

**Oak Knoll PTO
Minutes of the PTO Executive Board Meeting
April 14, 2021
11:00 AM – 12:30 PM
via Zoom Conference Call**

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

* Due to internet/phone issues on and near the Oak Knoll campus during the meeting, some attendees were dropping on and off the meeting throughout.

Absent: Karen Clancy

Quorum present: Yes

Additional Attendees: Kate Piper

I.	Call To Order	Victoria Dorward
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The meeting was called to order at 11:10 AM by President Victoria Dorward.

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

III.	Parent Circles	Kate Piper
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- Kate Piper, Oak Knoll parent, presented a set of three “parent circles” she organized in January 2021, to help create a better sense of connection among her own parent peers and facilitate discussion around parenting challenges during the pandemic. Three groups of 10 parents have been meeting regularly since early February, facilitated by professional parenting coaches and school psychologists. The participants are currently paying ~\$15 each per one-hour session to cover the professional costs.
- The PTO discussed whether this might be something that could be adopted by and expanded upon as an opportunity for community-building more broadly at Oak Knoll. There was interest in potentially piloting a three-session experience this spring, perhaps with a small group of interested kinder parents. The PTO could potentially underwrite the cost of such a pilot. The exact structure (e.g., run in-house or as an “outside program”) and fees (if applicable, including potential for scholarships) will be discussed further with Oak Knoll Administration.

IV.	President's Report	Victoria Dorward
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- **Principal Search:** Kristen Gracia will be taking a new role in the Menlo Park City School District next fall as the Assistant Superintendent for Talent and Technology. The search for a new Oak Knoll principal is underway.
- **Auditor Position:** The current PTO Auditor, Erin Abood, is leaving the district and resigning her PTO position. Vickie Mrva, who was the prior PTO Auditor, has agreed to fill the role for the remainder of the school year. In addition, she will perform a retroactive audit, starting with October 2020, and then will perform an audit monthly going forward for the remainder of the year. In the coming months, Vickie Mrva and Julie Winter will meet with the incoming Auditor and Treasurer to share best practices and ensure a smooth hand off for next year .
- **Best Practice Policies/Procedures:** Victoria is leading an effort to ensure all PTO policies and procedures follow best practice. As part of this effort, going forward, the PTO Auditor will report at each PTO Executive Board meeting, including a print out of the PTO's bank statement to be kept in a physical file at Oak Knoll. In addition, the PTO is exploring a professional audit, as an update to the last one performed in 2018.
- **Transition / Onboarding of New PTO Board Members:** Each PTO Executive Board has been asked to create an electronic document outlining the details of their monthly tasks and responsibilities, to complement the formal job description, as a "training manual" for new successors in the role. These should be completed and sent to Victoria before the next PTO meeting. Each year in June, a meeting should take place between the outgoing and incoming PTO Board members in the role. The incoming Parliamentarian will be responsible for checking in the fall that each PTO Board Member transition has taken place and will provide resources, if needed.
- **Non-Profit Articles of Incorporation:** Victoria opened a discussion to explore amending the PTO's Articles of Incorporation -- which were filed with the State of California in 2004 when we transitioned from a PTA to a PTO. One suggested amendment would be to update language, with the aid of an attorney, to more fully reflect the set of constituencies that the PTO serves, including joint fundraising activities with the Menlo Park City School District. Due to meeting time constraints, this will be discussed further at the next meeting.
- **Dual Volunteering Roles:** Victoria opened a discussion about potential conflicts of interest for parents who serve dual volunteering roles with both a school PTO and the Menlo-Atherton Education Foundation (MPAEF) / One Community Campaign (OCC). Based on an exploratory conversation with an attorney, this type of dual role is not deemed to be a concern if: (1) it is disclosed and (2) members fitting this description abstain from votes where a potential conflict of interest may arise. Going forward, in the fall, the PTO Parliamentarian will call for conflicts of interest, which will be documented in the minutes at the beginning of the school year.

