

Oak Knoll PTO
Minutes of the PTO Executive Board Meeting
November 9, 2023
8:15 AM – 9:15 AM
Oak Knoll Main Office Staff Room

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

Additional Attendees:

- Cristina Gibbs, MPAEF Liaison

Absent

- Maren Gernitis, Auditor
- Karen Clancy, Oak Knoll Assistant Principal

Quorum present: Yes

I.	Call To Order	Meredith Nonnenberg
-----------	----------------------	----------------------------

The meeting was called to order at 8:20 AM by President Meredith Nonnenberg.

II.	PTO Board Meeting Minutes – Review & Approval	Lisa Bunch
------------	--	-------------------

The October 2023 PTO Board Meeting minutes were reviewed at 8:28AM. Laura Low Ah Kee moved to take a vote to approve the minutes; Lesley Greveitt seconded the motion. The minutes were approved by unanimous vote.

III.	President’s Report	Meredith Nonnenberg
-------------	---------------------------	----------------------------

- **PTO General Meeting:** There was a great turnout for the PTO General Board Meeting, reaching quorum.
- **Book Fair:** Book Fair was a success with over 750 books placed in classrooms and sales totaling \$33K. Administration was also able to purchase 180 books to go into classrooms. Over 70 volunteers participated. The Teacher Appreciation Committee hosted a luncheon for teachers to come “shop” for books for their book bins for parents to purchase for the classroom, as well.
- **After School Sports.** Oak Knoll Girls Volleyball is wrapping up this week. The basketball program stats shared: 17 teams, 107 Otters participating, 100 participants at the parent meeting, 95% of coaches came to coaches meeting. An ADE machine was also purchased with additional PTO funds for the small gym for added safety.
- **Upcoming events.** Current and upcoming events include a Movie Night tonight featuring Ratatouille and a roller skating Sports House Night in February.
- **Tree update.** An artist will create an Oak Knoll Otter sculpture from part of oak tree trunk. Benches will be built as well from milled wood from the log. A new oak tree will be delivered to Oak Knoll at roughly 30 ft tall in a 72” box.

- The expenditure of budgeted funds for new tree planning was reviewed at 8:47 AM. Brenda Lo moved to take a vote to approve the expenditure of PTO funds for the tree; Becky Bullard seconded the motion. The motion was approved by unanimous vote.

IV.	Oak Knoll Administration Report	Alicia Payton-Miyazaki
------------	--	-------------------------------

- **Lion King.** Everyone is participating in 3rd grade, going through the experience together.
- **Professional development.** Continuing professional development, science assessment for all 5th graders, and more to come at the first two days of Thanksgiving break.
- **Scholarships.** 2nd trimester after school activities will be available as a scholarship for any families in need, offering families an after school class of their choosing
- **Sportsmanship.** This is an area we really want to focus on. The alignment and focusing on after school sports adding things like the mood meter, living our Oak Knoll values everywhere in the students lives.
- New vests designed by Alison Wong were provided to staff by the Oak Knoll PTO.

