

Oak Knoll PTO
Minutes of the PTO Executive Board Meeting
February 10, 2021
11:00AM - 12:30PM
via Zoom Conference Call

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	Karen Clancy, Teacher Representative
Alicia Baker, Co-Parliamentarian	Erin Abood, Auditor
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: Francesca Segre (MPCSD Board Member)

Absent: Alicia Payton

Quorum present: Yes

I.	Call To Order	Victoria Dorward
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The meeting was called to order at 11:02 AM by President Victoria Dorward.

II.	PTO Board Meeting Minutes – Review & Approval	Laura Low Ah Kee
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The January 2021 PTO Board Meeting minutes were reviewed at 11:03 AM. Julie Winter moved to take a vote to approve the minutes; Katie Gardner seconded the motion. The minutes were approved by unanimous vote.

III.	President’s Report	Victoria Dorward
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- **One Community Campaign (OCC) 2021-2022 Memorandum of Understanding (MOU):** The OCC MOU is still being negotiated. There are two items still in discussion, including the sharing of marketing expenses and how best to leverage PTO liaisons. The PTO Executive Board will need to vote on the MOU, which we can do by email, prior to the March 10th PTO Executive Board meeting.
- **Cost Savings Opportunities and Parcel Tax:** The MPCSD Board and district leaders are engaged in planning for our district’s long-term financial health. We intend to find a measured and sustainable path as we practice student-centered stewardship that achieves efficiency without sacrificing quality. The politics and economics may have changed as a result of COVID, but not our resolve to provide a world-class, community-funded education. Our community has affirmed its support of schools many times, including passing Measure X in 2017. Now it is time to come together again to (1) find opportunities for savings and (2) gear up to renew Measure X this fall. We invite members of the MPCSD community to offer help and input in both endeavors:

(1) Cost Savings: The Board wants to hear what community members think about potential cost savings. MPCSD staff has prepared over \$2.2M in possible cost savings; the Board will discuss them at its meeting this week: February 11 at 5:00 p.m. dPlease attend, listen, and share your

thoughts. School Board members and Superintendent Burmeister will also host three additional Community Engagement sessions to give more opportunity to share priorities and input about cuts and our replacement parcel tax: February 22, 7-8pm; February 25, 10-11am; and February 27, 9:30-10:30am.

(2) Parcel Tax Campaign: The Friends of Menlo Park Schools committee, led by parent volunteer Azadeh Rassmusen, is currently seeking volunteers to participate in the campaign. Please consider how your skills and passion for high quality public schools can serve this effort. In addition, there was discussion as to how the Oak Knoll PTO might be able to continue to leverage ongoing/existing efforts that happen to also align with the goal of building connections and goodwill in the broader community. (For example, many noted that the “Together We Are Oak Knoll” yard signs, largely meant to build community within Oak Knoll, had a spillover effect in the greater community, even for community members that no longer have school-aged children.)

- **PTO Board Recruiting Updates:** Our Co-Parliamentarians -- Katie Gardner and Alicia Baker -- have been working to fill the PTO Executive Board for next year. Nominees for PTO President and PTO Vice President have been identified. The Treasurer and Auditor positions are open. . Our Vice President -- Casey Wilke -- is working on filling committee chair roles for next year and has started first by asking current committee chairs if they wish to continue next year. Then we will have a sense of what positions may be open and require additional recruitment.
- **Upcoming PTO Events:** The PTO recognized Jenny Ryan and Nicole Scott a few weeks ago with flowers in honor of National School Counselor Week. There are many other exciting events coming up in the coming weeks, including the Virtual Science Fair, Virtual Friends & Family Day in the at-home week, and Teacher Appreciation Week.

IV.	MPAEF Update	Katherine Cherry, Aly Gay
	<ul style="list-style-type: none"> ● MPAEF has sponsored a “Dine Out’ promotion with Jeffrey’s for the last few Thursdays, and the final Thursday is tomorrow, February 11th. Jeffrey’s is donating 10% of their revenues on these Thursdays back to the MPAEF in support of our schools. ● The MPAEF Auction is coming up March 10-15 and will be held entirely online. The auction’s Fund-A-Need theme this year is Counseling, Mental Health and Social Emotional Learning. ● The MPAEF Schoolhouse Rocks Run is being planned for a date to be determined in May 2021. There was discussion about potentially creating a video for KNOL featuring principals and mascots (e.g., Ollie preparing for the race).. 	

