

Oak Knoll PTO
Minutes of the PTO Board Meeting
Dec 7, 2022
8:15 - 9:45 AM
Oak Knoll Staff Office

2022-2023 Executive Board Officers Present:	
Becky Bullard, President	Brenda Lo, Financial Secretary
Meredith Nonnenberg, Vice President	Jennifer Baskin, Auditor
Corey Binns, Parliamentarian	Celeste Lopez, Teacher Representative
Laura Webb, Treasurer	Karen Clancy, Oak Knoll Assistant Principal
Laura Low Ah Kee, Communications Chair	

Other Attendees:

- Aly Gay, MPAEF School Liason

Absent:

- Alicia Payton-Miyazaki, Oak Knoll Principal
- Cindy Tsai, Secretary
- Ward Bullard, PTO Engagement Lead

Quorum present: Yes

I.	Call To Order & Welcome	Becky Bullard
-----------	------------------------------------	----------------------

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

II.	PTO Meeting Minutes - Review & Approval	Laura Low Ah Kee
------------	--	-------------------------

- The Nov 10, 2022 PTO Board Meeting minutes were reviewed at 8:19 am. Laura Low Ah Kee moved to take a vote to approve the minutes; Brenda Lo seconded the motion. The minutes were approved by unanimous vote.
- The Nov 16, 2022 General Meeting minutes were reviewed at 8:20 am. Becky Bullard moved to take a vote to approve the minutes; Laura Webb seconded the motion. The minutes were approved by unanimous vote.

III.	President's Report	Becky Bullard
-------------	---------------------------	----------------------

- OCC: The third disbursement of OCC will hit the PTO account next week for \$22,608
- Speaker Series: Julie Lythcott Heims spoke in November for the Speaker Series; only about 40 people attended. The committee is going to discuss if there's a change in parents' appetite to gather outside their homes in a large group setting in the evening.
- Auditions for Matilda Jr: 86 students are trying out, which is great participation.

IV.	Vice President's Report	Meredith Nonnenberg
------------	--------------------------------	----------------------------

- OCC MOU Negotiations have been completed. There were no significant changes to the MOU for next year, only small changes to ensure that the documents match what is happening in practice.

V.	Parliamentarian's Report	Corey Binns
-----------	---------------------------------	--------------------

- Corey is starting to form a Nominating Committee for the PTO Executive Board for next year. Please share with Corey any names of potential Nominating Committee members and/or potential candidates for the PTO Executive Board.

VI.	Treasurer's Report	Laura Webb
------------	---------------------------	-------------------

- The budget was approved at the PTO General Meeting in November
- The first budget planning meeting will take place in January for the 2023-2024 school year
 - One question that was posed to the PTO Board was how to manage the fresh fruit program for next year. This year, the office started offering fruit in the office for children who did not have a snack. This was an unbudgeted expense that came up this year and costs \$40-55 per week. The PTO Board felt this was a worthwhile program to continue next year.

VII.	MPAEF School Liaison Report	Aly Gay, Laura Low Ah Kee
-------------	------------------------------------	----------------------------------

- Two MPAEF events took place in the last 2 weeks:
 - Wine Walk was well supported, but not as well attended due to the rain.
 - GivingTuesday hit the goal of raising over \$25,000 in one day for the endowment
- Sports Basement shopping days will be held in January
- MPAEF Auction Party is on March 18, 2023
- Kanpai Sushi and Koma Sushi Dine Out is taking place on Tuesdays, Wednesdays and Thursdays in December; 20% of proceeds will go back to MPAEF.

VIII.	Teacher's Report	Celeste Lopez
--------------	-------------------------	----------------------

- First trimester report cards have been sent home
- Our last community read is on Monday, December 12, and the author is visiting on Friday, December 16.
- Panorama SEL Survey is currently being taken by 3-5th graders

IX.	Oak Knoll Administration Report	Karen Clancy
------------	--	---------------------

- Cathy Petersen has accepted a new position at the MPCSD Human Resources Department starting in January; the job posting for her replacement is up and interviews will begin next week. An announcement will be in this Sunday's OtterWeekly.
- Trimester 2 Lunch Clubs have kicked off; there is a range of opportunities for students in Grades 1-5 to choose from.
- Outdoor Education information has been sent out to 5th grade parents
- Kindergarten Registration will begin in February, and the Kinder Information night is January 25, 2023.
- The Talent Show is taking place on Friday, December 23 .

- Matilda Jr. auditions are taking place this week.
- Fifth grade squads continue and are going well. The mural squad is in the process of making their mural outside Nicole Scott's room.
- Digital citizenship lessons are taking place during Library time, where students are learning about how to be safe online.

X.	Conclusion & Review of Action Items	Becky Bullard
-----------	--	----------------------

- Action Items:
 - Determine how to fund and organize fruit delivery for next year.
- Next PTO Board meeting is on Thursday 1/12/23 at 8:15 am in the Oak Knoll Staff Office.
- Meeting adjourned at 8:54 am.

Respectfully submitted,

Laura Low Ah Kee
PTO Communications Chair