

**Oak Knoll PTO**  
**Minutes of the PTO Executive Board Meeting**  
**October 7, 2021**  
**8:45 AM – 10:00 AM**  
**Oak Knoll Bike Racks (outside) and via Zoom**

<b>2021-2022 Executive Board Officers Present:</b>	
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	Karen Clancy, Teacher Representative

**Additional Attendees:**

- Aly Gay, MPAEF School Liaison

**Absent:**

- Alicia Payton-Miyazaki, Oak Knoll Principal
- Katherine Cherry-Menendez, MPAEF School Liaison

**Quorum present:** Yes

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

<b>II.</b>	<b>PTO Board Meeting Minutes – Review &amp; Approval</b>	<b>Laura Low Ah Kee</b>
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The September 2021 PTO Board Meeting minutes were reviewed at 8:48 AM. Becky Bullard moved to take a vote to approve the minutes; Jennifer Baskin seconded the motion. The minutes were approved by unanimous vote.

The September 2021 Special General PTO Meeting minutes were reviewed at 8:49 AM. Becky Bullard moved to take a vote to approve the minutes; Katie Davis seconded the motion. The minutes were approved by unanimous vote.

<b>III.</b>	<b>President’s Report</b>	<b>Corey Binns</b>
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- **One Community Campaign (OCC) Update:** The OCC closed on October 5, 2021. At the district / community level, we did not reach our participation or fundraising goal. However, Oak Knoll reached 78% participation, with ~\$103K so far going to Oak Knoll. Corey thanked everyone for their support and participation.
- **International Night:** A new event -- International Night -- is going to be coming onto the PTO calendar, most likely in February 2022. Planning has just started. We will be looking for PTO funding to support this event.

<b>IV.</b>	<b>Treasurer’s Report</b>	<b>Laura Webb</b>
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- **Budget Report:** Laura Webb presented a report of the budget (see below). Laura will be working on revising the budget next week in advance of the PTO General Meeting. The OCC funds that have come in are lower than our goal, but we expect more to come in as pledges and corporate

match donations come in. We would like to use PTO funds to support International Night, as well as even more effort this year around Teacher Appreciation.

<b>V.</b>	<b>Auditor's Report</b>	<b>Jennifer Baskin</b>
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The audit has been performed through August 2021. The audit for September 2021 is underway.

<b>VI.</b>	<b>Vice President's Report</b>	<b>Becky Bullard</b>
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- **Community Connection Update:** There are only two left, will focused on the Book Fair next week, followed by a Teacher Gratitude-A-Palooza
- **Marquee:** The electronic marquee is going to be replaced, and a small, inviting parent / community seating area is going to be put in place nearby in honor of Kristen Gracia and her desire to create connections.
- **Bike/Pedestrian Safety:** The PTO Board members discussed various issues related to bike and pedestrian safety in and around Oak Knoll, including students, parents, and caregivers not abiding by posted signs, crossing guards, and bike/pedestrian safety rules. The city is working on updating the parking signs; in the meantime (and in addition to this), it was suggested that the school continue to develop and implement our own strategies. PTO members brainstormed potential solutions, including reminder messages for cars parked in restricted areas, cones or other cues for bikers turning left on Oak Avenue, and some sort of positive reinforcement for students found to be following safety rules (e.g., "Secret Spy" rewards). Chana and PTO members will be following up on these ideas.

<b>VII.</b>	<b>Parliamentarian's Report</b>	<b>Victoria Dorward</b>
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- We will do a review of the PTO Bylaws prior to the Spring PTO General Meeting.

<b>VIII.</b>	<b>MPAEF School Liaison Report</b>	<b>Aly Gay</b>
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- The OCC was largely a success, particularly at Oak Knoll with 78% participation.
- Amici's Dine Out is every Tuesday this October.

<b>IX.</b>	<b>Teachers' Report</b>	<b>Karen Clancy</b>
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- The Staff In-Service happened on Monday, October 4th. The RULER program was discussed, as well as a focus on self care around 5 stations: Mindfulness, Acupuncture, Tapping, Posture and Calm/Headspace App sessions.
- Many teachers are working on submitting Jeannie Ritchie grants.
- Twig Science has started in classrooms.
- Teachers are getting ready for Parent-Teacher Conferences on Friday, October 8th.
- Mr. A is working on a few art projects around campus this year, including a new mural in front of the school.

