

Oak Knoll PTO
Minutes of the PTO Executive Board Meeting
August 31, 2023
8:30 AM – 9:30 AM
Oak Knoll Main Office Staff Room

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

Additional Attendees:

- Francesca Segrè, Christina Gibbs

Quorum present: Yes

I.	Call To Order	Becky Bullard
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The meeting was called to order at 8:41 AM by President Meredith Nonnenberg.

II.	PTO Board Meeting Minutes – Review & Approval	Lisa Bunch
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The June 2023 PTO Board Meeting minutes were reviewed at 8:44 AM. Laura Low Ah Kee moved to take a vote to approve the minutes; Becky Bullard seconded the motion. The minutes were approved by unanimous vote.

III.	President’s Report	Meredith Nonnenberg
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- **Introductions:** The PTO Board members and additional meeting attendees all introduced themselves.
- Acknowledgement and appreciation of work that has been completed over the summer on campus
- School year kickoff. There was a great turnout for the welcome event for new families, TK & Kindergarten with 93 students and 16 new student families in attendance. Families left feeling supported and set up for success in the upcoming transition.
- There has been a thoughtful approach across all committees. After school athletics update: 51 registered for girls volleyball, 5 different coaching pairs, program update to include a mood meter in the gym. The first ever parents meeting on September 5th focused on the program, culture of the athletics program.
- Fall Family Picnic. Corey Binns and Becky Bullard are co-chairs for the event this year and have exciting community-building activities planned including a musical performance by The Members, a local band of fathers who share their talent to support the local community. Connection opportunities will also be offered through bingo cards along with maker stations, other activities, prizes. A pizza dinner for staff and their families will be provided to allow them to easily participate.

IV.	Vice President’s Report	Laura Low Ah Kee
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- **OK Parent Mix & Mingle.** This event gives parents a place to go after back to school night to connect with other parents at Dutch Goose. The times will be split into two shifts divided by grades. The first round is 6-7pm for TK-2 and the second is 7-8pm for grades 3-5.

V.	Parliamentarian’s Report	Becky Bullard
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- **Bylaws section 5A.** The general meeting needs to take place by 10/31 and the rigidity of this date can be cumbersome in how it interacts with OCC timing. This fall date is set for the current year but the suggestion is to vote in the spring on a language change to add more flexibility for the fall General Meeting.
- Also noted: the budget should be posted two weeks prior and be linked in the newsletter.

VI.	Treasurer’s Report	Lesley Geivett
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- **BMO, Bank of the West conversation updates.** Their online system is undergoing some changes and will be updated into September. The interest rate changes may be impacted so we will need to reassess.
- **Reimbursements.** Bill.com presented as an option for reimbursement processing to make this process more streamlined.
- Additional update: unclaimed property is back from Logitech, expecting a refund.

VII.	Auditor’s Report	Maren Gernitis
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- Auditing has been completed up until July. Lesley and Maren to review.

VIII.	OCC PTO Engagement Lead Report	Jennifer Baskin
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- **OCC update.** First 25k disbursement was handed over. Campaign is off to a slower start as school is starting back later this year. Meeting with superintendent Gracia took place to offer transparency for our events and school calendar, highlighting the Sept 28 staff lunch.
- **Spirit Squads.** Karen Clancy has mentioned the following ideas for 5th graders: TK help for lunch recess, kindergarten yard duty helpers for lunch recess, hot lunch helpers. Jennifer to help facilitate the efforts to add Ollie spirit on campus.
- **Budget update.** Planning a budget goal of 3.6M for next year. Current year granting 3.8M.
- **Fruit for thought.** Office fruit is covered by the PTO budget, which is funded by the OCC, and has become a familiar option for students at the office that are in need of a snack. To increase visibility for OCC and how OCC supports students even in small ways every day, adding a yard sign with Ollie holding the fruit may be a nice option. Also, adding a sign next to the fruit will be helpful to support this message.
- **OCC communication.** Ideas shared to increase awareness around what OCC supports: communication to families providing a list of all items that are funded by the OCC, “Brought to you by OCC” badges/plaques added around campus, lawn signs on campus to highlight specific activities and areas that OCC funds. Buttons are also currently provided for all volunteers and can be used to support this visibility, potentially changing wording/design over time.

IXI.	MPAEF School Liaison Report	Christina Gibbs, Laura Low Ah Kee
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- **Saves the dates:** Wine Walk 12/9, Auction 3/9, the run will be 5/19
- **Auction update.** The auction will be at Upper Laurel this year. A school bus route idea was discussed as a safe, available, creative option for transportation to and from the auction. Jennifer

is looking into the details for this transportation option as it would add a fun, innovative way to use an available system featuring the electric buses.

IX.	Teachers' Report	Celeste Lopez
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- **Many moves on campus:** classrooms, grades, etc. These moves occurred even up until the last minute, after long hours. It was a huge undertaking with all hands on deck and there is much appreciation towards the team effort.
- The RULER program is being implemented with Celeste and Nicole Scott.
- There is a general excitement to be back on campus. TK is being established with both staff and parents adjusting and learning as they go.

X.	Oak Knoll Administration Report	Alicia Payton-Miyazaki, Karen Clancy
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- **TK update.** Flexibility continues as TK is being established. The very strong team that has been open to iterations. 5th graders also offer help in the classrooms and at lunchtime.
- **Acorn alley.** This new natural space can engage the senses and increase creativity.
- **Stage.** New stage offers a place to read, create public speaking areas, and perform, etc. All of that is happening soon.
- **TK support.** Francesca added that TK funding made it possible to have such a successful start to TK at Oak Knoll. Developer fees used to create the right facilities for TK and offered specific support.
- **Security updates.** Campus monitors added, badges for staff, new check-in process with stickers. Overall enrollment is up from last year at 2757 with an added 43 TK students.
- **Mission and vision.** Discussion about those items overall and how these areas tie back into all areas of campus, staff, and learning environment.
- **Math Curriculum:** Questions around the changes happening in mathematics for the school district in higher level grades. The new CA framework will likely mean that a curriculum will be adopted and adapted as a framework for teaching but adapted to cater specifically to each classroom. There will be additional information once specific updates are made.

XI.	Conclusion & Review of Action Items	Meredith Nonnenburg
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- Action Items:
 - Revisit bylaws later in the year
 - Increase OCC visibility, tied to specific areas/offerings on campus
 - Develop school spirit squad
 - Bill.com option for reimbursement processing
- Next PTO Board Meeting: 10/12/23 at 8:15AM
- Next PTO General Meeting: 10/25/23 at 8:15AM
- Meeting adjourned at 9:45 AM.

Respectfully submitted,

Lisa Bunch
PTO Secretary