

Oak Knoll PTO
Minutes of the PTO Executive Board Meeting
September 9, 2021
8:45 AM – 10:00 AM
Oak Knoll Bike Racks (outside) and via Zoom

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

Absent: Aly Gay, MPAEF School Liaison

Additional Attendees:

- Katherine Cherry-Menendez, MPAEF School Liaison
- Sherwin Chen, MPCSD Board Member
- Lindsay Nalevanko, Oak Knoll Parent (via Zoom)
- Kate Piper, Oak Knoll Parent
- Azadeh Rasmussen, Measure B Campaign Manager

Quorum present: Yes

I.	Call To Order	Corey Binns
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The meeting was called to order at 8:56 AM by President Corey Binns.

II.	PTO Meeting Minutes – Review & Approval	Laura Low Ah Kee
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The May 2021 PTO General Meeting minutes were reviewed at 8:50 AM. Katie Davis moved to take a vote to approve the minutes; Meredith Nonnenberg seconded the motion. The minutes were approved by unanimous vote.

The June 2021 PTO Board Meeting minutes were reviewed at 8:50 AM. Jennifer Baskin moved to take a vote to approve the minutes; Laura Webb seconded the motion. The minutes were approved by unanimous vote.

III.	President’s Report	Corey Binns
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- **Introductions:** The PTO Board members and additional meeting attendees all introduced themselves.
- **Special Committee:** Corey Binns proposed the formation of a special committee, the “Community Connections Committee,” to be chaired by Kate Piper. The purpose of the committee would be to create opportunities to bring the Oak Knoll community “back together” after the disruptions of the pandemic. Becky Bullard moved to vote to approve the formation of the Community Connections Committee. Victoria Dorward seconded the motion. The formation of the Community Connections Committee was approved by unanimous vote. One of the first initiatives will be to continue the Thursday morning Community Connection Coffee after

drop-off; other ideas and initiatives are already in development. It was suggested that this committee consider how to utilize the school's electronic sign board to support its efforts. A potential budget for the committee was discussed; after the OCC campaign closes on October 1, it may be possible to identify funds to support the Committee's initiatives.

- **Measure B Discussion:** Sherwin Chen (MPCSD Board Member) and Azadeh Rasmussen (Measure B Campaign Manager) provided an overview of Measure B, which proposes a replacement parcel tax (\$598 per parcel -- a total \$4.6M per year -- for 12 years) that will help secure long-term financial stability for the MPCSD schools. The Measure B Campaign presented the PTO Executive Board with the following requests: (1) That the Oak Knoll PTO officially endorse the Measure B Campaign; (2) that the Oak Knoll PTO Executive Board authorize the use of its various communication channels to share information about Measure B with parents; and (3) that the Oak Knoll PTO Executive Board help identify one Oak Knoll parent representative to be the primary school liaison to the Measure B Campaign. After making these requests, Sherwin and Azadeh left the meeting. Corey Binns noted that there is no organized opposition campaign for Measure B, and that is the reason there was no one present to formally present the opposing viewpoint to the PTO Executive Board. Upon Sherwin and Azadeh's departure, members of the PTO Executive Board discussed each of the three requests:

- **Endorsement:** Corey Binns moved to take a vote for the PTO Executive Board to officially endorse Measure B. Becky Bullard seconded the motion. This opened a discussion about a potential endorsement. Victoria Dorward and Meredith Nonnenberg are members of the Measure B Campaign, and as a result, refrained from participating in the discussion. It was discussed that two of the stated purposes of the PTO, according to the PTO Bylaws, are to promote and support the education and welfare of the students at Oak Knoll School and to advocate for laws that promote the education and welfare of students." In light of this, meeting attendees generally supported the idea of the PTO Executive Board endorsing Measure B. The vote was called and the motion for the PTO Executive Board to officially endorse Measure B was approved unanimously by all voting members; Victoria Dorward and Meredith Nonnenberg abstained due to conflict of interest.

Corey Binns then moved to take a vote to call a special meeting of the PTO General Membership to discuss a potential endorsement of Measure B by the PTO as a whole. Becky Bullard seconded the motion. Victoria Dorward and Meredith Nonnenberg are members of the Measure B Campaign, and as a result, refrained from participating in the discussion. The remaining members of the PTO Executive Board discussed that holding a special meeting might help further educate and engage the broader PTO community in a discussion about the importance of Measure B and would serve to strengthen the endorsement by the PTO Executive Board. The vote was called and the motion was approved unanimously by all voting members; Victoria Dorward and Meredith Nonnenberg abstained due to conflict of interest. The meeting will be scheduled for Thursday, September 23, 2021 at 8:45am, immediately following the Community Connection Coffee. The meeting date and time will be communicated in the Otter Weekly being sent on September 12th.

