

Oak Knoll PTO
Minutes of the Regular PTO Executive Board
September 12, 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: None

Quorum present: Yes

I.	Call To Order, Welcome, & Introductions	Jenny Buddin
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The meeting was called to order at 8:18M by President Jenny Buddin.

II.	PTO Board Meeting Minutes – Review & Approval	Katherine Robinson
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No PTO Board Meeting minutes to approve since this is the start of the 2018-18 school year.

III.	President’s Update & Matters for Discussion	Jenny Buddin
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- Annual Campaign:
 - 33% family participation; 41% of our goal
 - 25% for MPAEF; Oak Knoll for 19% which is low; 2nd and 4th grade low in particular
 - Car magnets popular
 - Quotes in the newsletter - seeking more quotes - possibly from a teacher - maybe one who has received a Jeanie Ritchie Grant like Ms. Cebrian (Rebecca will speak with her)
- Fall Family Picnic: went well
- New Ollie flag purchased
- Finances
 - Ask accountant to meet with PTO in October to review the balance sheet etc.
 - Financial Goals discussion: We need to discuss financial goals for the year and what steps we’ll take to reach them. The PTO has operating reserves, but we do not yet have established policies for how to manage them.
 - **Financial Goals Statement:** Jenny’s proposal: *Financial Goal: raising and spending funds to support the students, teachers, and community of Oak Knoll while simultaneously maintaining cash reserves and financial flexibility to ensure continued operations despite unexpected events or loss of income (such as through reduced annual donations or lower enrollment). Reserve is to maintain the standards we provide at Oak Knoll so we can weather any unforeseen downturns and our kids’ Oak Knoll experience doesn’t suffer.*
 - **Operating Reserves:** National PTA recommends maintaining a healthy reserve between one-half to one full year’s average expenditures. Nonprofit advisors recommend anywhere between 3 months and one year of average expenditures.
 - Recent annual budgeted expenditures.
 - 2018-19 total budgeted expenditures: \$230,225

- 2017-18 total budgeted expenditures: \$275,425
 - 2016-17 total budgeted expenditures: \$310,575
- Current cash position (5/7/18)
 - Savings: \$100,893.42
 - Checking: \$150,137.34
- **Operating Reserves Proposal:** Minimum of \$75,000 in operating reserves (1/3 of operating budget, which this year is \$230,000 and ½ of annual donation amount). Then, the PTO Board will develop parameters for spending below this minimum threshold, like in emergencies or unexpected loss of income.
 - Camille suggests creating a separate reserve (e.g. a diminished enrollment fund) vs. developing specific spending parameters and needs (e.g. a low annual campaign, an earthquake, etc.)
 - Nonprofit endowments often review last 9 quarters of spending and then calculate a percentage that can be taken out.
 - This would safeguard a certain amount of money only for diminished enrollment. Starting next school year, the PTO will be receiving a fixed amount of money per child next year.
- **Spending parameters:** we need to set rules for cumulative expenditures above the maximum budgeted amount per line item.
 - Jenny reviewed the Bylaws and met with Karen Dobbyn
 - **Current Spending Parameters:**
 - Deviations from budget in cumulative amount of \$15,000 or more require membership approval. So \$1,000 over in 15 categories would require membership approval.
 - President can approve any increases in budgets if they are under \$1,000 up to cumulative total of \$5,000. Beyond that, Executive Board approval is required, and above \$15,000 requires general membership approval.
 - **Spending Parameters Proposal:**
 - There have been missing control measures, the result of which is small overages in lots of line items that add up to a “cumulative deviation from spending across the budget”. Therefore, the following is proposed:
 - Unbudgeted - the amount over the original budget:
 - \$1-1,000 – Kristen or president must approve
 - \$1,001-10,000 – Kristen *and* president must approve in writing (Treasurer to attach paperwork to invoice)
 - Budgeted or unbudgeted single transaction over:
 - \$10,001+ Board approval required; at least 2 estimates must be provided to Board prior to discussion; Treasurer to maintain approval together with invoice
 - If there is a cumulative deviation across the budget of \$20,000 or more, then it requires vote of general PTO membership.
 - Need to draft simple messaging to provide to Committee Chairs as guidance going forward.
- **For reference re savings account that exists:**

- Kristen noted that the savings account was created to save for computers and computer carts because the district didn't pay for them. Now, the district has taken over this expenditure.
 - No transfers to this savings account occurred last year.
- Political endorsements clarification: Christa had Back to School Night conversation about political support of candidates, etc.
 - e.g. Measure X but PTO could not comment
 - IRS states that you can't list an individual as a PTO member because it implies a group endorsement which can undermine the organization's 501(c)3 status. Suggestion to put this into the bylaws.

