

**Oak Knoll PTO**  
**Minutes of the Regular PTO Executive Board**  
**November 8, 2017**  
**8:15 – 9:30 AM**  
**Oak Knoll – Staff Room**

<b>2017-2018 Executive Board Officers:</b>	
Christa West, President	Katie Gardner, Communications Chair
Jenny Buddin, Vice President	Kristen Gracia, Oak Knoll Principal
Janelle McCombs, Parliamentarian	Leah Kessler, Oak Knoll Assistant Principal
Katherine Robinson, Secretary	Trish Stella, Teacher Representative
Renee Gorzynski Bache, Treasurer	Rebecca Emery, MPAEF Representative (Envoy)
Julie McEvilly Roman, Financial Secretary	Karen Dobbyn, Auditor

**Absent:** Julie McEvilly, Leah Kessler

**Quorum present:** Yes

<b>I.</b>	<b>Call To Order, Welcome, &amp; Introductions</b>	<b>Christa West</b>
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The meeting was called to order at 8:22 AM by President Christa West.

<b>II.</b>	<b>PTO Board Meeting Minutes – Approval</b>	<b>Katherine Robinson</b>
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The October 11, 2017 PTO Board Meeting minutes and the October 18, 2017 General Board Meeting minutes were approved by the board at 8:23 AM.

<b>III.</b>	<b>2017-18 Treasurer’s Report</b>	<b>Renee Gorzynski Bache</b>
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- Renee shared the Balance Sheet with the Executive Board
- **Profit & Loss Budget vs. Actual**
  - Benevity fees are the processing fees for corporate matching, paying online (e.g. PayPal), etc.; Renee will call them to get further explanation since we haven’t been charged for this item before.
  - Fall Picnic/Fiesta and Basketball revenue - Renee will confirm whether these line items may have been reversed accidentally.
  - District Dues - some confusion about to whom 5th grade parents’ payments should made for Balclutha; next year we will clarify whether parents should pay the District directly, or the PTO will pay for the Balclutha trip since it is for all 5th graders.
  - Basketball - registration expenses are high.
  - Book Fair
    - Expenses: reused the decor from a prior year which kept the expenses down - keep this in mind for budgeting for next year.
    - Revenue: received check from Books Inc. but hasn’t been cashed yet; will appear next month.
  - Field Trips
    - PTO paid for buses for Balclutha; need to figure out whether the PTO or the District paid the \$1200 deposit in 2016 for 2017.
    - K12 Multi - Wunderlich and Huddart Park Association - Kristen wants to clarify what this charge is.
  - Outside Programs - Math club listed in this line item because it’s Math Olympiad and students sign up and participate in competitions, etc.
  - Clubs - Leah solicited ideas from students on the playground and then brought these to the teachers; offerings will switch every trimester.

<b>IV.</b>	<b>Fundraiser Update</b>	<b>Christa West</b>
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- Officially complete but a few checks are still coming in
  - 81% family participation (surpassing the goal of 80%)
  - \$166,621 gross total (104% of parent contribution goal)
  - Corporate matching still coming in
- Christa sending thank you notes to everyone who contributed more than asked amount.

<b>V.</b>	<b>Finance Update</b>	<b>Karen Dobbyn, Renee Gorzynski Bache, Jenny Buddin, Christa West</b>
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- **First Republic savings account**
  - Established in 2008 by PTO members; ~\$100K accumulated over time (e.g. ~\$5K per year rolled over from surplus in the checking account)
  - Young, Craig & Co. LLP (new accounting firm) explained that many organizations like PTOs have savings funds and annual rollovers; this doesn't cause an issue with nonprofit status.
  - Discuss at next month's Board Meeting whether to keep a savings account going forward
    - very low interest bearing account; if we aren't going to be using the funds, we could put some funds into a Certificate of Deposit (CD) for higher interest rates
    - we could keep only the budgeted amount in the checking account; how much do we want in savings for a rainy day?
- **Young, Craig & Co. LLP - new accounting firm**
  - Vote to hire Young, Craig & Co. LLP as the Oak Knoll PTO's new accounting firm.
    - Jenny moved that we hire this firm as our new accounting firm. Renee seconded the motion. The Executive Board voted unanimously at 9:12 AM to hire this firm.
  - Met with Fern Amaral (Partner) and Karin Stiles (Staff Associate)
    - Cost: ~ \$800-1000/year for regular tax services; Karin's rate is \$120/hr
      - First year tax preparation is estimated to be \$300-500 for this year.
      - PTO Budget: we've already spent \$600 of \$900 budgeted because of working out past issues; recommended that PTO budget \$1500-2000 for next year for accounting firm services which will help the Treasurer feel confident to call the firm for assistance.
    - Services:
      - Initiate conversations with clients about tax and other filing preparation
        - They will prepare our 1099s for a small fee and can do this in January.
      - Provide general help (e.g. to see if QuickBooks is set up correctly)
        - Fern will review the past issue in QuickBooks to see if there are any further steps to be taken and if so, what the cost estimate is; she believes the accounting is now correct and that we may have our fines waived by the IRS.
        - Karin will train the new PTO Treasurer for 1 hour next year.
      - Answer quick questions by phone

