opportunities.
- **Teacher Morale:** Generally positive with teachers being able to do more community-building compared to this time last year. The re-introduction of pre-COVID recess and lunch break across age groups, and changes to ad-hoc COVID testing and physical distancing, seems to have lifted strain across the teaching community.
- **Feet on the Street:** Alicia Payton-Miyazaki shared the activities and meetings by the Bike Committee including with other Menlo Park bike committees, and with Oak Knoll and the Menlo Park Mayor where additional signage at critical lanes (Middle, Middle/Oak, Olive) was discussed to encourage protected bike lanes and increased ridership to school. Next Menlo Park City meeting will be held on 9/13; the agenda is to be finalized.
- **Gratitude for the Ice Brigade:** With the high temperatures on the week after Labor Day weekend, the Ice Brigade was a great help to allow teachers to grab bags of ice to distribute in students' water bottles. It was observed that not all teachers participated in the Ice Brigade as alternatives such as air-conditioned spaces were available, and not all students participated, particularly those with insulated water bottles.
- **Lunch Yard:** In addition to other focus areas (e.g. Community Reads: reading/writing is an act of courage, which will be teased more at the Oak Knoll Book Fair; dedicated time for staff to work on Math), Oak Knoll administration has put together "Otterly Awesome Tickets." The entire school works together to earn and fill a collective jar of Otterly Awesome Tickets when they demonstrate behaviors of a Valued Friend and Courageous Citizen while on the lunch yard. As the jar is filled, the school will leverage the School Spirit PTO budget to plan for celebrations, including a mariachi band and bubble day.
- **Otter Blue:** The yard duty aide blue vest color has been officially designated "Otter Blue" and will carry over to late passes, where a reusable card in the same color (and encouraging "We're so glad you're here" messaging) will be shared with students who arrive late to school.

XII.	Conclusion & Review of Action Items	Becky Bullard
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- Action Items:
 - President and Vice Principal to sync on parent-volunteer lunch club opportunities
 - Continue OCC campaign efforts
- Next PTO Board meeting is on Thursday 10/13/22 at 8:30am.
- Meeting adjourned at 9:30am.

Respectfully submitted,

Cindy Tsai
PTO Secretary