

**Oak Knoll PTO**  
**Minutes of the PTO Board Meeting**  
**Nov 10, 2022**  
**8:15 - 9:45 AM**  
**Oak Knoll Staff Office**

<b>2022-2023 Executive Board Officers Present:</b>	
Becky Bullard, President	Brenda Lo, Financial Secretary
Meredith Nonnenberg, Vice President	Jennifer Baskin, Auditor
Corey Binns, Parliamentarian	Ward Bullard, PTO Engagement Lead
Laura Webb, Treasurer	Celeste Lopez, Teacher Representative
Laura Low Ah Kee, Communications Chair	Alicia Payton-Miyazaki, Oak Knoll Principal
Cindy Tsai, Secretary	Karen Clancy, Oak Knoll Assistant Principal

**Absent:** Aly Gay, MPAEF School Liason

**Quorum present:** Yes

<b>I.</b>	<b>Call To Order &amp; Welcome</b>	<b>Becky Bullard</b>
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- The meeting was called to order at 8:21 am by President Becky Bullard.

<b>II.</b>	<b>PTO Meeting Minutes - Review &amp; Approval</b>	<b>Cindy Tsai</b>
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- The Oct 2022 PTO Board Meeting minutes were reviewed at 8:23 am. Laura Low Ah Kee moved to take a vote to approve the minutes; Becky Bullard seconded the motion. The minutes were approved by unanimous vote.

<b>III.</b>	<b>President's Report</b>	<b>Becky Bullard</b>
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- Many fun campus events have kicked off. Volleyball started and basketball drafts are complete.
- **Basketball tryouts:** A great turnout with 170 participants resulting in 19 teams, 10 of which are girls teams. Teams are populated in TeamSnap for access by parents. It would be helpful to remind all coaches to communicate with students the results of the draft. There was volunteer scarcity for boys basketball coaches, which was resolved through a call for parent volunteers. We discussed the possibility of shared playbooks or learnings across organized sports at the district-level to avoid district school sites reinventing the wheel for each sport, each year. While Oak Knoll sports recruiting results in higher parent volunteers compared to other school sites, district-level support could facilitate even greater parent volunteer participation, which is much needed given the interest and inclusion volume experienced at Oak Knoll. We discussed different models, for example a Sports Commissioner and/or Athletic Director role to support coaches.
- **Oak Knoll Book Fair:** Held in October, earning over \$40K in merchandise (minus Principal spend, student gift cards, college-bound funds) and added 600 books to Oak Knoll classrooms.
- **MPCSD Speaker Series:** Oak Knoll will provide refreshments at the "Where Did Childhood Go?" Part 2: Discussion with Julie Lythcott-Haims on Wednesday 11/16, 6:30 pm at Hillview PAC.
- The PTO General meeting will take place on Wednesday 11/16, 8:15 am in the Oak Knoll Big Gym. The President invited the Board to encourage attendance by inviting fellow parents to vote on the 2022-23 PTO budget at the General meeting.

<b>IV.</b>	<b>Vice President's Report</b>	<b>Meredith Nonnenberg</b>
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- After wrapping up the Community Coffee Connections series, conversations are underway to explore other ways to cultivate community across parents and discuss which ideas will be feasible to execute on.

<b>V.</b>	<b>Parliamentarian's Report</b>	<b>Corey Binns</b>
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- The Parliamentarian and PTO Engagement Lead are creating a description for the PTO Engagement Lead role to add to the PTO bylaws. We will revisit whether this essential role ought to be a permanent voting-member of the PTO Board.
- The Parliamentarian and Vice President are also creating PTO Committee Chair descriptions & budgets, with the end goal of sharing one-pagers that can be passed on for easier transition into these roles in the future, and to help with recruitment. Additionally, the Vice President is working on conducting exit interviews & getting brief recaps after each committee-hosted event to capture a retrospective on successes and learnings.

<b>VI.</b>	<b>Financial Secretary's Report</b>	<b>Brenda Lo</b>
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- **New Paypal/Venmo charity accounts:** We now have a non-profit vetted, working PayPal account with a charity profile, as well as a Venmo account with a charity profile. Charity profiles for these accounts offer lower fees.
- **Account management:** Each account sits with an individual and the Financial Secretary (or Treasurer) will need to set up a new account every two years. The best way to do this is to close the previous account and open a new one. The same email/password can be reused, with an update to the individual account holder's name. The process for opening & closing the account for future account management can be documented by the Financial Secretary for posterity.
- **Communications:** We discussed including a hyperlinked QR code in forthcoming Oak Knoll Newsletters to highlight these new payment methods. We will emphasize the correct accounts that parents should use by providing a screenshot of the Venmo account and sharing a reminder to look for the Ollie logo. We should also encourage donors to leave notes/memos for easier accounting in the future.
- **Paypal Giving Fund:** We discussed a Paypal Giving Fund as a separate avenue for non-profit donation collection outside of the OCC; this account can collect money on behalf of the charity, hold the money and then designate for distribution as long as we are not selling items. Drawbacks include lack of customization on the account, and generally Venmo seems to be popular in the community.
- **Caring & Sharing Drive:** We discussed the feasibility of using the new Venmo charity account or Paypal charity account to collect grocery gift cards funds for the Caring & Sharing event in December. This will be discussed further.
- We recommended adding "PTO" to the Venmo charity account name for easier searchability.