V.	Treasurer's Report	Julie Winter
	<ul style="list-style-type: none"> Julie presented the Budget Report: FY21 P&L Statement for August 2020 through March 2021 (attached below). Since the last meeting, the cost of the lunch tables is now reflected. Currently, our total expenditures in this line item (Aesthetic Durables) are at \$33K, as opposed to the \$18K that was budgeted. The primary additional expenses expected for the remainder of the school year are Science Olympiad, Clap Out, and scholarships. PTO Committee Chairs are encouraged to get their expenses in as quickly as possible to ensure our process for budgeting for next year is as informed as possible. As of now, the PTO Budget shows a \$40K surplus (net), even after covering the cost of the picnic tables. 	
VI.	MPAEF Update	Aly Gay, Katherine Cherry
	<ul style="list-style-type: none"> MPAEF Update could not be given due to internet connectivity issues. 	
VII.	PTO Committee Recruiting Update	Casey Wilke
	<ul style="list-style-type: none"> Casey shared the list of open PTO Committee Chair positions. We will continue to post these positions in the Oak Knoll newsletter, with priority given to the fall positions. 	
VIII.	Nominating Committee Update (2021-2022 Slate)	Katie Gardner, Alicia Baker
	<ul style="list-style-type: none"> The slate of proposed PTO Executive Board positions for 2021-2022 is full and is awaiting a vote at the next PTO meeting on May 12, 2021, followed by approval at the PTO General meeting to be scheduled. 	
IX.	Oak Knoll Update	Kristen Gracia, Alicia Payton
	<ul style="list-style-type: none"> Report could not be given due to internet connectivity issues. 	
X.	Conclusion & Review of Action Items	Victoria Dorward
	<ul style="list-style-type: none"> Next meeting is on 5/12/21. Adjourned at 12:41 PM. 	

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 - March 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
Donation Revenue				
PTO Donations	117,657.93	115,229.00	2,428.93	102.11 %
PTO Donations-Matching	400.00		400.00	
Total Donation Revenue	118,057.93	115,229.00	2,828.93	102.46 %
Other Revenue				
Account Interest	390.00	600.00	-210.00	65.00 %
Total Other Revenue	390.00	600.00	-210.00	65.00 %
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	\$133,074.80	\$119,029.00	\$14,045.80	111.80 %
GROSS PROFIT	\$133,074.80	\$119,029.00	\$14,045.80	111.80 %
Expenditures				
Cost of Fundraising				
PTO Membership		600.00	-600.00	
Total Cost of Fundraising		600.00	-600.00	
Operating Expenses				
Accountant		4,000.00	-4,000.00	
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	179.71	1,030.00	-850.29	17.45 %
Total Operating Expenses	2,441.45	9,880.00	-7,438.55	24.71 %
Other Expenses				
Aesthetic Durables/School beaut	33,393.84	18,111.27	15,282.57	184.38 %
Total Other Expenses	33,393.84	18,111.27	15,282.57	184.38 %
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 - March 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		2,500.00	-2,500.00	
Curriculum Support	3,344.03	9,000.00	-5,655.97	37.16 %
Library Enrichment		1,000.00	-1,000.00	
Materials - Classroom Instruct	16,773.00	21,569.00	-4,796.00	77.76 %
Materials- Supplemental	5,066.01	2,750.00	2,316.01	184.22 %
Music Enrichment				
3rd Grade Musical				
3rd Grade Musical Expenses		2,000.00	-2,000.00	
Total 3rd Grade Musical		2,000.00	-2,000.00	
Music		1,500.00	-1,500.00	
Total Music Enrichment		3,500.00	-3,500.00	
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		1,500.00	-1,500.00	
Total Science Enrichment	1,246.53	6,000.00	-4,753.47	20.78 %
World Language Enrichment		1,500.00	-1,500.00	
Total Enrichment/Supplemental Materia	28,810.95	56,219.00	-27,408.05	51.25 %
Fifth Grade Clap-Out		1,000.00	-1,000.00	
Kindergarten Welcome Party & New Parent Welcome	807.90	807.90	0.00	100.00 %
Room Parent Coordinator		150.00	-150.00	
Scholarships				
Scholarships	29.97	5,000.00	-4,970.03	0.60 %
Total Scholarships	29.97	5,000.00	-4,970.03	0.60 %
School Spirit				
School Spirit/Leadership	2,658.88	4,000.00	-1,341.12	66.47 %
Total School Spirit	2,658.88	4,000.00	-1,341.12	66.47 %
Teacher Appreciation				
Back to School Lunch	545.96	545.96	0.00	100.00 %
Misc. Teacher Appreciation Expenses	1,584.59	500.00	1,084.59	316.92 %
Teacher Appreciation Luncheon		800.00	-800.00	
Total Teacher Appreciation	2,130.55	1,845.96	284.59	115.42 %
VA Enrichment/Supplemental Mat.				

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August 2020 - March 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
VA Assemblies		1,000.00	-1,000.00	
VA Curriculum Support	2,734.72	3,500.00	-765.28	78.13 %
VA Materials Supplemental		3,667.00	-3,667.00	
VA Spirit Wear		333.00	-333.00	
VA Teacher Appreciation	486.92	500.00	-13.08	97.38 %
Total VA Enrichment/Supplemental Mat.	3,221.64	9,000.00	-5,778.36	35.80 %
Total Programs Funded	37,659.89	80,322.86	-42,662.97	46.89 %
Total Expenditures	\$91,206.94	\$119,029.00	\$ -27,822.06	76.63 %
NET OPERATING REVENUE	\$41,867.86	\$0.00	\$41,867.86	0.00%
NET REVENUE	\$41,867.86	\$0.00	\$41,867.86	0.00%