

Oak Knoll PTO
Minutes of the PTO Executive Board Meeting
February 3, 2022
8:45 AM – 10:00 AM
via Zoom

2021-2022 Executive Board Officers Present:	
Corey Binns, President	Meredith Nonnenberg, Communications Chair
Becky Bullard, Vice President	Jennifer Baskin, Auditor
Victoria Dorward, Parliamentarian	Alicia Payton-Miyazaki, Oak Knoll Principal
Laura Low Ah Kee, Secretary	Chana Stewart, Oak Knoll Assistant Principal
Laura Webb, Treasurer	Karen Clancy, Teacher Representative
Katie Davis, Financial Secretary	

Additional Attendees:

- Katherine Menendez-Cherry, MPAEF School Liaison
- Mike Lippert, Oak Knoll Parent

Absent:

- Aly Gay, MPAEF School Liaison

Quorum present: Yes

I.	Call To Order	Corey Binns
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The meeting was called to order at 8:47 AM by President Corey Binns.

II.	PTO Board Meeting Minutes – Review & Approval	Laura Low Ah Kee
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The December 2021 PTO Board Meeting minutes were reviewed at 8:48 AM. Becky Bullard moved to take a vote to approve the minutes; Laura Webb seconded the motion. The minutes were approved by unanimous vote.

III.	President’s Report	Corey Binns
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- **Recent PTO-Sponsored Activities and Offerings:** Highlights of some of the items and activities that the PTO has been able to fund recently were shared, including: Supplying KN95 masks, surgical masks to students; supplying rapid antigen tests for all students in a positive pool; scholarships for College bound students to attend an after-school class; additional teacher appreciation efforts (e.g., pizza, coffee carts); continuing parent circles.
- **Update on OCC MOU Negotiations for 2022-2023:** Negotiations for the OCC MOU are underway. There has been a focus on more clearly defining the division of responsibility between the MPAEF and PTOs for on-campus OCC fundraising. .
- **MPCSD #OperationWellness:** The district has been focused on teacher wellness, particularly during this most recent COVID surge, through its #OperationWellness efforts. On April 29th, during the already scheduled Professional Development Day for teachers, rather than focus on more traditional professional development, the day will center around wellness activities for teachers (e.g., yoga instructors, etc.). In addition, later this spring (dates TBD), Oak Knoll students will take turns having field trips to the

Riekes Center – chaperoned by parents – which will allow teachers to have additional time for wellness, planning, etc.

IV.	Teachers’ Report	Karen Clancy
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- Oak Knoll has started 5th Grade Leadership Squads that take place during their recess. Some of these squads include: Mural Squad with Mr. A; Teacher’s Assistant Squad (in K-1 classrooms); Kindergarten Yard Duty; and Spirit Squad
- February 2nd was host to a number of school and classroom celebrations that happened to coincide this year: “Tutu Day,” Groundhog Day, 100th Day of School, and World Read Aloud Day.
- Teachers are appreciative of the continued support of the PTO and parents during the recent COVID surge (e.g., pizza, coffee, words of encouragement).
- Teachers are currently brainstorming plans for Friends and Family Day

V.	Parliamentarian’s Report	Victoria Dorward
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- **PTO Executive Board Structure:**
 - Prompted in part by the introduction of the OCC and changes in roles, the Board discussed whether it might make sense to revise the PTO Executive Board structure to better divide roles and responsibilities.
 - Victoria shared the PTO Executive Board structures of other MPCSD schools to provide context for how others are organized.
 - Oak Knoll has had a smaller PTO Executive Board (e.g., has not traditionally had “co-” roles), has a three-year trajectory for Vice President to President to Parliamentarian for continuity, and has had very engaged MPAEF School Liaisons. The PTO President has increasingly had to be the face of both community building and fundraising – which has not only taken a great deal of time and effort, but also can feel in conflict at times.
 - Victoria proposed three potential options to alleviate some of these challenges: (1) Transition OCC fundraising responsibility to the Parliamentarian; create Co-President roles to assist to division of responsibility; (3) Create a new PTO Executive Board position or new PTO Committee focused on OCC fundraising. Board members discussed the pros and cons of these options. The third option seems most appropriate for Oak Knoll; however, more discussion is needed as to whether this is a full-time PTO Executive role or just a Committee whose work is focused during the six-week OCC campaign.
- **2022-2023 PTO Executive Board Nominating Process:** Victoria has reached out to everyone already on the Board about their plans for next year. She will be sending everyone an email to please send names of parents who may like to serve on the Nominating Committee and/or would be interested in a PTO Executive Board position.

VI.	Treasurer’s Report	Laura Webb
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- The PTO has been using more funds than expected on high-quality masks for students and on rapid antigen COVID tests. Oak Knoll received an unrestricted donation from an Oak Knoll family to help continue to supply these items and has helped alleviate the need to pull from other PTO budgeted funds
- The 2022-2023 budget will be discussed in April-May.
- Please see attached budget report (below).

