

Oak Knoll PTO
Minutes of the PTO Executive Board Meeting
May 12, 2022
8:15 AM – 9:45 AM
Oak Knoll Staff Room (Main Office)

2021-2022 Executive Board Officers Present:	
Corey Binns, President	Jennifer Baskin, Auditor
Becky Bullard, Vice President	Alicia Payton-Miyazaki, Oak Knoll Principal
Victoria Dorward, Parliamentarian	Chana Stewart, Oak Knoll Assistant Principal
Laura Webb, Treasurer	Karen Clancy, Teacher Representative
Katie Davis, Financial Secretary	

Additional Attendees:

- Aly Gay, MPAEF Liaison

Absent:

- Laura Low Ah Kee, Secretary
- Meredith Nonnenberg, Communications Chair
- Katherine Menendez-Cherry, MPAEF Liaison

Quorum present: Yes

I.	Call To Order	Corey Binns
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The meeting was called to order at 8:32 AM by President Corey Binns.

II.	PTO Board Meeting Minutes – Review & Approval	Corey Binns
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The April 2022 PTO Board Meeting minutes were reviewed at 8:35 AM. Becky Bullard moved to take a vote to approve the minutes; Aly Gay seconded the motion. The minutes were approved by unanimous vote.

III.	President’s Report	Corey Binns
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- **Recent and Upcoming PTO-Sponsored Activities and Offerings:** The PTO has helped fund a number of great activities over the past few months, including: Seussical Jr. (4th/5th Grade Play), #OperationWellness succulent station for teachers, and staff monthly coffee cart. Fifth grade field day and clap out is coming up at the end of the year. In addition, a parent recently donated a catered lunch from Mendocino Farms for staff to enjoy.
- **OCC Pledge Fulfillment:** PTOs have been asked to follow up with the OCC pledges that have not yet been fulfilled. There was some discussion as to whether this should be the PTO’s responsibility going forward.

IV.	Parliamentarian’s Report	Victoria Dorward
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- **District Council Meeting Update:** At the recent District Council meeting, the budget was approved and the Speaker Series budget was approved. There was a discussion of district awards. Some district council positions still need to be filled, including Secretary.
- **Nominating Committee Update on 2022-2023 PTO Executive Board Slate:** The PTO Nominating Committee is proposing the following slate for 2022-2023 PTO Executive Board:

- President - Becky Bullard
- Vice President - Meredith Nonnenberg
- Parliamentarian - Corey Binns
- Secretary - Cindy Tsai
- Communications - Laura Low Ah Kee
- Treasurer - Laura Webb
- Financial Secretary - Brenda Lo
- Auditor - Jennifer Baskin
- PTO Engagement Lead - Ward Bullard

Laura Webb motioned to approve the presentation of the above slate for election by the PTO Membership at the General Meeting on May 26, 2022. Jennifer Baskin seconded the motion. The slate was approved by unanimous vote.

V.	Treasurer’s Report	Laura Webb
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- **2022-2023 Budget Discussion and Vote:** Laura Webb presented the proposed budget for the 2022-2023 school year (see attached below). Highlights of the proposed budget include:
 - Next year’s budget is more reflective of a pre-Covid budget
 - Oak Knoll is seeing slightly lower enrollment next year, which means lower expected PTO donations; we can draw from savings if wish to keep a similar budget
 - Budget includes funds for parent mix & mingle events next year
 - The largest expense items budgeted for next year include; concrete Oak Knoll sign, Nature Zone project, white board tables, and additional trees/shade
 - A mural on side of gym and a new concrete Oak Knoll sign will be placed to welcome to school
 - Fall Family Picnic and International Night will be combined again in the fall
 - Science Fair and STEAM on the Knoll combined for next year
 - Increased scholarship fund will allow each scholarship student to attend an after school activity, and Outdoor Ed

Becky Bullard motioned to approve the proposed budget for the 2022-2023 school year; Victoria Dorward seconded the motion. The budget was approved by unanimous vote. It will be presented at the PTO General Meeting on May 26, 2022 for discussion and vote by the PTO Membership.

VI.	Vice President’s Report	Becky Bullard
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- **Committee Recruitment Update:**
 - Families of rising third graders needed for After School Programs and 3rd Grade Musical.
 - Hot Lunch position is possibly filled.

VII.	Auditor’s Report	Jennifer Baskin
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No report this month.

VIII.	MPAEF School Liaison Report	Aly Gay
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- Spirit Day on Friday, May 13th. The Oak Knoll Spirit Squad has organized races during the school day. Before school there will be cheering during carline. After school, tattoos and bracelets will be distributed.
- The MPAEF Schoolhouse Rocks Run will be held Sunday, May 22th.
- The MPCSD Board meeting is being held tonight, with an expected announcement regarding the Superintendent appointment.
- There will be an endowment donation ask starting this month, with teacher videos

IX.	Teachers' Report	Karen Clancy
<ul style="list-style-type: none"> ● Squads: Currently discussing potential squads with fourth grade classes for next year, including kindergarten yard duty and mural squad. There's interest in a a hot lunch squad and ELC helper squad. The current SPirit Squad made a video for the Schoolhouse Run. ● SBAC Testing has finished up in most 3-5th grade classrooms. Makeup testing is happening now. ● Teachers appreciated lunch yesterday. 		