IV.	Treasurer's Report	Renee Gorzynski Bache
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- Fundraising goal is based on each year's estimated enrollment
- PTO Donations - \$31,947
- Operating Expenses
 - Administration expenses - binders, paper, printer cartridges that Renee uses for her role
 - Fees higher than expected, so line item needs to be adjusted in October budget adjustment process
 - Materials for Classroom Instruction - overage, but Renee think some of these expenses might have been mis-categorized
 - Net Income - deficit because of teachers' checks sent out at the beginning of the school year and PTO funds are just starting to come in. We do have enough funds in our budget.

V.	Teachers' Update	Trish Stella
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- Lots of gratitude for teacher checks, treats, etc.
- One teacher requested list of parent donors but that isn't distributed.
- Requested that images for bikes and scooters be painted for kindergarten yard.

VI.	Oak Knoll Update	Kristen Gracia & Leah Kessler
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- Transition back to school year different and challenging this year due to student's passing. School would like to recognize Isabel with something on campus - possibly a new buddy bench with lyrics from Be Our Guest. Kristen is working on getting a quote which will be presented to the PTO.
- Site Council meeting next week
 - Smarter Balanced Assessment data will be presented. School is very pleased with outcomes. In ELA and Math, maintained.
 - Set 5% goals as a district. Huge progress made with students groups data (e.g. English learners, low socioeconomic, special ed, College Bound, etc.) in both ELA and Math.
 - Focus this year is on math. On Monday 9/10, Collaborating Around Student Outcomes (CASO), teachers reviewed math data.
- Sept 1:1s: Kristen and Leah with every staff member about math goals and their students.
- Oct - Teacher/Peer Admin: Kristen or Leah go with small groups of teachers to observe others in their classrooms and reflect on what they see. This structure creates explicit opportunity for teachers to observe others' classrooms in an approachable way.
- Whole Child framework and social/emotional learning: focus on relationships across the organization and community was highlighted as most important. Students need to feel valued in order succeed.
- Teachers being very intentional about building community (e.g. greeting at the classroom door and recognizing every child as he/she comes in, it's ok to make mistakes, etc.)
- Office Open House

- Talking about Tech Together series: Leah planning and hosting; more opportunities for staff and parents to share with one another.
- Speakers Series: March focused on Compassion

VII.	MPAEF Update	Rebecca Emery & Katherine Glass
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- Annual campaign goal is \$3.7MM; Parent campaign is \$3.45MM and we are at 25% now
- Jeanie Ritchie grants: due by 9/28
- Charlie Cart: Leah is writing a grant request for this cart which provides cooking items (oven, stove, knives, etc.) to be used as part of Spanish language and culture class. Cost is \$10K.
- Makers Space: \$15K grant from MPAEF to build it out in the STEAM lab; funded from Auction proceeds last year. Focus will be hands-on and not so much technology focused. Will do site visits to see what other schools do and will also ask students to be involved in deciding how the space. will be developed.
- Dine Out: 10/16-19.

VIII.	District Council Update	Christa West
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- First meeting last week; meetings are every other month.
- \$1000 contribution towards Speaker Series and \$250 for Joint Campaign - Oak Knoll hasn't been invoiced yet.

IX.	Parent Ed Updates	Sarah Sobel
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- Girls Leadership Council: tentative dates in January; hoping to confirm soon.
- Speaker Series: September presentation cancelled; Joan Boaler will present on October 3.

X.	Other PTO Updates & Review of Action Items	Jenny Buddin
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- None

XI.	Adjournment	Jenny Buddin
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President Jenny Buddin adjourned the meeting at 10:08 AM.

Respectfully submitted,
 Katherine Robinson, PTO Secretary
 Date approved: 10/10/2018