- **Authorization for Use of Communication Channels:** Corey Binns moved to take a vote to approve the use of the Otter Weekly e-newsletter to communicate information about

Measure B with parents. Becky Bullard seconded the motion. This opened a discussion about the most appropriate communication channels to authorize for use by the Measure B Campaign. Victoria Dorward and Meredith Nonnenberg are members of the Measure B Campaign, and as a result, refrained from participating in the discussion. It was discussed that while the use of the Otter Weekly seemed like an appropriate way to communicate information about Measure B to parents, members of the PTO Executive Board did not feel comfortable using ParentSquare direct posts/emails to communicate messages to parents about Measure B, preferring to reserve ParentSquare for school-specific information. The vote was called and the motion to use the Otter Weekly to communicate information about Measure B was approved by all voting members; Victoria Dorward and Meredith Nonnenberg abstained due to conflict of interest.

- **Oak Knoll Parent Representative:** The PTO Executive Board chose not to vote on a parent representative to the Measure B Campaign. Two members of the PTO Executive Board -- Victoria Dorward and Meredith Nonnenberg -- are currently members of the Measure B Campaign and it was felt that they can fulfill the need.
- **One Community Campaign (OCC) Update:** The OCC Campaign is going well so far. Oak Knoll is at 35.9% participation, which is strong progress to date.

IV.	Treasurer’s Report	Laura Webb
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- **Budget report:** Laura Webb presented a report of the budget (see below). A revision of the budget will be made after the OCC Campaign closes.
- **Insurance Plan:** Last year, the PTO began a discussion about whether to increase our insurance coverage for fraud and theft from its current limit of \$50K. If the PTO wanted to increase its coverage to up to \$150K, the cost of the policy would go up by 200%. As a result, the plan is to renew the current insurance plan as is. Victoria Dorward offered to send more detailed information about the PTO Board’s insurance coverage to any interested PTO members.

V.	Auditor’s Report	Jennifer Baskin
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Vickie Mrva, the PTO Auditor from the 2019-2020 school year, performed a retroactive audit on the 2020-2021 school year months. Jennifer Baskin, the PTO Auditor for the current 2021-2022 school year, performed an audit for May and June 2021. An audit for July 2021 is currently underway.

VI.	Teachers’ Report	Karen Clancy
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- Oak Knoll teachers have been busy with the start of the new school year.
- Chana Stewart presented at a staff meeting about the importance of students’ names.
- Back-to-School Night was a success.
- Karen Clancy and Jane Bennion are spearheading an effort to encourage and support teachers in submitting proposals for MPAEF Jeanie Ritchie grants.
- Teachers expressed their gratitude for the Coffee Cart and for the “Together Is Our Favorite Place to Be” Yeti mugs provided by the PTO; they were also very appreciative of the Teacher’s Luncheon the day after Back to School Night.
- There was a Shelter in Place emergency on campus yesterday due to a community gas leak. Students remained calm and returned to their classrooms in an orderly fashion.

VII.	Vice President’s Report	Becky Bullard
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The Girls Leadership program will be available to students virtually this Fall; the hope is that it will be back in person on campus in the Spring.

VIII.	Parliamentarian’s Report	Victoria Dorward
	<ul style="list-style-type: none"> ● PTO Board Transitions: It is believed that all PTO Board members have met with their predecessor (where applicable) to transition their role; however, if any Board members have questions or concerns, please reach out to Victoria Dorward. ● Conflict of Interest: In an effort to ensure transparency, Victoria Dorward called for members of the PTO Executive Board to disclose any potential conflicts of interest for the 2021-2022 school year. The voting members of the PTO Executive Board reported the following roles that could potentially lead to a conflict of interest, for documentation in the meeting minutes: <ul style="list-style-type: none"> ○ Jennifer Baskin - PTO Auditor, Menlo Park-Atherton Education Foundation (MPAEF) Executive Board (OCC Outreach Chair) ○ Corey Binns: PTO President; MPAEF Board Member (OCC Steward) ○ Becky Bullard: PTO Vice President; occasional paid consultant for the MPCSD Drama Department; husband Ward Bullard is Hillview PTO President and MPAEF Board Member (Dine Out Lead) ○ Karen Clancy: Instructional Aide; Site Council ○ Katie Davis: PTO Financial Secretary; Otterwear Committee Chair ○ Victoria Dorward: PTO Parliamentarian; OCC Engagement Lead; Yes on Measure B Campaign ○ Laura Low Ah Kee: PTO Secretary; MPAEF Executive Board (Auction Co-Chair) ○ Meredith Nonnenberg: PTO Communications Chair; Yes on Measure B Campaign (Outreach Co-Chair) ○ Alicia Payton-Miyazaki: Principal; PTO Officer; Site Council; Hillview PTO Member ○ Chana Stewart: Assistant Principal; PTO Officer; Site Council ○ Laura Webb: PTO Treasurer; Science Fair Committee Chair; Site Council 	