VII.	Vice President's Report	Becky Bullard
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- No report this month.

VIII.	MPAEF School Liaison Report	Laura Low Ah Kee (on behalf of Katherine Menendez-Cherry)
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- **OCC:** The next round of letters for pledge fulfillment are going out now.
- **Auction:** The Auction Event will take place March 12, 2022 at Hillview Middle School; tickets are on sale. The Online Auction is open to all (no ticket required) and will take place March 16-21, 2022. This year teachers will not be donating individual parties, in support of #Operation Wellness; instead, schools will be submitting at least one school-wide buy-a-spot party.
- **Run:** The Schoolhouse Rocks Run & Festival will take place on May 22, 2022.

IX.	Oak Knoll Administration Report	Alicia Payton-Miyazaki, Chana Stewart
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- **Kindergarten Orientation:** Kindergarten orientation was held and was well attended; kindergarten registration is now open.
- **Teacher Professional Development:** One “upside” of COVID has been allowing more opportunities for teacher professional development, which has largely gone virtual (e.g., less need for travel time, time away from family, etc.) Teachers have been engaged in a number of professional development opportunities. Chana Stewart is currently spearheading the school-wide RULER training focused on SEL.

X.	Conclusion & Review of Action Items	Corey Binns
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- Action Items:
 - Victoria will continue the discussion of PTO Executive Board structure and recruitment of the Nominating Committee
- Next PTO Board Meeting: 03/03/22 at 8:15AM in person.
- Meeting adjourned at 9:50 AM.

Respectfully submitted,

Laura Low Ah Kee
PTO Secretary

Oak Knoll Parent Teacher Organization

Budget vs. Actuals: Revised FY22 Oak Knoll PTO - FY22 P&L

August 2021 - July 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
Donation Revenue				
Donation Revenues from Savings		88,172.00	-88,172.00	
PTO Donations	121,988.97	138,775.00	-16,786.03	87.90 %
PTO Donations-Matching	2,000.00		2,000.00	
Total Donation Revenue	123,988.97	226,947.00	-102,958.03	54.63 %
Other Revenue				
Account Interest	184.81	400.00	-215.19	46.20 %
Total Other Revenue	184.81	400.00	-215.19	46.20 %
Program Revenue				
4th/5th Musical	1,680.60	4,000.00	-2,319.40	42.02 %
After School Sports				
Basketball	16,856.52	17,000.00	-143.48	99.16 %
Volleyball	2,756.45	6,000.00	-3,243.55	45.94 %
Total After School Sports	19,612.97	23,000.00	-3,387.03	85.27 %
Family Events				
Book Fair	15,066.28	5,000.00	10,066.28	301.33 %
Fall Picnic - Food		3,000.00	-3,000.00	
Total Family Events	15,066.28	8,000.00	7,066.28	188.33 %
Other Program Revenue				
Otterwear Sales	1,805.31	2,000.00	-194.69	90.27 %
Outdoor Education - T-shirts		800.00	-800.00	
School Spirit	-125.00		-125.00	
Total Program Revenue	38,080.16	37,800.00	280.16	100.74 %
Total Revenue	\$162,253.94	\$265,147.00	\$ -102,893.06	61.19 %
GROSS PROFIT	\$162,253.94	\$265,147.00	\$ -102,893.06	61.19 %
Expenditures				
Cost of Fundraising				
PTO On-Site OCC Expenses	408.29	600.00	-191.71	68.05 %
Total Cost of Fundraising	408.29	600.00	-191.71	68.05 %
Operating Expenses				
Accountant	2,185.00	2,500.00	-315.00	87.40 %
Administration	58.00	250.00	-192.00	23.20 %
Bank Fees/Charges	50.00	400.00	-350.00	12.50 %
Hot Lunch		500.00	-500.00	
Insurance	440.00	1,000.00	-560.00	44.00 %
Volunteer Lunch & Awards		2,000.00	-2,000.00	
Water	293.71	1,030.00	-736.29	28.52 %
Total Operating Expenses	3,026.71	7,680.00	-4,653.29	39.41 %
Other Expenses				
Aesthetic Durables/School beaut	8,395.81	92,000.00	-83,604.19	9.13 %
Total Other Expenses	8,395.81	92,000.00	-83,604.19	9.13 %