V.	Vice President's Report	Laura Low Ah Kee
-----------	--------------------------------	-------------------------

- No update

VI.	Parliamentarian's Report	Becky Bullard
------------	---------------------------------	----------------------

- Members of the PTO Board shared their various roles for transparency around any potential conflicts of interests:
 - Becky Bullard - Oak Knoll PTO Parliamentarian, child at Oak Knoll, paid choreographer for district drama productions
 - Meredith Nonnenberg- Oak Knoll PTO President, parent at Oak Knoll and Hillview
 - Alicia Payton-Miyazaki - Principal at Oak Knoll, child at Oak Knoll
 - Celeste Lopez - Oak Knoll Instructional Coach, 3 children at Oak Knoll
 - Lesley Geivett - Oak Knoll PTO Treasurer, child at Oak Knoll
 - Lisa Bunch - Oak Knoll PTO Secretary, Girl Scout Troop Leader K & 2, Early Learning Center Guest Teacher, AYSO GU6 District Coordinator, 2 children at Oak Knoll
 - Jennifer Baskin - Oak Knoll OCC PTO Engagement Lead, MPAEF Co-President, 4th & 5th Musical Co-Lead, Girl Scout Troop Leader 3rd & 5th
 - Suzy Francisco - Oak Knoll PTO Communications Chair, Kindergarten Aide, Girl Scout Troop Leader, Co-Manager Social Fund at OK, child at Oak Knoll
 - Laura Low Ah Kee - Oak Knoll PTO VP, MPAEF Liaison, OK Library Circulation Co-Chair
 - Cristina Gibbs - MPAEF Liaison, OCC Steward,, MPAEF Auction Volunteer
 - Brenda Lo - Oak Knoll PTO Financial Secretary, MPAEF Business & Realtor Partnership Chair

VII.	Treasurer's Report	Lesley Geivett
-------------	---------------------------	-----------------------

- **BMO update.** No update for money market, BMO presenting a new CD option of 5.25%, for 13 months.

- Discussion to explore additional options like finding a 6 month CD or consolidating CDs. Thought exercise to explore: calculate what is needed for emergency liquidity BofA and potentially move to an option to invest with a CD. PTO best practices to consider.

VIII.	Auditor's Report	Maren Gernitis
--------------	-------------------------	-----------------------

- Update shared via email from Maren: Reconciliations and back up materials are matching. Currently in the process of closing on one open item. As of October end, across the various accounts (checking, money market, savings) the PTO had funds of \$368k available. Reconciliations and bank statements are matching. Lesley has been very on top of reconciliations and sending the information and back up documents as soon as the month was over.

IX.	OCC PTO Engagement Lead Report	Jennifer Baskin
------------	---------------------------------------	------------------------

- **OCC update.** Jen Baskin shared an OCC update: 111% of goal including donations and donation pledges (\$126, 500 goal and \$140,771.97 current total). Upcoming 12/5 disbursement, already have almost 100K dispersed to us. All PTOs have met or exceeded goal. MPAEF is 95% to goal.
- Note to look into PTO accounting bylaws to see whether school is able to donate back funds to MPAEF that have been raised in excess of our budget. This will be part of the MOU conversation and be refined in January.
- There is an opportunity to send follow up communication to families explaining what the donations did pay for and did not pay for. Discussion and/or alignment on how we communicate this to families and donors.

X.	MPAEF Liason's Report	Cristina Gibbs, Laura Low Ah Kee
-----------	------------------------------	---

- **Giving Tuesday.** Donations on Giving Tuesday will go towards endowment (20th year anniversary). Last year raised \$15k, \$20-1500 per donor. There will not be matching this year.
- **Upcoming events.** Wine walk 12/2, tickets are available on the MPAEF website. Family friendly as well, fun for all.
- **Auction.** Auction will be different this year and will take place at Laurel Upper Campus. More details coming soon. The idea will be less of a seated dinner but more of a mingling experience. Potentially, the cost will be more accessible for that reason.

XI.	Teachers' Report	Celeste Lopez
------------	-------------------------	----------------------

- Report card process has begun along with assessments. Professional Development days coming up on Monday and Tuesday.
- PLC days recap. These occur twice per year per grade level. On these days, teachers visit Laurel or Encinal in their same grade levels. These days build more cross district partnerships and focus on specific topics. The teachers share learnings and teach a lesson altogether.

XII.	Conclusion & Review of Action Items	Meredith Nonnenberg
-------------	--	----------------------------

- Action Items:
 - Investigate PTO Accounting Bylaws regarding potential request to donate funds back to foundation if PTO is in excess of budget.
 - Bylaws change for first of two general meeting dates to occur before end of first school trimester to allow for flexibility with OCC campaign end date.
- Next PTO Board Meeting: 12/14/23 at 8:15AM
- Next PTO General Meeting: 5/28/24 at 8:15AM
- Meeting adjourned at 9:30 AM.

Respectfully submitted,

Lisa Bunch
PTO Secretary