IX.	MPAEF School Liaison Report	Katherine Menendez-Cherry
	<ul style="list-style-type: none"> ● The OCC is going well so far, the campaign is currently at 40.2% of its fundraising goal. ● Oak Knoll has a number of activities planned to support OCC outreach on campus between now and the end of the campaign on October 1. 	

X.	Oak Knoll Administration Report	Alicia Payton-Miyazaki, Chana Stewart
	<ul style="list-style-type: none"> ● Oak Knoll classrooms have been focusing on building community and connections during the first few weeks of the school year. ● Hot Lunch resumed this week, after being on hold during the 2020-2021 school year, and has been running smoothly. ● After School Programs began this week - chaired by Jackie Kort - and provide a great opportunity for students to participate in extracurricular activities on campus. ● Back-to-School Night was a success. ● The Shelter-in-Place emergency yesterday went well; Oak Knoll’s communication systems work effectively and students are aware of what to do in an emergency. ● Chana Stewart and Karen Clancy launched “Peer Admin Coach Teacher (PACT),” formerly known as “TPA” (Teacher Peer Admin), in which teachers are observed in the classroom by other 	

teachers, administration, and an instructional coach; the program encourages best practice sharing.

XI.	Conclusion & Review of Action Items	Corey Binns
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- Action Items:
 - Write up PTO Board endorsement of Measure B
 - Set up special meeting of PTO General Membership for September 23 and communicate via Otter Weekly on September 12
- Next PTO Board meeting is on 10/7/21 at 8:45AM
- Meeting adjourned at 10:28 AM.

Respectfully submitted,

Laura Low Ah Kee
PTO Secretary

Oak Knoll Parent Teacher Organization

Budget vs. Actuals: FY22 Oak Knoll Parent Teacher Organization - FY22 P&L
August - September, 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
Donation Revenue				
Donation Revenues from Savings		85,022.00	-85,022.00	
PTO Donations		138,775.00	-138,775.00	
Total Donation Revenue		223,797.00	-223,797.00	
Other Revenue				
Account Interest		400.00	-400.00	
Total Other Revenue		400.00	-400.00	
Program Revenue				
4th/5th Musical		4,000.00	-4,000.00	
After School Sports				
Basketball		17,000.00	-17,000.00	
Volleyball		6,000.00	-6,000.00	
Total After School Sports		23,000.00	-23,000.00	
Family Events				
Book Fair		5,000.00	-5,000.00	
Fall Picnic - Food		3,000.00	-3,000.00	
Total Family Events		8,000.00	-8,000.00	
Otterwear Sales		2,000.00	-2,000.00	
Outdoor Education - T-shirts		800.00	-800.00	
School Spirit	-125.00		-125.00	
Total Program Revenue	-125.00	37,800.00	-37,925.00	-0.33 %
Total Revenue	\$ -125.00	\$261,997.00	\$ -262,122.00	-0.05 %
GROSS PROFIT	\$ -125.00	\$261,997.00	\$ -262,122.00	-0.05 %
Expenditures				
Cost of Fundraising				
PTO On-Site OCC Expenses		600.00	-600.00	
Total Cost of Fundraising		600.00	-600.00	
Operating Expenses				
Accountant		2,500.00	-2,500.00	
Administration		250.00	-250.00	
Bank Fees/Charges		400.00	-400.00	
Hot Lunch		500.00	-500.00	
Insurance		1,000.00	-1,000.00	
Volunteer Lunch & Awards		2,000.00	-2,000.00	
Water	85.89	1,030.00	-944.11	8.34 %
Total Operating Expenses	85.89	7,680.00	-7,594.11	1.12 %
Other Expenses				
Aesthetic Durables/School beaut	5,009.56	92,000.00	-86,990.44	5.45 %
Total Other Expenses	5,009.56	92,000.00	-86,990.44	5.45 %
Program Expenses				

