

Oak Knoll PTO
Minutes of the Regular PTO Executive Board
October 10, 2018
8:15 – 10:00 AM
Oak Knoll – Staff Room

2018-2019 Executive Board Officers:	
Jenny Buddin, President	Katie Gardner, Communications Chair
Sarah Sobel, Vice President	Kristen Gracia, Oak Knoll Principal
Christa West, Parliamentarian	Leah Kessler, Oak Knoll Assistant Principal
Katherine Robinson, Secretary	Trish Stella, Teacher Representative
Renee Gorzynski Bache, Treasurer	Rebecca Emery & Katherine Glass, MPAEF Representatives (Envoys)
Camille Kennedy, Financial Secretary	Vickie Mrva, Auditor

Absent: Camille Kennedy

Quorum present: Yes

I.	Call To Order, Welcome, & Introductions	Jenny Buddin
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The meeting was called to order at 8:23 AM by President Jenny Buddin.

II.	PTO Board Meeting Minutes – Review & Approval	Katherine Robinson
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The Executive Board reviewed the minutes. Renee had an update that the PTO does indeed keep an operating reserve but needs to establish a policy around how to manage it; this is in progress. Christa then moved for the minutes to be approved; Katie seconded the motion. By unanimous vote, the September 12, 2018 PTO Board Meeting minutes were approved at 8:27 AM.

III.	President’s Report – Fundraising campaign results	Jenny Buddin
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- Campaign
 - Messaging: the goal for this year was to create a sense of connection with wider community at school. The following changes were made in support of this effort:
 - Re-designed campaign branding and the PTO logo.
 - Events held like morning coffees, pep rally, fall picnic, aprons, table throws, etc. to create positive connection with the PTO. Expenses were under \$1000 and most items can be reused year to year.
 - Messaging updated by taking away the sense of urgency and pressure to donate and instead using positive messaging.
 - Financial Goal:
 - \$155K for direct donations; currently we have received \$151K.
 - Matching: \$20K goal; currently have \$4K and final numbers will be confirmed in February/March 2019 when most matching funds come in.
 - PTO Campaign ran at the same time as the MPAEF, so these numbers might have potentially gotten a boost from this timing.
 - Suggestion to highlight how PTO funds are used :
 - Channels:
 - in the Otter Weekly (although not necessary every week)
 - on reusable signs outside events on campus
 - Messaging:
 - Highlight events like Playing with Poetry

- Explain what the events are (e.g. Playing with Poetry, Jim Wiltens, etc.) because parents whose children haven't participated will understand what they are.
 - State that the events are brought to you by the Oak Knoll PTO.
- Jenny expressed thanks to the team who helped out: Katie Gardner, Sarah Sobel, Christa West, Rebecca Emery, Katherine Glass, Tracy Roeder who advised branding, marketing, and events, Christine Gemassmer who developed the new logos, Renee Gorzynski Bache, Amy Moore, Karen Dearing who did membership tracking, and Camille Kennedy.

IV.	Discussion of Bylaws and Accounting Rules	Jenny Buddin
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Bylaws Update

- As Parliamentarian, Christa introduced the following changes to the Bylaws (as suggested by Jenny after thorough review of the document):
- Section IV. Membership
 - Specify that any members are eligible to hold elective office in the PTO.
 - Specify that any member may inspect public records of PTO as required under law.
 - Remove mentions of payment/dues for members. We fundraise, but membership is automatically granted to those defined as members in the Bylaws.
- Section V. Meetings - Change the requirement that the spring general membership meeting be held prior to May 31 to that it be held prior to the end of the academic school year.
- Section VI.
 - D. Secretary
 - Katherine will work with Christa and Jenny to connect with the District Council (Janelle McCombs) to explore how they would recommend that PTO save and transfer files; Katherine will create a PTO Google Drive in the meantime. Financial document tracking may be in its own category and where it is stored may depend on security settings.
 - G. Auditor
 - Change the requirement that audits are done by auditor every 6 months to every month.
 - Require Auditor to prepare a monthly report as soon as reasonably practicable after audit complete.
- Section XI. Finances
 - Removed the following confusing and difficult language: "Deviations from the budget in a cumulative amount of \$15,000 or less shall be deemed not substantial, and the Executive Board may approve deviations up to that amount with Membership approval. Notwithstanding other provisions of these Bylaws, the President may authorize expenditures in amounts less than \$1,000 up to a cumulative amount of \$5,000 without obtaining prior specific Executive Board approval, provided that the President notifies the Executive Board in writing of such expenditures prior to, and the Board ratifies such expenditures, at the next regular Executive Board meeting."
 - Require any deviation from the budget of a cumulative amount of \$15,000 or more to be approved by the general membership.
 - Incorporates by reference the new Accounting Policies and Procedures manual, which in part specifies new parameters for expenditures.
- Section XI. Financial Report
 - Removes current language requiring preparation of final financial report at the close of each year and examination of reports as of January and July of each year and upon the resignation of the Treasurer or Financial Secretary.

