

**Oak Knoll PTO**  
**Minutes of the PTO Executive Board Meeting**  
**December 14, 2023**  
**8:15 AM – 9:15 AM**  
**Oak Knoll Main Office Staff Room**

<b>2023-2024 Executive Board Officers Present:</b>	
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	Karen Clancy, Oak Knoll Assistant Principal
Suzy Francisco, Communications Chair	Maren Gernitis, Auditor

**Additional Attendees:** None

**Absent:** None

**Quorum present:** Yes

<b>I.</b>	<b>Call To Order</b>	<b>Meredith Nonnenberg</b>
-----------	----------------------	----------------------------

The meeting was called to order at 8:17 AM by President Meredith Nonnenberg.

<b>II.</b>	<b>PTO Board Meeting Minutes – Review &amp; Approval</b>	<b>Lisa Bunch</b>
------------	--	-------------------

The October PTO General Meeting minutes and the November PTO Board Meeting minutes were reviewed at 8:18 AM. Lesley Geivett moved to take a vote to approve the minutes; Maren Gernitis seconded the motion. The minutes were approved by unanimous vote.

<b>III.</b>	<b>President’s Report</b>	<b>Meredith Nonnenberg</b>
-------------	---------------------------	----------------------------

- Movie Night took place last month and Oak Knoll families gathered to watch Ratatouille. Community Connection Co-Chairs Alison Wise and Seda Saldamli did a wonderful job with the event. The next family event will be a roller skating night.
- Exploring the possibility of adding committees. Currently looking into family/parent workdays for a garden committee to provide extra care around campus. The new buddy program for transfer families and students has received such great feedback.
- The cookie swap hosted by the Teacher Appreciation Committee was well supported and well received!
- Tree update. The new tree is coming very soon with a celebration shortly after. The school mission will be incorporated on a plaque near the tree as well.

<b>IV.</b>	<b>Vice President’s Report</b>	<b>Laura Low Ah Kee</b>
------------	--------------------------------	-------------------------

- One Community Campaign (OCC) Memorandum of Understanding (MOU) negotiation will begin in January 2024 and dictate how the campaign in the next school year will run, how funds will be split, etc.

<b>V.</b>	<b>Parliamentarian’s Report</b>	<b>Becky Bullard</b>
-----------	---------------------------------	----------------------

- Follow up regarding the November board meeting conversation about possible proposed future changes to the OCC MOU. Specifically, there was a question about the feasibility of including a clause in future OCC MOUs in which PTOs would be required to transfer any amount raised from OCC in excess of budget back to the MPAEF, in the event the MPAEF is under budget at the end of the OCC campaign. While there is nothing in the PTO bylaws that would prohibit the addition of this type of clause, all of the PTO boards (i.e., Oak Knoll, Encinal, Laurel, Hillview) would have to vote to approve its addition if it were proposed for a future MOU.
- Additional conversation about the \$250 amount per student allotted each PTO in the existing OCC MOU, both historically and how it relates to present needs in light of state funding, MPAEF needs.

<b>VI.</b>	<b>Treasurer’s Report</b>	<b>Lesley Geivett</b>
------------	---------------------------	-----------------------

- Brenda Lo presented an in-depth evaluation of Venmo and Paypal account options, including all current accounts for Oak Knoll.
- With the non profit accounts space evolving, there are additional options to utilize such as PayPal Giving Fund for donation only transactions. Venmo is a separate entity within PayPal but owned by PayPal. For Venmo, the official PTO account is linked to one person’s account, currently Brenda Lo. Action needed to roll the account into a Business Profile and get that set up.
- Proposed framework for payment collection includes separate platforms for each type of transaction. There is also potential for also offering Venmo for donations and have two options to remove barriers. Potential to educate committee chairs about fees involved and adding an ask for an additional amount to cover the additional fees.
- Proposal to create a new First Republic checking account with a smaller balance to be linked to PayPal and Venmo. A regular cadence of biweekly or monthly balance transfers will occur to keep account balance down. Need to look into steps to mitigate risk for loss due to a hack or any accidental issues. Transition timing would be best for July.
- The payment collection platforms and the set up for the new First Republic checking account were reviewed at 9:07 AM. Brenda Lo moved to take a vote to approve opening a new account; Maren Gernitis seconded the motion. The motion was approved by unanimous vote.
- Lion King budget. PTO was made aware of donation needs for shirts and can support financially, adding to the Lion King budget. Each participant will now receive a shirt.

<b>VII.</b>	<b>Auditor’s Report</b>	<b>Maren Gernitis</b>
-------------	-------------------------	-----------------------

- No issues to report. Currently at \$424K exiting November 2023. After a few outstanding items are processed, including the new tree and MPCSD, will be \$376K.

<b>VIII.</b>	<b>OCC PTO Engagement Lead Report</b>	<b>Jennifer Baskin</b>
--------------	---------------------------------------	------------------------

- Additional donations came through this month. Donations are still coming through from Benevity, a company that is widely used for corporate donation matching. Most recent OCC disbursement was December 11, 2023.

<b>IX.</b>	<b>MPAEF Liason’s Report</b>	<b>Cristina Gibbs, Laura Low Ah Kee</b>
------------	------------------------------	---

- Giving Tuesday -- MPAEF Endowment raised \$7,705 in support of teacher professional development
- Wine Walk -- Successful event, 210 tickets sold, raised \$6K+ for the MPAEF and wonderful community event
- Upcoming Dine Out -- MPAEF First Mondays at Barebottle (Feb 5 and March 4) - dine in or take out, mention MPAEF and 10% goes back to schools
- MPAEF Auction -- March 9 at Upper Laurel, tickets go on sale January 10; many ways to support -- cash sponsorship, donate items/experiences/parties, attend with friends

<b>X.</b>	<b>Teacher Report</b>	<b>Celeste Lopez</b>
-----------	-----------------------	----------------------

- Teachers would love additional support from new PTO committees. Many committees are taking place and it's great that teachers have input in curriculum, etc.

<b>XI.</b>	<b>Oak Knoll Administration Report</b>	<b>Alicia Payton-Miyazaki</b>
------------	--	-------------------------------

- Presentation of a signed letter from a student (Ian) in Ms. Paris's first grade class asking for shade in the sand pit area. Plans to follow up with Ian and assess options are in process.
- New headphone mics were purchased for the entire district. The current mics had 5x more use per year than expected. All sites agreed to put money towards district mics.
- Choir is a new offering at Oak Knoll that just wrapped up for the session. Kathy Murdock is potentially looking to come back in the Spring.
- Panorama survey. Site council meeting discussion around "what makes you feel like you're an otter, how do you feel like you belong without directly asking" took place in regards to deciding what the unique site specific questions would be for the survey this year.
- Additional items shared: Talent Show, National Math Conference, Antisemitism snippet on KNOL

<b>XII.</b>	<b>Conclusion &amp; Review of Action Items</b>	<b>Meredith Nonnenberg</b>
-------------	--	----------------------------

- Action Items:
  - Open new bank account to receive digital payments
- Next PTO Board Meeting: 1/11/24 at 8:15AM
- Next PTO General Meeting: 5/28/24 at 8:15AM
- Meeting adjourned at 9:26 AM.

Respectfully submitted,

Lisa Bunch  
PTO Secretary