

**Oak Knoll PTO  
Minutes of the PTO Board Meeting  
Jan 12, 2023  
8:15 - 9:45 AM  
Oak Knoll Staff Office**

|  |   |
|--|---|
| <b>2022-2023 Executive Board Officers Present:</b> |   |
| Becky Bullard, President                           | Cindy Tsai, Secretary                       |
| Meredith Nonnenberg, Vice President                | Jennifer Baskin, Auditor                    |
| Corey Binns, Parliamentarian                       | Ward Bullard, OCC PTO Engagement Lead       |
| Laura Webb, Treasurer                              | Aly Gay, MPAEF School Liason                |
| Laura Low Ah Kee, Communications Chair             | Alicia Payton-Miyazaki, Oak Knoll Principal |
| Brenda Lo, Financial Secretary                     | Karen Clancy, Oak Knoll Assistant Principal |

**Additional Attendees:** Aly Gay, MPAEF School Liason

**Absent:** Celeste Lopez, Teacher Representative

**Quorum present:** Yes

|           |                                    |                      |
|-----------|------------------------------------|----------------------|
| <b>I.</b> | <b>Call To Order &amp; Welcome</b> | <b>Becky Bullard</b> |
|-----------|------------------------------------|----------------------|

- The meeting was called to order at 8:18 am by President Becky Bullard.

|            |  |                   |
|------------|--|-------------------|
| <b>II.</b> | <b>PTO Meeting Minutes - Review &amp; Approval</b> | <b>Cindy Tsai</b> |
|------------|--|-------------------|

- The Dec 2022 PTO Board Meeting minutes were reviewed at 8:20 am. Laura Webb moved to take a vote to approve the minutes; Brenda Lo seconded the motion. The minutes were approved by unanimous vote.

|             |                           |                      |
|-------------|---------------------------|----------------------|
| <b>III.</b> | <b>President's Report</b> | <b>Becky Bullard</b> |
|-------------|---------------------------|----------------------|

- Oak Knoll administration and PTO partnered together to recognize Cathy Petersen's departure with a gratitude and farewell installation on campus.
- Lion King performance is drawing near as we wrap up loose ends to the performances on 1/21/23.
- OCC planning for next year is underway. We discussed plans to include OCC information in students' weekly take-home folders to supplement OCC messaging outside of the regular campaign calendar and streamline information-sharing about the campaign across the campus at the start of the school year.

|            |                                |                            |
|------------|--------------------------------|----------------------------|
| <b>IV.</b> | <b>Vice President's Report</b> | <b>Meredith Nonnenberg</b> |
|------------|--------------------------------|----------------------------|

- PTO documentation and related cleanup is in progress.
- Recruitment for next year's Committee chairs is in progress.

|           |                                 |                    |
|-----------|---------------------------------|--------------------|
| <b>V.</b> | <b>Parliamentarian's Report</b> | <b>Corey Binns</b> |
|-----------|---------------------------------|--------------------|

- We are formalizing the nominating committee for the PTO Board for the 2023-24 school year.
- We discussed including PTO Board information and role descriptions in the school newsletter, and potentially an information session to provide broader visibility to the parent community on what it means to join the PTO. A discussion on the MPAEF Recruiting Event, Hillview Open House, and potential Oak Knoll site visit by the City Mayor prompted a brainstorm about inviting parents to the Mayor's visit and including a PTO tour and information session.

|                               |                   |
|-------------------------------|-------------------|
| <b>VI. Treasurer's Report</b> | <b>Laura Webb</b> |
|-------------------------------|-------------------|

- All books are reconciled through December 2022.
- Taxes were sent by the (extended) deadline.
- Fruit basket is settling into the Water & Snacks category which will be reconciled in May's budget revision. We will cross this bridge again for next year.
- Laura Webb, Treasurer, confirmed that a check received to the OCC from a teacher with no children at the school is approved for depositing directly to the OCC. Brenda Lo, Financial Secretary, and Ward Bullard, OCC PTO Engagement Lead, will document on their end as well.