<b>X.</b>	<b>Oak Knoll Administration Report</b>	<b>Chana Stewart</b>
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- Teachers are very appreciative of continued PTO support and gratitude.
- Lunch clubs are being developed, e.g., drum circles, Rubik cubes, supported by PTO.
- Redcat sound systems are being put into all of the classrooms to help ensure that children can hear the teacher, particularly while wearing masks.

<b>XI.</b>	<b>Other Business</b>	<b>Victoria Dorward</b>
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- **Measure B Update:** Victoria is the Oak Knoll Site lead for the Measure B Campaign, and she provided an update on Measure B efforts in this capacity. Ballots arrived in the mail this week. On the whole, we have not had as much engagement at the community level as we have in the past. Parents themselves seem engaged, now the focus is getting them to turn in their ballots. It has been challenging to find enough volunteers. There is another block walk coming up this weekend.

<b>XII.</b>	<b>Conclusion &amp; Review of Action Items</b>	<b>Corey Binns</b>
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- Action Items:
  - PTO Members will work on Bike Safety messaging and education
  - A revised budget will be sent by email for vote prior to the PTO General Meeting
- Next PTO Board meeting is on 11/12/21 at 8:45AM
- Meeting adjourned at 9:43 AM.

Respectfully submitted,

Laura Low Ah Kee  
PTO Secretary

# Oak Knoll Parent Teacher Organization

Budget vs. Actuals: FY22 Oak Knoll Parent Teacher Organization - FY22 P&L

August 1 - October 6, 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Revenue</b>				
Donation Revenue				
Donation Revenues from Savings		85,022.00	-85,022.00	
PTO Donations	27,912.32	138,775.00	-110,862.68	20.11 %
PTO Donations-Matching	2,000.00		2,000.00	
<b>Total Donation Revenue</b>	<b>29,912.32</b>	<b>223,797.00</b>	<b>-193,884.68</b>	<b>13.37 %</b>
<b>Other Revenue</b>				
Account Interest	94.71	400.00	-305.29	23.68 %
<b>Total Other Revenue</b>	<b>94.71</b>	<b>400.00</b>	<b>-305.29</b>	<b>23.68 %</b>
<b>Program Revenue</b>				
4th/5th Musical		4,000.00	-4,000.00	
<b>After School Sports</b>				
Basketball		17,000.00	-17,000.00	
Volleyball	2,756.45	6,000.00	-3,243.55	45.94 %
<b>Total After School Sports</b>	<b>2,756.45</b>	<b>23,000.00</b>	<b>-20,243.55</b>	<b>11.98 %</b>
<b>Family Events</b>				
Book Fair	872.95	5,000.00	-4,127.05	17.46 %
Fall Picnic - Food		3,000.00	-3,000.00	
<b>Total Family Events</b>	<b>872.95</b>	<b>8,000.00</b>	<b>-7,127.05</b>	<b>10.91 %</b>
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	
<b>Total Program Revenue</b>	<b>4,876.09</b>	<b>37,800.00</b>	<b>-32,923.91</b>	<b>12.90 %</b>
<b>Total Revenue</b>	<b>\$34,883.12</b>	<b>\$261,997.00</b>	<b>\$ -227,113.88</b>	<b>13.31 %</b>
<b>GROSS PROFIT</b>	<b>\$34,883.12</b>	<b>\$261,997.00</b>	<b>\$ -227,113.88</b>	<b>13.31 %</b>
<b>Expenditures</b>				
<b>Cost of Fundraising</b>				
PTO On-Site OCC Expenses	408.29	600.00	-191.71	68.05 %
<b>Total Cost of Fundraising</b>	<b>408.29</b>	<b>600.00</b>	<b>-191.71</b>	<b>68.05 %</b>
<b>Operating Expenses</b>				
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 %
<b>Total Operating Expenses</b>	<b>583.89</b>	<b>7,680.00</b>	<b>-7,096.11</b>	<b>7.60 %</b>
<b>Other Expenses</b>				
Aesthetic Durables/School beaut	5,368.87	92,000.00	-86,631.13	5.84 %
<b>Total Other Expenses</b>	<b>5,368.87</b>	<b>92,000.00</b>	<b>-86,631.13</b>	<b>5.84 %</b>