<b>VI.</b>	<b>Treasurer's Report</b>	<b>Laura Webb</b>
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- The budget revision will be presented at the PTO General meeting next week. There have been few revisions thus far, as expected.
- Similar to this time last year, projected donations may fall a few thousand dollars short. \$500 added to the Lion King budget for licensing fees was taken out of the Aesthetic Durables fund (reserved for big school improvement projects). We discussed that this can be shifted next year

officially, as the most significant revision, and ideas for making up the difference including distributing & selling Lion Ollie shirts and concessions with a refocus on students' participation in the musical.

- There was a suggestion to create different spend options as we fundraise and set budgets, to better prepare for different outcomes, especially as we enter Spring budgeting.
- A revised budget PDF will be submitted to the Secretary to attach in this meeting's final notes.

<b>VII. Auditor's Report</b>	<b>Jennifer Baskin</b>
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- No discrepancies were found in the documents received by the Treasurer through the end of October.

<b>VIII. OCC PTO Engagement Lead Report</b>	<b>Ward Bullard</b>
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- The distribution flow for completed and pending gifts is complete through November 1. At OCC campaign close, the \$104K for completed and pending donations meant a significant gap towards the \$130K goal. However, the \$15K gap closure we estimated by November 1 was closed even further by \$22.5K of matching gifts and other charitable donations during this period, resulting in less than \$5K gap (\$126K) towards the \$130K goal.
- Historically we've observed later waves of \$6K in donations between this time and end of school year, however with the current macroeconomic climate there is no guarantee of this happening given the higher potential for unfulfilled pledges. We should expect a smaller number of donors to carry more of the weight, and notably the student population is smaller than previous years.
- **OCC Memorandum of Understanding (MOU) meeting update**
  - Foundation and PTO discussed investing in software focused on doubling donations through features such as corporate matching education, reminders for donors who have not set up a match. Since the process has been manual so far, the goal is to automate these areas through this software that will be shared across the MPAEF and the four school site PTOs. The software cost is \$1500.
  - General sentiment on MOU was positive, with few small tweaks e.g. building better understanding of confidential gifts.
  - The MOU document also discussed a revised timeline for the public-facing aspect of the OCC campaign, which would still run August 1 to end of September/early October, however outbound communications would be delayed so that parent stewards and associated marketing (e.g. banners) would kick in after Labor Day. Given the heavy communication at the start of the school year across the board, the OCC messaging may feel diluted and lost during that busy season. Less than 15% of funding is generated in the first two weeks of school, however the level of effort and time is very high. Background donors are still welcome to donate early, and we will include a video packet during Back to School Night as more of an educational element rather than a fundraising campaign drive element. We also discussed a district-funded cross-school site marketing element in take home folders.
  - These timeline changes will not be reflected in the MOU document and will be worked into the marketing plan. The OCC PTO Engagement Lead will serve in the Spring to ensure Oak Knoll PTO interests are a part of the planning effort.
- **Big Check and 11/16 PTO General Meeting presentation of OCC campaign results:** We invested in a large dry-erasable check to document distributions to district school sites and their PTO. This will serve as a nice, visual reminder for pledges fulfilled as well as a reminder to complete unfulfilled pledges. OCC co-chairs will be invited to the General meeting where we hope to present the Big Check for the first time, with Jennifer Baskin, as the OCC Steward Lead, in a

backup role for check distribution to Oak Knoll's Principal and PTO President. The AppleTV in the Principal's office has been repurposed to the Oak Knoll big gym for presentations and should work with both the internal network and public WiFi.

<b>IX.</b>	<b>MPAEF School Liaison Report</b>	<b>Laura Low Ah Kee</b>
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- **MPAEF Updates**
  - In addition to the OCC, the MPAEF also announced on 11/9 the annual report for the 2021-22 school year.
  - Jeanie Ritchie grants were announced; across 44 applicants, 31 were funded -- a record number of applicants receiving \$45K. Oak Knoll was well represented in both the number of applications submitted and funded.
- **Upcoming Community Events**
  - Cheeky Monkey Shopping Days will take place November 16-19 for early holiday shopping. 10% of purchases with "MPAEF" will go back to the foundation and school sites.
  - Taste of the Mountain Wine Walk will take place on December 3. Downtown Menlo Park shops will open for wine tastings from local wineries of Santa Cruz. Purchases of wine will go back to the foundation and school sites.

