

Oak Knoll PTO
Minutes of the PTO Executive Board Meeting
December 2, 2021
8:45 AM – 10:00 AM
via Zoom

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

Additional Attendees:

- Katherine Menendez-Cherry, MPAEF School Liaison

Absent:

- Alicia Payton-Miyazaki, Oak Knoll Principal
- Karen Clancy, Teacher Representative
- 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 8:48 AM by President Corey Binns.

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

III.	President’s Report	Corey Binns
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- **Book Fair:** The Book Fair was a great success. It was a heavy lift this year, particularly with all the COVID safety protocols. Total sales were ~\$41,900 which was more than we raised at the 2019 Book Fair. This generated a donation from Books, Inc. of \$8,396, which was largely used by the school to build classroom libraries.
- **One Community Campaign (OCC):** We are at 98.7% of our goal for PTO dollars raised from the OCC Campaign.
- **OCC Memorandum of Understanding (MOU):** The OCC Team will be meeting in January 2022 to discuss the OCC MOU for the 2022-2023 academic year. The PTO Board discussed the amount of time it takes to renegotiate the MOU every year, as well as the amount of time and effort on the part of the PTO to execute on the OCC campaign, particularly the PTO President. Concern was also raised about the PTO President being the “face” of the OCC fundraising campaign at the school, when he/she is also leading the school’s effort to build community. One option might be for the Parliamentarian to take a greater part of this OCC role, as the current Parliamentarian did this year. Another idea might be to create a PTO Board position of OCC Engagement (Co)-Chair. The PTO Board will discuss further at our January PTO meeting.

- **Scholarship Budget:** The PTO has a scholarship budget. Each student at Oak Knoll who is part of the College Bound program receives their own complimentary items of Otterwear, and can enroll in one after school program each year.
- **Caring and Sharing Program:** This year, Oak Knoll participated in the Caring and Sharing Program, allowing Oak Knoll families to donate grocery store gift cards anonymously for other Oak Knoll families in need around Thanksgiving. The program was a great success and will be expanded to Target and Amazon gift cards.

IV.	Treasurer's Report	Laura Webb
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- An OCC disbursement will be coming soon.
- The PTO taxes were filed.
- The budget is reconciled through mid-November (see below).

V.	Vice President's Report	Becky Bullard
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- The crosswalk near the school is being reviewed by the city.
- The city will also review the traffic pattern of cars and bikes at the intersection of Oak Knoll Lane and Oak Avenue to assess how it might be improved.
- Co-Chairs have been identified for the 4th/5th grade musical: Francie Maletis and Jenny Budin.

VI.	Parliamentarian's Report	Victoria Dorward
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- No report this month.

VII.	MPAEF School Liaison Report	Katherine Menendez-Cherry
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- Giving Tuesday was very successful, the MPAEF raised ~\$28,000 for the Endowment.
- Dine Out for January is at Roma, Wednesday nights, 20% will go to the MPAEF.
- Auction is Saturday, March 12, 2022 and Schoolhouse Rocks Run is Sunday, May 22, 2022

VIII.	Teachers' & Oak Knoll Administration Report	Chana Stewart
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- Two professional development days were held before Thanksgiving, focused on social emotional learning, restorative practice, and social justice.
- In addition, the staff have been focused on social emotional learning through the RULER program, including a new RULER tool called the Mood Meter used for emotional regulation.
- First trimester report cards have gone home.
- The school is planning to hold a Spring Family event combining STEAM on the Knoll, International Night, and "Fall" Family Picnic.