V.	Treasurer’s Report	Julie Winter
	<ul style="list-style-type: none"> ● Budget Update: Julie shared the overall budget outlook. Additional income continues to trickle in from the OCC. The Book Fair expenses (“investment”) were lower than expected. There are some items that have not hit yet (e.g., Science Fair, etc.), but as of now it appears there may be a budget surplus at year’s end. ● Additional Expense Items: Kristen indicated that we do have some very recent or upcoming expense items that the PTO budget is covering (or can consider): (1) additional outdoor seating for classes to use; (2) an outside program for 5th graders on Black Civil Rights; (3) an outside program with Jim Wiltons; (4) additional, new picnic tables for the lunch areas; (4) the 	

replacement of the second mural in the big playground that was accidentally damaged a couple of years ago soon after its completion.

VI.	Virtual Academy Update	Casey Wilke
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- The Virtual Academy thanked the Oak Knoll PTO for providing a budget for VA Teacher Appreciation Week.

VII.	Teachers' Report	Karen Clancy
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- Karen shared the teachers' continued gratitude to the PTO for all their behind-the-scenes work.
- Students have been asking when the big playground resurfacing will be completed and ready for use. The work is complete but we are awaiting inspection on February 16th, so should be ready for children to use after the upcoming break. It was suggested that this be communicated on KNOL.
- Teachers are working on assessments in advance of Trimester 2 report cards going home.
- Oak Knoll classrooms have kicked off our Community Read, "Sometimes People March," beginning with a "Journey of Questions" at an age-appropriate level.
- Teachers are awaiting information on COVID-19 vaccination. There seems to be a lot of organization going on in the background at the district level, so that as soon as teachers are cleared to receive the vaccination, the process will hopefully go quickly and efficiently.
- Teachers have been working together to brainstorm and offer fun party ideas for the upcoming MPAEF Auction. As always in this unusual year, they have had to be creative and have submitted some great new party ideas to support the auction and our schools.

VIII.	Oak Knoll Update	Kristen Gracia, Alicia Payton
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- Kristen shared some of her recent updates for Site Council, including Oak Knoll's efforts around social emotional learning (SEL). A few Oak Knoll staff members (administrative, counselor and psychologist) are currently participating in a "train the trainer" training in the RULER program, with the goal of eventually training more Oak Knoll staff and teachers. The adoption of the RULER program is also taking place in the classrooms, with posters and other classroom materials. There was discussion about how elements of the RULER program could be shared with parents, so that they can add this "tool" to their parenting toolbox and reinforce what is being learned in the classroom.
- In addition, Kristen highlighted Oak Knoll's Learner Profile and how the school is leveraging KNOL to share classroom examples and definitions of the elements of our Learner Profile for students. As an example, Kristen shared the "Self-Reflection" segment that aired this week on KNOL.

IX.	Conclusion & Review of Action Items	Victoria Dorward
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- Next meeting is on 3/10/21 at 2:30 PM.
- Adjourned at 12:10 PM.

Respectfully submitted,

Laura Low Ah Kee
PTO Secretary

ADDENDUM to the

Minutes of the 2.10.21 PTO Executive Board Meeting

**Record of Vote by Email
One Community Campaign Memorandum of Understanding
and Picnic Table Purchase
March 1, 2021**

2020-2021 Executive Board Officers:	
Victoria Dorward, President	Meredith Nonnenberg, Communications Chair
Casey Wilke, Vice President	Julie Winter, Treasurer
Katie Gardner, Co-Parliamentarian	Katie Davis, Financial Secretary
Alicia Baker, Co-Parliamentarian	Karen Clancy, Teacher Representative
Laura Low Ah Kee, Secretary	Erin Abood, Auditor

Quorum: Yes

Abstained: Kristen Gracia, Alicia Payton

Victoria Dorward presented two items by email for approval by the PTO Executive Board:

1. One Community Campaign (OCC) Memorandum of Understanding (MOU)

- This is the agreement covering the 2021-2022 academic year that representatives from MPAEF, MPCSD, District Council, and the four PTOs unanimously agreed to sign 2/24/21 pending approval from our boards.
- The term remains one year and will be renegotiated again next spring.

The OCC MOU was approved by the PTO Executive Board by unanimous electronic vote.

2. New Picnic Tables

- Children and staff identified the need for new picnic tables in the big yard. Kristen Gracia, in working with the district, requested approval to use PTO funds for 24 new picnic tables for a total spend of \$19,353.19
- Per the PTO Accounting Policies & Procedures, all expenditures of amounts greater than \$10,000, whether budgeted or unbudgeted, require advance approval of the Executive Board.
- Funds will come from a combination of budgeted durable aesthetics funds and our savings.

The purchase of the new picnic tables was approved by the PTO Executive Board by unanimous electronic vote.

Respectfully submitted,

Laura Low Ah Kee
PTO Secretary