X.	Oak Knoll Administration Report	Alicia Payton-Miyazaki, Chana Stewart
<ul style="list-style-type: none"> ● There's been a focus on fourth grade recently, with \$500 worth of books purchased for the library, chosen by fourth graders to have ownership over library books. ● A recap of all the wonderful events from this school year was provided, including: Before school math, community coffees, murals on staircase and butterfly wall, teacher Sip and Shop, Two by ten: one on one time with each student, RULER for SEL learning, incoming kinder activity, Restorative Circles, student lunch clubs, Parent Circles, program for fifth graders to receive a bike, bike rodeo, student advocacy regarding report cards, Nero: water grant, Yob: raising salmon, and Earth Day events 		

XI.	Conclusion & Review of Action Items	Corey Binns
<ul style="list-style-type: none"> ● Action Items: <ul style="list-style-type: none"> ○ Vote on board slate and budget and discuss money spent at PTO General Meeting on May 26th. ○ Last PTO meeting will be on June 2. ● Next PTO General Meeting: 5/26/22 at 8:15AM ● Next PTO Board Meeting: 6/2/22 at 8:15AM ● Meeting adjourned at 9:59 AM. 		

Respectfully submitted,

Katie Davis, Financial Secretary
(on behalf of Laura Low Ah Kee, PTO Secretary)

Oak Knoll Parent Teacher Organization

Budget Overview: FY23 Oak Knoll PTO - FY23 P&L

August 2022 - July 2023

	TOTAL
Revenue	
Donation Revenue	
Donation Revenues from Savings	91,590.00
PTO Donations	130,500.00
Total Donation Revenue	222,090.00
Other Revenue	
Account Interest	400.00
Total Other Revenue	400.00
Program Revenue	
4th/5th Musical	4,000.00
After School Sports	
Basketball	17,000.00
Volleyball	6,000.00
Total After School Sports	23,000.00
Family Events	
Book Fair	5,000.00
Total Family Events	5,000.00
Otherwear Sales	2,000.00
Outdoor Education - Tshirts	600.00
Total Program Revenue	34,800.00
Total Revenue	\$257,090.00
GROSS PROFIT	\$257,090.00
Expenditures	
Cost of Fundraising	
PTO On-Site OCC Expenses	600.00
Total Cost of Fundraising	600.00
Operating Expenses	
Accountant	2,500.00
Administration	250.00
Bank Fees/Charges	400.00
District Dues& Collaboration	1,520.00
Insurance	500.00
Volunteer Lunch & Awards	2,000.00
Water	1,030.00
Total Operating Expenses	8,200.00
Other Expenses	
Aesthetic Durables/School beaut	90,000.00
Total Other Expenses	90,000.00
Program Expenses	
4th/5th Musical	5,000.00
After School Sports	
Basketball	17,000.00

Oak Knoll Parent Teacher Organization

Budget Overview: FY23 Oak Knoll PTO - FY23 P&L

August 2022 - July 2023

	TOTAL
Volleyball	6,000.00
Total After School Sports	23,000.00
Family Events	
Book Fair expenses	3,000.00
Fall Picnic Decor & Activities	2,500.00
Total Family Events	5,500.00
Otterwear Sales	3,000.00
Overnight Field Trips	
Jones Gulch/Outdoor Ed.	
Outdoor Ed - Tshirts	600.00
Total Jones Gulch/Outdoor Ed.	600.00
Total Overnight Field Trips	600.00
Yearbook	1,500.00
Total Program Expenses	38,600.00
Programs Funded	
Assemblies	3,000.00
Bike & Traffic Safety	300.00
Enrichment/Supplemental Materia	
Art Enrichment	2,500.00
Curriculum Support	9,000.00
Library Enrichment	1,000.00
Materials - Classroom Instruct	25,000.00
Materials- Supplemental	4,190.00
Music Enrichment	
3rd Grade Musical	
3rd Grade Musical Expenses	2,000.00
Total 3rd Grade Musical	2,000.00
Music	1,500.00
Total Music Enrichment	3,500.00
Outside Programs	25,000.00
PE & Recess Enrichment	2,000.00
Science Enrichment	
Garden	2,000.00
Science Fair	2,500.00
Science Olympiad	1,500.00
STEAM Fair & Events	2,000.00
STEAM Lab	1,000.00
Total Science Enrichment	9,000.00
World Language Enrichment	1,000.00
Total Enrichment/Supplemental Materia	82,190.00
Fifth Grade Clap-Out	3,000.00
Fifth Grade Field Day	1,200.00

Oak Knoll Parent Teacher Organization

Budget Overview: FY23 Oak Knoll PTO - FY23 P&L

August 2022 - July 2023

	TOTAL
Friends and Family Day	800.00
Kindergarten Welcome Party & New Parent Welcome	800.00
Parent Education & Support	3,000.00
Parent Mix and Mingle	3,000.00
Room Parent Coordinator	300.00
Scholarships	
Scholarships	6,000.00
Total Scholarships	6,000.00
School Spirit	
School Spirit/Leadership	7,500.00
Total School Spirit	7,500.00
Teacher Appreciation	
Back to School Lunch	1,300.00
Coffee Cart	4,000.00
Misc. Teacher Appreciation Expenses	1,000.00
Teacher Appreciation Luncheon	2,300.00
Total Teacher Appreciation	8,600.00
Total Programs Funded	119,690.00
Total Expenditures	\$257,090.00
NET OPERATING REVENUE	\$0.00
NET REVENUE	\$0.00