

Oak Knoll PTO
Minutes of the PTO Executive Board Meeting
November 12, 2021
8:15 AM – 9:15 AM
Oak Knoll Bike Racks (outside) and 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	Alicia Payton-Miyazaki, Oak Knoll Principal
Laura Webb, Treasurer	Karen Clancy, Teacher Representative

*Joined by Zoom

Additional Attendees:

- Aly Gay, MPAEF School Liaison

Absent:

- Chana Stewart, Oak Knoll Assistant Principal
- Katherine Menendez-Cherry, MPAEF School Liaison

Quorum present: Yes

I.	Call To Order	Becky Bullard
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The meeting was called to order at 8:17 AM by Vice President Becky Bullard.

II.	PTO Board Meeting Minutes – Review & Approval	Laura Low Ah Kee
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The October 2021 PTO Board Meeting minutes were reviewed at 8:18 AM. Katie Davis moved to take a vote to approve the minutes; Laura Webb seconded the motion. The minutes were approved by unanimous vote.

The October 2021 PTO General Meeting minutes were reviewed at 8:19 AM. Katie Davis 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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- **Measure B:** Corey congratulated the Yes on Measure B Campaign, including Meredith Nonnenberg and Victoria Dorward, for their hard work and success.
- **Winter PTO Board Meetings:** Corey proposed moving the next few PTO Board meetings to Zoom. PTO Board members agreed.

IV.	Treasurer’s Report	Laura Webb
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- The revised budget was approved at the October PTO General Meeting.
- See below for the current budget report.
- The next budget revision will occur in Spring 2022.
- It is expected that the budget for the 2022-2023 school year will return to a more typical (pre-COVID) budget.

V.	Auditor's Report	Jennifer Baskin
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Jennifer Baskin performed an audit for September 2021. An audit for October 2021 is currently underway.

VI.	Vice President's Report	Becky Bullard
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- **Traffic Safety Update:** A city representative is checking on Oak Knoll's eligibility to have crosswalks near the schools be repainted.

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

VIII.	MPAEF School Liaison Report	Aly Gay
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- **One Community Campaign:** Collectively we are at **99.6%** of our fundraising goal. Participation is at 68.5%. Pledge fulfillment through corporate match has been more significant this year compared to prior years.
- **November Dine Out:** Dine in at Left Bank for dinner (only) every Tuesday in November and 5% will go back to the MPAEF.
- **Cheeky Monkey Shopping Days:** Shop at Cheeky Monkey between November 17-20 and 10% will go back to the MPAEF.
- **Jeanie Ritchie Innovation Grants:** 22 awards were granted last week.

IX.	Teachers' Report	Karen Clancy
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- Teachers are in the middle of completing assessments and report cards will be sent home on November 19th.
- The 3rd Grade Bike Rodeo was a great success; Assistant Principal Chana Stewart is working with 4th grade teachers to see if they might be able to organize a bike rodeo for this group.
- The MPAEF-funded Jeanie Ritchie grants were very successful. There were 26 submissions overall, 22 grants were awarded across the school district. 10 awards were granted to Oak Knoll teachers and staff, and another two were collaborative projects across the district that included Oak Knoll staff.

X.	Oak Knoll Administration Report	Alicia Payton-Miyazaki
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- The Oak Knoll staff has two development days coming up on November 22 and 23rd. The focus will be on restorative practices and community circles, as well as the RULER program for social-emotional learning.
- The PTO-funded rapid COVID tests that are available through the Oak Knoll Office have been well used, very helpful, and appreciated.

XI.	Conclusion & Review of Action Items	Becky Bullard
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- Next PTO Board Meeting: 12/2/21 at 8:45 AM via Zoom.
- Meeting adjourned at 8:35 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	27,912.32	138,775.00	-110,862.68	20.11 %
PTO Donations-Matching	2,000.00		2,000.00	
Total Donation Revenue	29,912.32	226,947.00	-197,034.68	13.18 %
Other Revenue				
Account Interest	95.81	400.00	-304.19	23.95 %
Total Other Revenue	95.81	400.00	-304.19	23.95 %
Program Revenue				
4th/5th Musical		4,000.00	-4,000.00	
After School Sports				
Basketball		17,000.00	-17,000.00	
Volleyball	2,756.45	6,000.00	-3,243.55	45.94 %
Total After School Sports	2,756.45	23,000.00	-20,243.55	11.98 %
Family Events				
Book Fair	872.95	5,000.00	-4,127.05	17.46 %
Fall Picnic - Food		3,000.00	-3,000.00	
Total Family Events	872.95	8,000.00	-7,127.05	10.91 %
Otterwear Sales	1,331.69	2,000.00	-668.31	66.58 %
Outdoor Education - Tshirts		800.00	-800.00	
School Spirit	-125.00		-125.00	
Total Program Revenue	4,876.09	37,800.00	-32,923.91	12.90 %
Total Revenue	\$34,884.22	\$265,147.00	\$ -230,262.78	13.16 %
GROSS PROFIT	\$34,884.22	\$265,147.00	\$ -230,262.78	13.16 %
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		400.00	-400.00	
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	583.89	7,680.00	-7,096.11	7.60 %
Other Expenses				
Aesthetic Durables/School beaut	7,371.99	92,000.00	-84,628.01	8.01 %
Total Other Expenses	7,371.99	92,000.00	-84,628.01	8.01 %

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	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	503.59	2,750.00	-2,246.41	18.31 %
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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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	32,927.67	83,067.00	-50,139.33	39.64 %
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	38,722.33	115,367.00	-76,644.67	33.56 %
Total Expenditures	\$60,464.34	\$265,147.00	\$ -204,682.66	22.80 %
NET OPERATING REVENUE	\$ -25,580.12	\$0.00	\$ -25,580.12	0.00%
NET REVENUE	\$ -25,580.12	\$0.00	\$ -25,580.12	0.00%