

Oak Knoll PTO
Minutes of the PTO Executive Board Meeting
June 10, 2021
8:30 AM – 10:00 AM
555 Oakfield Lane, Menlo Park, CA

2020-2021 Executive Board Officers:	
Victoria Dorward, President	Meredith Nonnenberg, Communications Chair
Casey Wilke, Vice President	Kristen Gracia, Oak Knoll Principal
Katie Gardner, Co-Parliamentarian	Alicia Payton, Oak Knoll Assistant Principal
Alicia Baker, Co-Parliamentarian	Karen Clancy, Teacher Representative
Laura Low Ah Kee, Secretary	Aly Gay, MPAEF School Liaison
Julie Winter, Treasurer	Katherine Menendez-Cherry, MPAEF School Liaison
Katie Davis, Financial Secretary	

Additional Attendees: Corey Binns, Becky Bullard, Jennifer Baskin, Laura Webb

Quorum present: Yes

I.	Call To Order	Victoria Dorward
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The meeting was called to order at 8:43 AM by President Victoria Dorward.

II.	PTO Board Meeting Minutes – Review & Approval	Laura Low Ah Kee
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The May 2021 PTO Board Meeting minutes were reviewed at 8:44 AM. Julie Winter moved to take a vote to approve the minutes; Meredith Nonnenberg seconded the motion. The minutes were approved by unanimous vote.

The May 2021 PTO General Meeting minutes were reviewed at 8:45 AM. Katherine Menendez-Cherry moved to take a vote to approve the minutes; Katie Davis seconded the motion. The minutes were approved by unanimous vote.

III.	President’s Report	Victoria Dorward
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- **Welcome to New Board Members:** Victoria welcomed new incoming board members to the PTO Board.
- **Board Introductions:** The current and incoming PTO members all introduced themselves.
- **District Council Update:** District leadership provided helpful resources, including a comparison between PTO and PTA, insurance coverage, fraud protection, etc.
- **One Community Campaign:** Oak Knoll’s OCC team is much leaner than other schools in the district. Oak Knoll may want to consider co-roles to involve more people and share the heavy-lifting. As incoming president, Corey Binns will need to have others helping with logistical support in terms of OCC roll-out next year.
- **Action Items for Fall 2021:** The PTO will need to revisit and update the PTO bylaws, as well as Board roles, using other schools as a benchmark - e.g., Membership Chair, Data Chair, etc.
- **PTO Board Meetings:** Next year, the PTO Board meetings will shift to the 2nd Thursday of each month in order not to conflict with OCC meetings each Wednesday. The first meeting will be September 9, 2021.

IV.	Treasurer's Report	Julie Winter
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- Julie reported that the original mural artist has a broken wrist and is unable to do the painting, so it was proposed that we reallocate the funds that had been budgeted for the murals with the additional lunch tables that are greatly needed. Victoria Dorward motioned to approve the purchase of the additional lunch tables; Katie Davis seconded the motion. The proposal was approved unanimously.
- Julie also provided an updated copy of the budget with a few remaining expenses that are coming in through the end of the year (see attached). The surplus is all on target as expected, and the PTO will be allocating those surplus funds as voted and approved at the May PTO general meeting.

V.	Vice President's Report	Casey Wilke
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- **PTO Committees:** Casey reported on PTO committee chair positions that still need to be filled: (1) Afterschool Program Co-Chair roles - the program, "Homeroom," makes it very streamlined to manage. (2) Co-Chairs for Spring Family Picnic, which will be tied in with STEAM on the Knoll; and (3) May need a chair for a new committee for hospitality / community-building efforts.

VI.	MPAEF Update	Aly Gay, Katherine Menendez-Cherry
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- Aly provided a recap of some of the MPAEF highlights from this past school year, including:
 - Jeannie Ritchie grant awardees (including several recipients from Oak Knoll)
 - One Community Campaign - 65% of families participated
 - Auction raised nearly \$200,000 - double its goal
 - Schoolhouse Rocks Run Around the World raised over \$30,000
 - MPAEF granted district \$3.4 million this year
- Aly also reminded the PTO Board that the Parcel Tax campaign will launch in the fall.

