

Oak Knoll PTO
Minutes of the Regular PTO Executive Board
November 14, 2018
8:15 – 10:00 AM
Oak Knoll – Staff Room

2018-2019 Executive Board Officers:	
Jenny Buddin, President	Katie Gardner, Communications Chair
Sarah Sobel, Vice President	Kristen Gracia, Oak Knoll Principal
Christa West, Parliamentarian	Leah Kessler, Oak Knoll Assistant Principal
Katherine Robinson, Secretary	Trish Stella, Teacher Representative
Renee Gorzynski Bache, Treasurer	Rebecca Emery & Katherine Glass, MPAEF Representatives (Envoys)
Camille Kennedy, Financial Secretary	Vickie Mrva, Auditor

Absent: Kristen Gracia, Camille Kennedy, Vickies Mrva, Katherine Glass

Quorum present: Yes

I.	Call To Order	Jenny Buddin
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The meeting was called to order at 8:18 AM by President Jenny Buddin.

II.	PTO Board Meeting Minutes – Review & Votel	Katherine Robinson
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The October 11, 2018 PTO Board Meeting minutes and the General PTO Meeting minutes were approved by the board at 8:19 AM. Sarah moved to approve the vote; Rebecca seconded the motion. The minutes were approved by unanimous vote.

III.	President’s Report	Jenny Buddin
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- PTO Mission - Jenny and Tracy Roeder working on revising this to reflect the values of Oak Knoll. A committee will convene and bring recommendations for the Executive Board for discussion.
- Community Campaign update
 - Launch committee (representatives from all of the schools; this is open to anyone who would like to join) has begun to discuss how the campaign will run next year.
 - Spring - committee will execute on this plan.

IV.	Financial overview from PTO’s accountant	Karin Stiles, Young, Craig & Co., LLP
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- Renee introduced Karin Stiles, our accountant from Young, Craig & Co., LLP.
- Karin reviewed our account’s status:
 - In place of the carryover we have had in the past, we could list a cash balance or we could list a reserve.
- Balance sheet
 - Mostly cash; PTO doesn’t have many assets.
 - PTO’s equity is total cumulative earnings of the PTO: beginning cash we have every August 1 (+/-) the surplus/deficit = the year’s ending equity balance for the year.
 - Discussion of how best to represent funds to understand total financial position.

V.	Treasurer's Report	Renee Gorzynski Bache
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- Taxes
 - Draft is available; little has changed from previous years.
 - Discussion of appropriate signor for annual taxes which will be the PTO President.
 - Filing signed (due Dec 15)
 - Copy to be given retained by the PTO Treasurer.
- Quickbooks Implementation
 - Started transition to new online version.
- Need to move to "Quickbooks Plus" to get budget functionality. Cost is additional \$80/year).
- Budget
 - Reviewed line items with income and expenses.
 - Adjustments made on confirmation of current coffee cart costs.
 - Discussion on importance of incorporating feedback from leads of large committees in the budget setting process.
 - Leah to review budget of 4th/5th Grade Musical with leads to set expectations and update costs as needed. Musical is a passthrough financially.
 - Ideal to have a post-mortem after each large activity (Book Fair, Fall Family Picnic, etc.)
 - After PTO mission setting exercise, there will be an opportunity to circle back on large committees' activities and to align goals with purpose and ensure right-sized expectations.

VI.	Discussion & Vote on Accounting Policies and Procedures	Jenny Buddin
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Accounting Policies and Procedures

- Will be defining standing rules established under Section XIII of Bylaws. Sets out financial goal for the PTO to "raise and spend funds to support the students, teachers and community of Oak Knoll School while simultaneously maintaining cash reserves and financial flexibility to ensure continued operations despite unexpected events or loss of income."
- Establishes following new policies: Rules for Spending Authority, Operating Reserve Policy, Policy requiring IRS Form 990 review by the Board, Gift Acceptance Policy, Conflict of Interest Policy and Whistleblower Policy
- Discussion to refine language and clarify policies
 - Should the PTO decide to accept sock at any time there is an option to open a temporary trading account to receive and sell stock. PTO is not planning or anticipating accepting stock.
- Katie moves to approve these recommendations; Renee seconds the motion. The Accounting Policies and Procedures recommendations are approved by unanimous vote.

VII.	Teachers' Update	Trish Stella
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- Composting and Recycling program partnership is well liked.
- Teachers are going through professional development - especially on math.
- KNOL is delivering a lot of learning to students; this month the focus is on Native American facts and information.

VIII.	Oak Knoll Update	Leah Kessler
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- Staff has been engaged in visioning work by embedding pillars into "whole teacher" framework.
- Cross grade teacher collaboration.
- Talking about Tech together - younger kids' parents got a lot of value from hearing from older kids' parents.
- Continuing to evolve the Maker Space by focusing on creating, process and mechanical aptitude.

- World Kindness Day was a hit and fits into larger “Connectedness” mission.

IX.	MPAEF Update	Rebecca Emery & Katherine Glass
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- As of 11/12 at 3.3M (98.5% of goal).
- Wine Walk is 12/1 (1-4:30).
- Dine Out 12/5 & 12/6.

X.	District Council Update	Christa West
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- Community Campaign will go into effect next year.
- Community Campaign committees have kicked off work.
- Retirement goodbye for Terry Thygesen. New board members start in Dec.

XI.	Parent Education Updates	Sarah Sobel
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- Sarah to find out current signup status for Girls Leadership Signups.
- Speaker Series
 - Had anxiety panel and film. “Safe Space” new location kids can go for support.
 - Jan 14 - former principal of Columbine High School to speak

XII.	Conclusion & Review of Action Items	Jenny Buddin
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- If you want to join Community Campaign or PTO Mission Committee, speak up.
- Next PTO meeting is on Dec 12.

XIII.	Adjournment	Jenny Buddin
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President Jenny Buddin adjourned the meeting at 9:51 AM.

Respectfully submitted,
 Katherine Robinson, PTO Secretary
 Date approved: 1/16/2019