<b>X.</b>	<b>Teacher's Report</b>	<b>Celeste Lopez</b>
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- End-of-trimester assessments are underway. Teachers have appreciated guest teacher coverage across grade levels so that assessments do not take away from students' learning time.
- Classroom parent volunteering is up across all grade levels.
- Oak Knoll submitted 9 grants to the Jeanie Ritchie grant process, of which 8 were approved.
- Math Workshops in classrooms are underway. Keeping with this curriculum will allow teachers to become familiar with the process and adapt to what works well to engage students in different ways in these workshops.

<b>XI.</b>	<b>Oak Knoll Administration Report</b>	<b>Alicia Payton-Miyazaki</b>
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- In addition to classroom parent volunteers, library volunteering is also in a steady state.
- The School Principal has been giving many tours to private school families interested in moving to Menlo Park, with many families interested in volunteering. We discussed keeping the volunteer interest momentum for new families by coordinating with classroom teachers and room parents to act as a welcome liaison who can share more about volunteering opportunities throughout the school year.
- Plans to set up Transitional Kindergarten are moving forward however dependent on enrollment. TK enrollment timeline is being fleshed out; TK enrollment is part of a 2-year Kindergarten program so currently TK enrollment is planned to occur at the same time as Kindergarten enrollment in February. For families considering Preschool and Young 5 programs, which typically enroll in November, we understand this may create some timing challenges. The ELC has been flexible about enrollment and holding spots for families who may land in TK.
- We are looking forward to installing whiteboard surface tops for a number of flip-top tables which were missing the writable surface. The whiteboard surface tops were delivered and currently at the District office.
- We are purchasing more natural-material seating for stage and turtle areas, and would love to see Hillview middle school students return to help with the build.
- Field trips are back, with at least a few field trips for every grade level.

- Several exciting student events ramped up at the same time including: Lion King musical (which we recently purchased the rights for), Outdoor Education, Matilda musical for 4th and 5th graders, and the school Talent Show. The Talent Show will be live acts this year, and students across the board have expressed interest in different roles from announcers to backstage to on stage.
- Beloved 4th/5th grade author, Stuart Gibbs has released the “Fun Jungle Series” books focused on animal conservation work, set in California. The school is looking into purchasing the book for all 4th/5th grade classrooms.
- We were able to get every classroom teacher new books from the Book Fair this year, well-received given we were not able to do this in recent past years.
- Math support for students who need help with grade-level standards is underway.
- We discussed STEAM on the Knoll options either by moving the Science Fair date or developing a homegrown program which would save \$2K. For a homegrown program, we would need a Committee head and parents volunteers running experiments. We discussed the feasibility of hiring teachers, options for outside vendors (e.g. Insect Discovery, Discovery Museum, tortoise and other animals show-and-tell), and Hillview ASB participation to support Lawrence Hall.
- The Caring & Sharing Drive will be launched soon for families in this program; the school’s philosophy is to support families rather than asking about families’ holidays & traditions. The goal is to provide food for families during the two week winter break. The accessibility of Venmo should make the donation process smoother this year, compared to last year’s manual process of purchasing and bringing in gift cards to the school office. The money for Caring & Sharing is distributed depending on need. We discussed ways to ensure that Venmo donations for C&S are not confused with other PTO donations,
- Staff will be in special development the week of Thanksgiving, this will be announced in ParentSquare along with information on report cards.
- We presented at the World’s Greatest School Conference, with people all over the world asking how Oak Knoll has implemented our programs. Presentations for Yale’s RULER program conference are coming soon. The Yale RULER program is where the school has derived important classroom artifacts such as class charters and mood meters.

<b>XII.</b>	<b>Conclusion &amp; Review of Action Items</b>	<b>Becky Bullard</b>
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- Action Items:
  - Speaker series attendance Wed 11/16, with Oak Knoll refreshments
  - Encourage parent attendance at the PTO General meeting Wed 11/16
  - Principal - rescheduling with Lawrence Hall and Science Fair date
  - Financial Secretary - look into Venmo breakdown for Treasurer
- The 2022-23 budget was reviewed at 9:41 am. Cory Binns moved to take a vote to approve the budget; Ward Bullard seconded the motion. The minutes were approved by unanimous vote.
- Next PTO General meeting is on Wednesday 11/16/22 at 8:15 am in the Oak Knoll Big Gym.
- Next PTO General meeting is on Thursday 12/8/22 at 8:15 am in the Oak Knoll Big Gym.
- Meeting adjourned at 9:42 am.

Respectfully submitted,

Cindy Tsai  
PTO Secretary