

Oak Knoll PTO
Minutes of the PTO Executive Board Meeting
June 7, 2024
8:15 AM – 9:15 AM
Oak Knoll Main Office Staff Room

2023-2024 Executive Board Officers Present:	
Meredith Nonnenberg, President	Suzy Francisco, Communications Chair
Laura Low Ah Kee, Vice President	Maren Gernitis, Auditor
Becky Bullard, Parliamentarian	Jennifer Baskin, OCC PTO Engagement Lead
Cindy Tsai, Secretary	Alicia Payton-Miyazaki, Oak Knoll Principal
Lesley Geivett, Treasurer	Celeste Lopez, Teacher Representative

Additional Attendees:

- 2024-2025 PTO Executive Board Designates
 - Amy Kurpius, Secretary
 - Rachel Maclay, Financial Secretary
 - Lindsay Nalevanko, OCC PTO Engagement Lead

Absent

- Brenda Lo, Financial Secretary
- Karen Clancy, Oak Knoll Assistant Principal
- Cristina Gibbs, MPAEF Liaison
- Sherwin Chen, MPCSD School Board Liaison

Quorum present: Yes

I.	Call To Order	Meredith Nonnenberg
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The meeting was called to order at 8:18AM by President Meredith Nonnenberg.

II.	PTO Meeting Minutes – Review & Approval	Cindy Tsai
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- The May PTO Board Meeting minutes, PTO Special General Meeting minutes, and PTO General Meeting minutes were reviewed at 8:18AM. Jennifer Baskin motioned to approve the minutes; Meredith Nonnenberg seconded the motion. The minutes were approved by unanimous vote.

III.	President’s Report	Meredith Nonnenberg
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- We are excited to have some of the 2024-25 PTO Executive Board designates joining us this meeting. All attendees participated in a summer memory icebreaker with introductions.
- Staff Appreciation Week wrapped focusing on all staff on campus. We held our PTO General Meeting in May where we reviewed a PTO bylaws revision and the 2024-25 Oak Knoll PTO budget.
- 2024-25 Oak Knoll Committee Chairs assignments and transitions are in progress, with a focus on sharing comprehensive role descriptions. Theater productions improvements are also in progress, focusing on affirming students’ experiences with various musicals and documentation. We are excited to share the oak tree tribute with students.

- Fifth grade field day at Nealon Park next week with many parent volunteers; 6-7 additional volunteers would be appreciated for the setup shift and second activities shift in the afternoon. Soliciting and vetting song requests from students was suggested as a potential fun engagement option. We discussed including a note to parents through ParentSquare, to Room Parents, or through teachers, as an open invitation and potential avenue for soliciting extra volunteers.

IV.	Vice President's Report	Laura Low Ah Kee
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- Great news on Committees!
 - After School Committees - Isaac Peterson and Julie Chen
 - Lion King - Kelly Ardit, Susie Cole
 - 4th/5th Grade Musical - chairs still in discussion
- OCC Marketing team meetings to support the next school year will begin soon.
- The upcoming Bond resolution passed at last night's School Board meeting. In the Fall we will continue discussing the PTO's role as it relates to the bond measure.

V.	Parliamentarian's Report	Becky Bullard
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- No major updates.

VI.	Treasurer's Report	Lesley Geivett
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- At the end of May, we transferred the Oak Knoll bank account from First Republic to Chase. For full transparency, an account shows within Treasurer, Lesley Geivett's personal account and we are continuing to sort through this system issue. Our first reconciliation within QuickBooks will include the same bank account number with an updated naming change; we will not create a new bank account within QB to support checks continuing to clear seamlessly.
- Reimbursement requests continue with checks being cut and requestors respecting deadlines.

VII.	Auditor's Report	Maren Gernitis
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- No major issues found in last audits; April and May audits are up to date. \$345K remaining to spend.

VIII.	OCC PTO Engagement Lead Report	Jennifer Baskin
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- We will receive our final \$5700 disbursement (total \$144K vs compared to conservative \$126.5K budget). The OCC campaign will be a very short campaign (3.5-4 weeks versus 6 weeks in the past). We will begin with OCC education at Back to School Night to ensure the community has a deeper understanding of the campaign before we ask for money.

IX.	MPAEF Liason's Report	Laura Low Ah Kee
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- Since we last met, we held the MPAEF Schoolhouse Fun Run which had a huge turnout.
- MPAEF approved a minimum grant to the School District in the Fall (\$3.6M goal, \$3.7M realized). The Endowment for Excellence in Teaching is rolling off \$200K, the largest ever. The Foundation Board is in need of a few positions, in particular the Treasurer role -- ideally a 2-year term, the workload is shared with paid staff and the role mostly entails reporting to the Board and acting as a check & balance as there is an onsite bookkeeper and another person that sets the budget.

X.	Teacher's Report	Celeste Lopez
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- Many end-of-year activities

- Kinder and TK Strong Start had a huge turnout and was a great opportunity for kids to meet future teachers and give parents a chance to mix & mingle.
- 3rd grade Wax Museum
- 4th/5th grade Science Olympiad and Debate
- 5th grade Riekes Center field trip
- 2nd grade field trip to Hillview to meet 8th grade buddies
- 1st grade Oakland Zoo
- Portfolio Night felt like a bigger turnout than before and included great turnout by not just parents but also extended families, and the addition of art and music room open houses. Big shoutout to the specialists for volunteering their time to fully support this new feature.
- We appreciate teachers conducting teacher assessments while also pulling off a big list of end-of-year activities!

XI.	Oak Knoll Administration Report	Alicia Payton-Miyazaki
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- Adding to the Teachers Report, Principal Alicia Payton-Miyazaki shared her appreciation for teachers' providing extremely thoughtful report card feedback for families.
- The 5th grade Science Olympiad was a remarkable celebration of each other on top of learning.
- Acorn Alley construction was discussed at the last School Board meeting and is planned to begin after early July with a first meeting occurring mid-June. This should be a 3-week project meaning it should be open by the beginning of next school year.
- One final surprise project! Special 5th grade mosaic tiles and installation will take place this Sunday.

XIII.	Conclusion & Review of Action Items	Meredith Nonnenberg
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- Conclusion:
 - President Meredith Nonnenberg shared appreciation gifts to the 2023-24 PTO Board members for their time and dedication.
 - Principal Alicia Payton-Miyazaki passed around Otterly Awesome post-its and Oak Knoll oak tree tribute bookmarks to the PTO Board members as a thank you for their involvement and dedication to the school.
- Action Items: N/A
- Next PTO Board Meeting: 8/29/24 at 8:45AM
- Meeting adjourned at 9:01AM

Respectfully submitted,

Cindy Tsai
PTO Secretary