VII.	Teachers' Update	Karen Clancy
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- Karen reported that the Science Olympiad has been a huge hit this year. Teachers and students seemed to enjoy spreading the event out over a week, rather than holding on one day.
- Otterfest was very fun and exciting for students.
- Teachers shared their thanks for the teacher luncheon on June 4.
- Teachers are working to clean-up their classrooms in preparation for summer school and Camp Galileo, which kick off after the school year wraps up.

VIII.	Oak Knoll Update	Kristen Gracia, Alicia Payton
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- Kristen and Alicia reported that there will be many activities in the fall to foster community and involve parents back on campus, with a special focus on kinder and 1st grade parents and new families from last year and current year. There will be frequent morning coffees for parents during drop-off that will be open to everyone, but spotlight various grade levels on different weeks.
- Jayd Almquist, Jane Bennion, and Hope Scheid ride the bus on the first day of school to meet parents who are dropping their kids at the bus stop.
- Admin is considering keeping Back-to-School-Night and parent conferences via Zoom.
- There will be a Back-to-School coffee on the first day of school, where we hope to have a strong PTO & OCC presence.

IX.	Thank Yous & Awards	Victoria Dorward
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- Victoria individually thanked each PTO member for their work and commitment this year.
- Kristen Gracia, Alicia Payton, and Meredith Nonnenberg were further recognized by the school district for their service during this most unusual pandemic year.
- Kristen and Alicia thanked each PTO member for their support this past year.

XI.	Conclusion & Review of Action Items	Victoria Dorward
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- Next meeting will be scheduled for September 9, 2021 - time TBD but most likely after drop off
- Adjourned at 10:15 AM.

Respectfully submitted,

Laura Low Ah Kee
PTO Secretary

Oak Knoll Parent Teacher Organization

Budget vs. Actuals: REVISED FY21 Oak Knoll PTO (Copy) - FY21 P&L

August 2020 - May 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
Donation Revenue				
PTO Donations	132,754.58	115,229.00	17,525.58	115.21 %
PTO Donations-Matching	405.00		405.00	
Total Donation Revenue	133,159.58	115,229.00	17,930.58	115.56 %
Other Revenue				
Account Interest	423.90	600.00	-176.10	70.65 %
Total Other Revenue	423.90	600.00	-176.10	70.65 %
Program Revenue				
Family Events				
Book Fair	14,321.14	3,000.00	11,321.14	477.37 %
Total Family Events	14,321.14	3,000.00	11,321.14	477.37 %
Garden Seed Sale		200.00	-200.00	
Otterwear Sales	296.14		296.14	
School Spirit	9.59		9.59	
Total Program Revenue	14,626.87	3,200.00	11,426.87	457.09 %
Total Revenue	\$148,210.35	\$119,029.00	\$29,181.35	124.52 %
GROSS PROFIT	\$148,210.35	\$119,029.00	\$29,181.35	124.52 %
Expenditures				
Cost of Fundraising				
PTO Membership		600.00	-600.00	
Total Cost of Fundraising		600.00	-600.00	
Operating Expenses				
Accountant	2,055.00	4,000.00	-1,945.00	51.38 %
Administration	250.13	200.00	50.13	125.07 %
Bank Fees/Charges	321.61	400.00	-78.39	80.40 %
District Dues & Collaboration	1,250.00	2,500.00	-1,250.00	50.00 %
Hot Lunch		250.00	-250.00	
Insurance	440.00	500.00	-60.00	88.00 %
Volunteer Lunch & Awards		1,000.00	-1,000.00	
Water	267.55	1,030.00	-762.45	25.98 %
Total Operating Expenses	4,584.29	9,880.00	-5,295.71	46.40 %
Other Expenses				
Aesthetic Durables/School beaut	34,232.35	18,111.27	16,121.08	189.01 %
Total Other Expenses	34,232.35	18,111.27	16,121.08	189.01 %
Program Expenses				
Family Events				
Book Fair expenses	14,741.40	4,000.00	10,741.40	368.54 %
Fall Picnic Decor & Activities	1,714.87	1,714.87	0.00	100.00 %
Total Family Events	16,456.27	5,714.87	10,741.40	287.96 %
Otterwear Sales		3,000.00	-3,000.00	