|                                     |                     |
|-------------------------------------|---------------------|
| <b>VII. OCC PTO Engagement Lead</b> | <b>Ward Bullard</b> |
|-------------------------------------|---------------------|

- Oak Knoll is now above our goal from both completed and pending standpoints, with two more disbursements forthcoming.

|  |                                  |
|--|----------------------------------|
| <b>VIII. MPAEF School Liaison Report</b> | <b>Aly Gay, Laura Low Ah Kee</b> |
|--|----------------------------------|

- MPAEF Spring Auction tickets will go on sale on 1/23/23 to the general public. The deadline for donations and cash sponsorship opportunities will continue to be noted in the school newsletter.
- Sports Basement Shopping Days flyers will be included in students' weekly take-home folders. 20% off and families can choose MPAEF to be their charity of choice throughout the year.

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

- Celeste Lopez, PTO Teacher Representative, is on maternity leave.
- Attendance is back to normal after lower attendance heading into winter break
- The new winter break calendar was well-received by staff. Teachers returned to school on 1/9 for a Teacher Development Day as opposed to in-service days in past years. This gives teachers time to talk about their ideas for the new year and catch up.
- We celebrated Oak Knoll's inclusion in the state Distinguished School Awards. Past years inclusion required a lengthy writing application and site visit process so the award was a pleasant surprise for any school that qualified. Oak Knoll, Laurel, and Encinal administration will attend the award ceremony with the Superintendent. Oak Knoll is holding a raffle for one staff member who worked in the 2021-22 school year to join the award ceremony on 2/16/23 in Anaheim. Oak Knoll students were made aware of the honor through KNOL ("we know you're amazing, your teachers know you're amazing, and now the state is recognizing it!"). The combination of different assets and executed ideas at school are what helps students feel connected to the school and for them to live our mission. This in turn influences our academic performance so we are extremely proud of this recognition.
- Umbrella Board with 4 books are complete including all author visits. Next step: Courageous Citizens Actions & Words, where students will focus on writing thoughts and using words to enact change. Stickers for themes from a book (justice, identity, diversity) will be distributed by any non-classroom teacher to recognize a class for demonstrating each quality/theme.

- Alicia Payton-Miyazaki, Oak Knoll Principal, and Jane Bennion, Oak Knoll Librarian, used the school's proceeds from the Linden Tree Books event last year to purchase a book written by an Oak Knoll parent about how to show love without saying, "I love you" for every classroom. The book author will come speak with students.
- Open Q&A
  - Superintendent Gracia held an Open House for MPCSD school staff on January 9. There was a reflection on past years' District Office Open Houses for parents (not as well-attended as Community Connection Coffees), followed by a brainstorm on a Fall coffee next year to meet District Office staff either indoors or by the courtyard tables.
  - We hope to continue leveraging the courtyard tables for extracurricular activities sign-ups next year.
  - Kate Piper and Corey Binns, Parent Circles leads, are seeking experienced Oak Knoll parents to have a Q&A with Kindergarten Parent Circle parents. It was suggested that parents of fifth graders who are leaving the school this year be prioritized as panel members.
  - TK is coming pending enrollment. Principal Payton-Miyazaki shared great feedback on her tour of Lower Laurel TK classrooms.

|           |  |                      |
|-----------|--|----------------------|
| <b>X.</b> | <b>Conclusion &amp; Review of Action Items</b> | <b>Becky Bullard</b> |
|-----------|--|----------------------|

- Action Items:
  - Brainstorm Thursday date options for meeting with the mayor and leveraging the visit as a way to socialize the PTO Board, related committees, and activities. *Alicia Payton-Miyazaki, Corey Binns*
  - Provide more background into the Distinguished School Award in the school newsletter and how this ties in with PTO (history of the award and sustained excellence, note on elementary-schools only, explanation of why the school won. *Alicia Payton-Miyazaki, Laura Low Ah Kee*
- Next PTO Board meeting is on Thursday 2/9/23 at 8:15 am in the Oak Knoll Staff Office.
- Meeting adjourned at 9:12 am.

Respectfully submitted,

Cindy Tsai  
PTO Secretary