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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	1,077.50	6,000.00	-4,922.50	17.96 %
<b>Total After School Sports</b>	<b>1,702.50</b>	<b>23,900.00</b>	<b>-22,197.50</b>	<b>7.12 %</b>
Family Events				
Book Fair expenses		4,000.00	-4,000.00	
Fall Picnic - Food		3,000.00	-3,000.00	
Fall Picnic Decor & Activities		2,500.00	-2,500.00	
<b>Total Family Events</b>		<b>9,500.00</b>	<b>-9,500.00</b>	
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	
<b>Total Jones Gulch/Outdoor Ed.</b>		<b>6,600.00</b>	<b>-6,600.00</b>	
<b>Total Overnight Field Trips</b>		<b>6,600.00</b>	<b>-6,600.00</b>	
Yearbook		1,500.00	-1,500.00	
<b>Total Program Expenses</b>	<b>2,680.88</b>	<b>49,500.00</b>	<b>-46,819.12</b>	<b>5.42 %</b>
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	1,753.19	9,000.00	-7,246.81	19.48 %
Library Enrichment		1,000.00	-1,000.00	
Materials - Classroom Instruct	18,725.22	25,000.00	-6,274.78	74.90 %
Materials- Supplemental	68.17	2,750.00	-2,681.83	2.48 %
Music Enrichment				
3rd Grade Musical				
3rd Grade Musical Expenses		2,000.00	-2,000.00	
<b>Total 3rd Grade Musical</b>		<b>2,000.00</b>	<b>-2,000.00</b>	
Music		1,500.00	-1,500.00	
<b>Total Music Enrichment</b>		<b>3,500.00</b>	<b>-3,500.00</b>	
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				
Garden		2,000.00	-2,000.00	

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August 1 - October 6, 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
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	
<b>Total Science Enrichment</b>		<b>8,500.00</b>	<b>-8,500.00</b>	
World Language Enrichment		1,000.00	-1,000.00	
<b>Total Enrichment/Supplemental Materia</b>	<b>32,168.76</b>	<b>79,917.00</b>	<b>-47,748.24</b>	<b>40.25 %</b>
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	3,000.00	-2,876.96	4.10 %
Room Parent Coordinator		300.00	-300.00	
Scholarships				
Scholarships		5,000.00	-5,000.00	
<b>Total Scholarships</b>		<b>5,000.00</b>	<b>-5,000.00</b>	
School Spirit	794.88		794.88	
School Spirit/Leadership	197.42	7,500.00	-7,302.58	2.63 %
<b>Total School Spirit</b>	<b>992.30</b>	<b>7,500.00</b>	<b>-6,507.70</b>	<b>13.23 %</b>
Teacher Appreciation				
Back to School Lunch	1,245.60	950.00	295.60	131.12 %
Coffee Cart	650.00	4,000.00	-3,350.00	16.25 %
Misc. Teacher Appreciation Expenses	95.56	700.00	-604.44	13.65 %
Teacher Appreciation Luncheon		950.00	-950.00	
<b>Total Teacher Appreciation</b>	<b>1,991.16</b>	<b>6,600.00</b>	<b>-4,608.84</b>	<b>30.17 %</b>
<b>Total Programs Funded</b>	<b>35,348.46</b>	<b>112,217.00</b>	<b>-76,868.54</b>	<b>31.50 %</b>
<b>Total Expenditures</b>	<b>\$44,390.39</b>	<b>\$261,997.00</b>	<b>\$ -217,606.61</b>	<b>16.94 %</b>
NET OPERATING REVENUE	<b>\$ -9,507.27</b>	<b>\$0.00</b>	<b>\$ -9,507.27</b>	<b>0.00%</b>
NET REVENUE	<b>\$ -9,507.27</b>	<b>\$0.00</b>	<b>\$ -9,507.27</b>	<b>0.00%</b>

**ADDENDUM to  
Minutes of the Oak Knoll PTO Executive Board Meeting held on 10.07.21  
Email Responses Recorded on October 26, 2021**

<b>2021-2022 Executive Board Officers Participating:</b>	
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:**

- Aly Gay, MPAEF School Liaison
- Katherine Menendez-Cherry

**Quorum:** Yes

Laura Webb shared a revised budget for the 2021-2022 school year with the PTO Executive Board, by email. Meredith Nonnenberg moved to take a vote to approve the revised budget; Becky Bullard seconded the motion. The revised budget was approved by unanimous email vote.

Respectfully submitted,

Laura Low Ah Kee  
PTO Secretary