Oak Knoll Parent Teacher Organization

Budget vs. Actuals: Revised FY22 Oak Knoll PTO - FY22 P&L

August 2021 - July 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Program Expenses				
4th/5th Musical		5,000.00	-5,000.00	
After School Sports				
After School Sports - other	625.00	900.00	-275.00	69.44 %
Basketball		17,000.00	-17,000.00	
Volleyball	1,127.50	6,000.00	-4,872.50	18.79 %
Total After School Sports	1,752.50	23,900.00	-22,147.50	7.33 %
Family Events				
Book Fair expenses	11,776.88	4,000.00	7,776.88	294.42 %
Fall Picnic - Food		3,000.00	-3,000.00	
Fall Picnic Decor & Activities		2,500.00	-2,500.00	
Total Family Events	11,776.88	9,500.00	2,276.88	123.97 %
Otterwear Sales	978.38	3,000.00	-2,021.62	32.61 %
Overnight Field Trips				
Jones Gulch/Outdoor Ed.				
Outdoor Ed - Scholarship	191.02	5,000.00	-4,808.98	3.82 %
Outdoor Ed - T-shirts		800.00	-800.00	
Outdoor Ed-Teacher Appreciation		800.00	-800.00	
Total Jones Gulch/Outdoor Ed.	191.02	6,600.00	-6,408.98	2.89 %
Total Overnight Field Trips	191.02	6,600.00	-6,408.98	2.89 %
Yearbook	-96.21	1,500.00	-1,596.21	-6.41 %
Total Program Expenses	14,602.57	49,500.00	-34,897.43	29.50 %
Programs Funded				
Assemblies		3,000.00	-3,000.00	
Bike & Traffic Safety	73.20	300.00	-226.80	24.40 %
Enrichment/Supplemental Materia	4,265.28		4,265.28	
Art Enrichment	1,000.00	2,500.00	-1,500.00	40.00 %
Curriculum Support	3,109.34	9,000.00	-5,890.66	34.55 %
Library Enrichment		1,000.00	-1,000.00	
Materials - Classroom Instruct	18,180.03	25,000.00	-6,819.97	72.72 %
Materials- Supplemental	1,159.34	2,750.00	-1,590.66	42.16 %
Music Enrichment				
2nd Grade Musical		3,150.00	-3,150.00	
3rd Grade Musical				
3rd Grade Musical Expenses		2,000.00	-2,000.00	
Total 3rd Grade Musical		2,000.00	-2,000.00	
Music		1,500.00	-1,500.00	
Total Music Enrichment		6,650.00	-6,650.00	
Outside Programs	6,031.21	25,000.00	-18,968.79	24.12 %
PE & Recess Enrichment	1,557.88	1,667.00	-109.12	93.45 %
Science Enrichment				

Oak Knoll Parent Teacher Organization

Budget vs. Actuals: Revised FY22 Oak Knoll PTO - FY22 P&L

August 2021 - July 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Garden		2,000.00	-2,000.00	
Science Fair	1,036.69	2,500.00	-1,463.31	41.47 %
Science Olympiad		1,500.00	-1,500.00	
STEAM Fair & Events		1,500.00	-1,500.00	
STEAM Lab		1,000.00	-1,000.00	
Total Science Enrichment	1,036.69	8,500.00	-7,463.31	12.20 %
World Language Enrichment		1,000.00	-1,000.00	
Total Enrichment/Supplemental Material	36,339.77	83,067.00	-46,727.23	43.75 %
Fifth Grade Clap-Out		1,000.00	-1,000.00	
Fifth Grade Field Day		1,000.00	-1,000.00	
Friends and Family Day		800.00	-800.00	
Kindergarten Welcome Party & New Parent Welcome		800.00	-800.00	
Parent Education & Support		3,000.00	-3,000.00	
Parent Mix and Mingle	123.04	500.00	-376.96	24.61 %
Room Parent Coordinator		300.00	-300.00	
Scholarships	933.93		933.93	
Scholarships	342.34	5,000.00	-4,657.66	6.85 %
Total Scholarships	1,276.27	5,000.00	-3,723.73	25.53 %
School Spirit	1,052.35		1,052.35	
School Spirit/Leadership	197.42	7,500.00	-7,302.58	2.63 %
Total School Spirit	1,249.77	7,500.00	-6,250.23	16.66 %
Teacher Appreciation				
Back to School Lunch	1,245.60	1,300.00	-54.40	95.82 %
Coffee Cart	2,000.00	4,000.00	-2,000.00	50.00 %
Misc. Teacher Appreciation Expenses	718.46	2,500.00	-1,781.54	28.74 %
Teacher Appreciation Luncheon		1,300.00	-1,300.00	
Total Teacher Appreciation	3,964.06	9,100.00	-5,135.94	43.56 %
Total Programs Funded	43,026.11	115,367.00	-72,340.89	37.29 %
Total Expenditures	\$69,459.49	\$265,147.00	\$ -195,687.51	26.20 %
NET OPERATING REVENUE	\$92,794.45	\$0.00	\$92,794.45	0.00%
NET REVENUE	\$92,794.45	\$0.00	\$92,794.45	0.00%