Oak Knoll Parent Teacher Organization

Budget vs. Actuals: REVISED FY21 Oak Knoll PTO (Copy) - FY21 P&L

August 2020 - May 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Yearbook	1,255.49	1,400.00	-144.51	89.68 %
Total Program Expenses	17,711.76	10,114.87	7,596.89	175.11 %
Programs Funded				
Assemblies		2,000.00	-2,000.00	
Bike & Traffic Safety		300.00	-300.00	
Enrichment/Supplemental Materia				
Art Enrichment	249.83	2,500.00	-2,250.17	9.99 %
Curriculum Support	4,593.57	9,000.00	-4,406.43	51.04 %
Library Enrichment		1,000.00	-1,000.00	
Materials - Classroom Instruct	16,773.00	21,569.00	-4,796.00	77.76 %
Materials- Supplemental	11,027.65	2,750.00	8,277.65	401.01 %
Music Enrichment				
3rd Grade Musical				
3rd Grade Musical Expenses	190.10	2,000.00	-1,809.90	9.51 %
Total 3rd Grade Musical	190.10	2,000.00	-1,809.90	9.51 %
Music		1,500.00	-1,500.00	
Total Music Enrichment	190.10	3,500.00	-3,309.90	5.43 %
Outside Programs	1,003.97	3,000.00	-1,996.03	33.47 %
PE & Recess Enrichment	1,377.41	5,400.00	-4,022.59	25.51 %
Science Enrichment				
Garden	1,246.53	2,000.00	-753.47	62.33 %
Science Fair		2,500.00	-2,500.00	
Science Olympiad	1,085.55	1,500.00	-414.45	72.37 %
Total Science Enrichment	2,332.08	6,000.00	-3,667.92	38.87 %
World Language Enrichment	46.93	1,500.00	-1,453.07	3.13 %
Total Enrichment/Supplemental Materia	37,594.54	56,219.00	-18,624.46	66.87 %
Fifth Grade Clap-Out	141.88	1,000.00	-858.12	14.19 %
Kindergarten Welcome Party & New Parent Welcome	807.90	807.90	0.00	100.00 %
Room Parent Coordinator	185.39	150.00	35.39	123.59 %
Scholarships				
Scholarships	78.58	5,000.00	-4,921.42	1.57 %
Total Scholarships	78.58	5,000.00	-4,921.42	1.57 %
School Spirit				
School Spirit/Leadership	7,185.10	4,000.00	3,185.10	179.63 %
Total School Spirit	7,185.10	4,000.00	3,185.10	179.63 %
Teacher Appreciation				
Back to School Lunch	545.96	545.96	0.00	100.00 %
Misc. Teacher Appreciation Expenses	1,852.50	500.00	1,352.50	370.50 %
Teacher Appreciation Luncheon	942.28	800.00	142.28	117.79 %
Total Teacher Appreciation	3,340.74	1,845.96	1,494.78	180.98 %
VA Enrichment/Supplemental Mat.				

Oak Knoll Parent Teacher Organization

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August 2020 - May 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
VA Assemblies	300.00	1,000.00	-700.00	30.00 %
VA Curriculum Support	3,429.96	3,500.00	-70.04	98.00 %
VA Materials Supplemental	577.45	3,667.00	-3,089.55	15.75 %
VA Spirit Wear		333.00	-333.00	
VA Teacher Appreciation	486.92	500.00	-13.08	97.38 %
Total VA Enrichment/Supplemental Mat.	4,794.33	9,000.00	-4,205.67	53.27 %
Total Programs Funded	54,128.46	80,322.86	-26,194.40	67.39 %
Total Expenditures	\$110,656.86	\$119,029.00	\$ -8,372.14	92.97 %
NET OPERATING REVENUE	\$37,553.49	\$0.00	\$37,553.49	0.00%
NET REVENUE	\$37,553.49	\$0.00	\$37,553.49	0.00%