<b>VI.</b>	<b>Teachers' Update</b>	<b>Trish Stella</b>
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- New tandem bike for kindergarten is very popular
- End of first trimester coming up
- **Peer to Peer observations** - Kristen and Leah taking teachers to observe one another in the classroom; more info below.
- **Compensation Report** - School Board member request to create teachers' financial compensation report (salaries, benefits, etc.) in addition to what is publicly available. 17 teachers attended the

School Board meeting last week. Superintendent Burmeister sent a letter to teachers letting them know the School Board would not be going forward with generating this report.

- Suggestion to “Give Thanks” to the School Board by sending emails to highlight what is going well and what you appreciate about the District.

<b>VII.</b>	<b>Oak Knoll Update</b>	<b>Kristen Gracia, Leah Kessler</b>
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- **Halloween Parade**
  - Great success and kids felt important. Hillview band was amazing and they got sweet treats in class the next day.
  - All permission forms were turned in and access was better for wheelchairs. No complaints from neighbors and some watched from their homes.
  - Books Come Alive concerned about parking far away but it turned out ok. In the future, communicate when and where class photos will take place.
  - Cathy and Dorothy did a lot to prepare with the city; Victor put out the No Parking signs the day before (*suggestion for the future during conference times: put signs in front of the school so there aren't cars parked there during all the minimum days*)
  - MPAEF Coffee Cart was a hit
  - Invited City Council, Police Department, etc. Superintendent Burmeister and School Board Member David Ackerman attended.
- **Safety Intervention week**
  - Parents are volunteering; it would be helpful to have sign-ups for specific times/dates like Carline; organize this at PTO Back to School next year
  - Let's plan this week for earlier in the year to establish good habits and awareness
  - Put sawhorse to show where pedestrians go and leave it there
- **End of Quarter**
  - Report cards come out
  - All Standards Based Grading - includes multiple lines of more specific information within each subject/skill like Reading, including standards within grade level and goal setting. District Office providing support to teachers.
- **Math Workshops (4th and 5th grade)**
  - Using pre-assessment before they start working with students to identify learning targets
  - For kids that have met the targets, teacher developed deeper curriculum for them.
  - Part of Site funds pays for teachers to develop this curriculum which is the same as in the past, but more personalized and targeted; helps kids own their learning.
- **Peer to Peer observations** - Kristen and Leah help facilitate teachers visits during their walk-throughs. The entire teaching staff will participate this year since this was the #1 Teacher Goal request.
- **Book Fair** - huge success
- **Site Council** - parents requesting social connection/grade level social events (parents only) in addition to the Speaker Series and other Parent Education.
  - Kristen and Leah can pilot a few of these events (by grade level) this year and ask for volunteer hosts in the newsletter.
  - PTO will pay for snacks, but not for alcohol.
  - These events are intended to replace the teacher-organized Moms Nights Out.
- **Parent Education** - January 17 - Sheryl Sandberg “Option B” talk - Oak Knoll is hosting at Hillview
  - Email invitation will go out to the District
  - Jenny coordinating the pickle tray

<b>VIII.</b>	<b>MPAEF Update</b>	<b>Rebecca Emery</b>
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- MPAEF Annual Fundraising
  - Just over \$3MM as of last Friday (of \$3.45MM is the annual goal)
    - Received \$100K in soft pledges

- 62% participation as of last Friday
- MPAEF will ask for contributions on Giving Tuesday (Tuesday after Thanksgiving)
- Wine Walk - Sat. 12/2
  - Rebecca will provide link to Katie
  - BBC, Left Bank, LB Steakhouse, Galata Bistro are participating

<b>IX.</b>	<b>District Council Update</b>	<b>Janelle McCombs</b>
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- Superintendent Burmeister's community communications effort
  - Hired a district Communications staff to highlight more than just monetary asks
  - Emailing a community newsletter to 5K email addresses
  - Will be present at the Menlo Park Farmer's Market once each month (11/19 - next)

<b>X.</b>	<b>Parent Ed Updates</b>	<b>Jenny Buddin</b>
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- Tonight's Speaker Series - Hillview PAC - Anxiety and Depression
- 12/6 at 6:30 PM - Oak Knoll Library - Mindfulness for Parents - Julie Brody

<b>XI.</b>	<b>Other PTO Updates</b>	<b>Christa West</b>
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- Renee suggested bringing in Chairs of events (e.g. Book Fair, Noteworthy Art) after their event is over to tell us how it went, etc.
- Design a Google Form to collect feedback from these Chairs after their event is over.

<b>XII.</b>	<b>Adjournment</b>	<b>Christa West</b>
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President Christa West adjourned the meeting at 10:10 AM.

Respectfully submitted,  
 Katherine Robinson, PTO Secretary  
 Date approved: 12/13/2017