- Requires the Board to have the financial accounts examined by the auditor as specified in the Auditor section of the bylaws (i.e., monthly) and by a CPA as deemed advisable by the Board.
- Section XII. Membership Dues -- Delete this section. Remove requirement that membership in PTO requires any financial contribution.
- Add new Appendix A - Accounting Policies and Procedures

Sarah moved to approve the proposed edits above to the Bylaws, and Vickie seconded the motion. By unanimous vote, voted to approved these changes at 9:06 AM.

V.	Treasurer's Report	Renee Gorzynski Bache
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- Review of Proposed Final Budget
 - Adjustments proposed for the following budgetary line items:
 - PTO Merchandise – reduced budgeted expenses to \$500
 - Account interest increased by \$100 to reflect more interest earned in savings account.
 - Family Picnic Food & Décor – budgeted expenses reduced to reflect actual income and expenses received.
 - School Spirit also reduced to \$5000
 - Katie moved to approve these proposed adjustments, and Sarah seconded the motion. By unanimous vote, we approved these budget adjustments at 9:24 AM to be shared at the upcoming fall PTO General Board Meeting for a vote.
- Review of Profit and Loss statement which is published publicly. We discuss select items in the meetings.
 - Revenue
 - PTO Donations: \$80.5K
 - PTO Matching \$1765.60
 - PTO merchandise \$324.44
 - Volleyball: registration a little higher than anticipated so over \$5000 of income due to actual registrations (\$4000 budgeted).
 - Fall Picnic Food sales: \$2380
 - Otterwear sales: \$29.17
 - Expenses
 - PTO Donation Drive: expenses increased a bit given new approach taken to this fundraising this year.
 - Aesthetic Durable: office furniture
 - Program Expenses: basketball insurance, volleyball insurance and league registration
 - Fall Picnic: entertainment (dunk tank, photo booth, karaoke, etc.)
 - Curriculum support
 - Field Trips for all grade levels
 - Outside Programs: \$7216 – Leah requested that the RockStead line item be moved to Assemblies.
 - New Parent Welcome: over budget; it will be combined with the Kindergarten Welcome next year and the budget will be adjusted accordingly.
 - Coffee Cart: monthly expense; verify that the cost will continue to be \$350; if this rate is confirmed, we'll move \$250 to the School Spirit line item.
- Taxes:
 - Renee has sent all of her files to the accountant; tax prep materials should arrive at the end of this month and then Renee will file the PTO's taxes.
 - We can file after we reconcile every July because that is the end of our fiscal year.

- Renee proposes that current Treasurer’s last official duty be to send the taxes to the accountant before finishing the role. The new Treasurer will be part of the process also.
- Renee also considering QuickBooks online.
- AfterSchool Sports: we use TeamSnap and having a problem with PayPal payments. TeamSnap no longer supports PayPal and uses WePay instead and would like us to integrate that into our process. We need to consider next steps.

VI.	Oak Knoll Update	Kristen Gracia & Leah Kessler
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- Book Fair is going well.
- School Board meeting: Oak Knoll and the other schools reported on their Smarter Balanced Assessment results.
- Next School Board meeting: Site Councils will present their plans for each school.
- Launched Community Read – Wishtree
 - Ms. Cebrian, Ms. Bennion, and Ms. Scott have worked hard on supporting this effort.
 - Newsletter starting next week will include discussion questions for families; questions are tied into the Oak Knoll values.
- Jim Wiltens is here with 4th Grade.
 - New potential offering: Jim Wiltens can offer a 4 class leadership series - \$150 per parent/child pair. 4th and 5th grade could be the target audience. Would be helpful to share more details with parents of 4th and 5th graders.
- Halloween
 - Parade on Oak Knoll Lane and Books Come Alive will be the same as last year.
 - Communication will come home this week.
 - Decided that PTO will provide coffee which will be made and a staff member will help monitor the coffee station that morning.

VIII.	MPAEF Update	Rebecca Emery & Katherine Glass
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- MPAEF Annual Goal: \$3.45M; actuals are just over \$3MM (87% of the goal); corporate match is still coming in.
- Dine Out: fliers will go out to teachers this week and includes new restaurants like Camper.
- We discussed other financial asks of the community and whether or not we can promote them.
 - Good Eggs will contribute 5% back to Oak Knoll in October and November.
 - Code is MPAEFOakKnoll
 - We are also signed up for AmazonSmile, though contribution through the MPAEF

IX.	District Council Update	Christa West
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- No fall election for School Board as there were three open seats and only three people submitted their candidacy: Stacey Jones (Incumbent) will remain on the Board. Scott Saywell and Sherwin Chen will fill the two seats that will be vacated.

X.	Parent Ed Updates	Sarah Sobel
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- Girls Leadership programs are partially scheduled now.
- Next Speaker Series: “Angst” film screening followed by discussion led by district’s counselors.

XI.	Conclusion & Review of Action Items	Jenny Buddin
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- Next meeting:
 - Karen Stiles, our accountant, will review our finances.
 - Accounting Policies and Procedures will be discussed.

- Future discussion about PTO philosophy – will ask for community participation.

XII.	Adjournment	Jenny Buddin
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President Jenny Buddin adjourned the meeting at 9:59 AM.

Respectfully submitted,
Katherine Robinson, PTO Secretary
Date approved: 11/14/2018