IX.	Conclusion & Review of Action Items	Corey Binns
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- Action Items:
 - Further discuss OCC MOU at January meeting
- Next PTO Board Meeting: 1/06/22 at 8:45AM
- Meeting adjourned at 9:21 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	103,311.47	138,775.00	-35,463.53	74.45 %
PTO Donations-Matching	2,000.00		2,000.00	
Total Donation Revenue	105,311.47	226,947.00	-121,635.53	46.40 %
Other Revenue				
Account Interest	98.37	400.00	-301.63	24.59 %
Total Other Revenue	98.37	400.00	-301.63	24.59 %
Program Revenue	40.00		40.00	
4th/5th Musical		4,000.00	-4,000.00	
After School Sports				
Basketball	15,619.88	17,000.00	-1,380.12	91.88 %
Volleyball	2,756.45	6,000.00	-3,243.55	45.94 %
Total After School Sports	18,376.33	23,000.00	-4,623.67	79.90 %
Family Events				
Book Fair	7,905.49	5,000.00	2,905.49	158.11 %
Fall Picnic - Food		3,000.00	-3,000.00	
Total Family Events	7,905.49	8,000.00	-94.51	98.82 %
Otterwear Sales	1,517.99	2,000.00	-482.01	75.90 %
Outdoor Education - Tshirts		800.00	-800.00	
School Spirit	-125.00		-125.00	
Total Program Revenue	27,714.81	37,800.00	-10,085.19	73.32 %
Total Revenue	\$133,124.65	\$265,147.00	\$ -132,022.35	50.21 %
GROSS PROFIT	\$133,124.65	\$265,147.00	\$ -132,022.35	50.21 %
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		2,500.00	-2,500.00	
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	85.89	1,030.00	-944.11	8.34 %
Total Operating Expenses	633.89	7,680.00	-7,046.11	8.25 %
Other Expenses				
Aesthetic Durables/School beaut	7,490.15	92,000.00	-84,509.85	8.14 %
Total Other Expenses	7,490.15	92,000.00	-84,509.85	8.14 %

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	10,646.96	4,000.00	6,646.96	266.17 %
Fall Picnic - Food		3,000.00	-3,000.00	
Fall Picnic Decor & Activities		2,500.00	-2,500.00	
Total Family Events	10,646.96	9,500.00	1,146.96	112.07 %
Otterwear Sales	978.38	3,000.00	-2,021.62	32.61 %
Overnight Field Trips				
Jones Gulch/Outdoor Ed.				
Outdoor Ed - Scholarship		5,000.00	-5,000.00	
Outdoor Ed - T-shirts		800.00	-800.00	
Outdoor Ed-Teacher Appreciation		800.00	-800.00	
Total Jones Gulch/Outdoor Ed.		6,600.00	-6,600.00	
Total Overnight Field Trips		6,600.00	-6,600.00	
Yearbook		1,500.00	-1,500.00	
Total Program Expenses	13,377.84	49,500.00	-36,122.16	27.03 %
Programs Funded				
Assemblies		3,000.00	-3,000.00	
Bike & Traffic Safety	73.20	300.00	-226.80	24.40 %
Enrichment/Supplemental Materia	3,922.31		3,922.31	
Art Enrichment	1,000.00	2,500.00	-1,500.00	40.00 %
Curriculum Support	2,621.87	9,000.00	-6,378.13	29.13 %
Library Enrichment		1,000.00	-1,000.00	
Materials - Classroom Instruct	18,180.03	25,000.00	-6,819.97	72.72 %
Materials- Supplemental	626.73	2,750.00	-2,123.27	22.79 %
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	668.66	1,667.00	-998.34	40.11 %
Science Enrichment				

Oak Knoll Parent Teacher Organization

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August 2021 - July 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Garden		2,000.00	-2,000.00	
Science Fair		2,500.00	-2,500.00	
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		8,500.00	-8,500.00	
World Language Enrichment		1,000.00	-1,000.00	
Total Enrichment/Supplemental Materia	33,050.81	83,067.00	-50,016.19	39.79 %
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	1,154.53		1,154.53	
Scholarships	437.78	5,000.00	-4,562.22	8.76 %
Total Scholarships	1,592.31	5,000.00	-3,407.69	31.85 %
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	1,300.00	4,000.00	-2,700.00	32.50 %
Misc. Teacher Appreciation Expenses	210.74	2,500.00	-2,289.26	8.43 %
Teacher Appreciation Luncheon		1,300.00	-1,300.00	
Total Teacher Appreciation	2,756.34	9,100.00	-6,343.66	30.29 %
Total Programs Funded	38,845.47	115,367.00	-76,521.53	33.67 %
Total Expenditures	\$60,755.64	\$265,147.00	\$ -204,391.36	22.91 %
NET OPERATING REVENUE	\$72,369.01	\$0.00	\$72,369.01	0.00%
NET REVENUE	\$72,369.01	\$0.00	\$72,369.01	0.00%