Oak Knoll Parent Teacher Organization

Budget vs. Actuals: FY22 Oak Knoll Parent Teacher Organization - FY22 P&L
August - September, 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	
4th/5th Musical		5,000.00	-5,000.00	
After School Sports				
After School Sports - other		900.00	-900.00	
Basketball		17,000.00	-17,000.00	
Volleyball		6,000.00	-6,000.00	
Total After School Sports		23,900.00	-23,900.00	
Family Events				
Book Fair expenses		4,000.00	-4,000.00	
Fall Picnic - Food		3,000.00	-3,000.00	
Fall Picnic Decor & Activities		2,500.00	-2,500.00	
Total Family Events		9,500.00	-9,500.00	
Otterwear Sales		3,000.00	-3,000.00	
Overnight Field Trips				
Jones Gulch/Outdoor Ed.				
Outdoor Ed - Scholarship		5,000.00	-5,000.00	
Outdoor Ed - Tshirts		800.00	-800.00	
Outdoor Ed-Teacher Appreciation		800.00	-800.00	
Total Jones Gulch/Outdoor Ed.		6,600.00	-6,600.00	
Total Overnight Field Trips		6,600.00	-6,600.00	
Yearbook		1,500.00	-1,500.00	
Total Program Expenses		49,500.00	-49,500.00	
Programs Funded				
Assemblies		3,000.00	-3,000.00	
Bike & Traffic Safety	73.20	300.00	-226.80	24.40 %
Enrichment/Supplemental Materia	3,704.00		3,704.00	
Art Enrichment	500.00	2,500.00	-2,000.00	20.00 %
Curriculum Support	1,224.36	9,000.00	-7,775.64	13.60 %
Library Enrichment		1,000.00	-1,000.00	
Materials - Classroom Instruct	18,093.67	25,000.00	-6,906.33	72.37 %
Materials- Supplemental		2,750.00	-2,750.00	
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		25,000.00	-25,000.00	
PE & Recess Enrichment	194.30	1,667.00	-1,472.70	11.66 %
Science Enrichment				
Garden		2,000.00	-2,000.00	
Science Fair		2,500.00	-2,500.00	

Oak Knoll Parent Teacher Organization

Budget vs. Actuals: FY22 Oak Knoll Parent Teacher Organization - FY22 P&L
August - September, 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Science Olympiad		1,500.00	-1,500.00	
STEAM Fair & Events		1,500.00	-1,500.00	
STEAM Lab		1,000.00	-1,000.00	
Total Science Enrichment		8,500.00	-8,500.00	
World Language Enrichment		1,000.00	-1,000.00	
Total Enrichment/Supplemental Materia	23,716.33	79,917.00	-56,200.67	29.68 %
Fifth Grade Clap-Out		1,000.00	-1,000.00	
Fifth Grade Field Day		1,000.00	-1,000.00	
Friends and Family Day		800.00	-800.00	
Kindergarten Welcome Party & New Parent Welcome		800.00	-800.00	
Parent Education & Support		3,000.00	-3,000.00	
Parent Mix and Mingle		3,000.00	-3,000.00	
Room Parent Coordinator		300.00	-300.00	
Scholarships				
Scholarships		5,000.00	-5,000.00	
Total Scholarships		5,000.00	-5,000.00	
School Spirit	794.88		794.88	
School Spirit/Leadership	197.42	7,500.00	-7,302.58	2.63 %
Total School Spirit	992.30	7,500.00	-6,507.70	13.23 %
Teacher Appreciation				
Back to School Lunch	1,141.79	950.00	191.79	120.19 %
Coffee Cart	325.00	4,000.00	-3,675.00	8.13 %
Misc. Teacher Appreciation Expenses		700.00	-700.00	
Teacher Appreciation Luncheon		950.00	-950.00	
Total Teacher Appreciation	1,466.79	6,600.00	-5,133.21	22.22 %
Total Programs Funded	26,248.62	112,217.00	-85,968.38	23.39 %
Total Expenditures	\$31,344.07	\$261,997.00	\$ -230,652.93	11.96 %
NET OPERATING REVENUE	\$ -31,469.07	\$0.00	\$ -31,469.07	0.00%
NET REVENUE	\$ -31,469.07	\$0.00	\$ -31,469.07	0.00%