

Oak Knoll PTO
Minutes of the PTO General Meeting
November 14, 2024
7:30 - 8:00 PM
via Zoom

2024-2025 Executive Board Officers Present:	
Laura Low Ah Kee, President	Suzy Francisco, Communications Chair
Francie Maletis, Vice President	Lindsay Nalevanko, OCC PTO Engagement Lead
Meredith Nonnenberg, Parliamentarian	Rachel Maclay, Financial Secretary
Lesley Geivett, Treasurer	Alicia Payton-Miyazaki, Oak Knoll Principal

Absent:

- Amy Kurpius, Secretary
- Maren Gernitis, Auditor
- Karen Clancy, Oak Knoll Assistant Principal
- Celeste Lopez, Teacher Representative

Quorum present:

Yes - PTO Board members listed above plus:

- Corey Binns
- Cristina Gibbs
- Jenna Atchison
- Daneil Francisco
- John Maletis
- Katie Davis
- Sally Loverro
- Melissa Perkovich

I.	Call To Order & Welcome	Laura Low Ah Kee
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The Zoom meeting was called to order at 7:34 PM by President Laura Low Ah Kee

II.	President's Report	Laura Low Ah Kee
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President Laura Low Ah Kee presented highlights of recent PTO activities to date:

- Acorn Alley completed
- After School Athletics: Volleyball (5 teams); Basketball starting; piloting new ASA Coordinator position (funded this year by PTO) to support parent volunteer team
- After School Programs; 30+ courses, 350+ participants for T1
- Book Fair: \$30K in sales, 700+ new books into classrooms
- BTSN Parent Mix & Mingle
- Buddy Program for New Families
- Community Connection Coffees (hosted 5 in August/September)
- Fall Family Picnic
- Gardening work days
- Home Room Parents: ~50 volunteers

- Lion King (3rd Grade Musical) rehearsals underway
- Otterwear
- Teacher & Staff Appreciation Luncheon (at Book Fair) and coffee carts
- TK/Kinder/New Family Welcome
- Measure U Endorsement

III.	One Community Campaign	Laura Low Ah Kee
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President Laura Low Ah Kee reported on the results of the One Community Campaign (OCC) to date.

- OCC closed September 27, 2024
- Raised ~\$130K to fund this year’s PTO activities (102% to goal)
- Approximately 74% of Oak Knoll families participating
- Thank you Otter families for your generosity
- Thank you to the many volunteers who helped with this year’s campaign:
 - Lindsay Nalevanko (OCC Engagement Chair)
 - OCC Ambassadors
 - MPAEF PTO Liaisons (Cristina Gibbs, Amy Kurpius)
 - And many others

IV.	Treasurer’s Report	Lesley Geivett
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Treasurer Lesley Geivett presented the following proposed revisions to the 2024-2025 budget:

- Proposed reductions:
 - \$3K from Art budget (not needed due to grant)
 - \$2.5K from 3rd Grade Musical Choreography (not needed due to Prop 28 funds)
 - \$1K from Volunteer Lunch & Awards (rightset with actual expenses from last year)
 - \$1,128 from Materials Classroom Instruction (leftover after checks for classroom supplies were cut to teachers in August)
- Proposed additions:
 - \$200 to Administration for Calendarylly (library volunteer scheduling software)
 - \$4.5K for Otterfest
 - \$25K to Aesthetic Durables to cover other anticipated expenses over the year (\$73K of original AD budget was already spent on Acorn Alley, a deferred expense from ‘23-24 budget)
 - Balanced the budget with an increase to “Donation Revenues from Savings” of \$22,072
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- The 2024-2025 Revised PTO Budget was reviewed at 7:43PM. Francie Maletis moved to take a vote to approve the budget; Meredith Nonnenberg seconded the motion. The budget was approved by unanimous vote.

V.	Oak Knoll Administration Report	Alicia Payton-Miyazaki
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Principal Payton-Miyazaki shared an update from Oak Knoll Administration.

- Refer to monthly update sent via ParentSquare for all updates
- EarthMap assembly
- ZAM food hunger service project, 2nd grade food drive service project - goal to have each grade level do a service project throughout the year
- PD Days for teachers to partner with Core Learning for science of reading and phonics. Tunnel Tops in San Francisco and Berkley ‘field trip’ for the teachers to learn about nature journaling to engage students further in writing

VI.	Adjournment
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Laura Low Ah Kee

President Laura Low Ah Kee adjourned the meeting at 7:49 PM.

Respectfully submitted,

Suzy Francisco
PTO Communications Chair