

**Oak Knoll PTO
Minutes of the PTO General Meeting
May 26, 2022
8:15 - 9:00 AM
Oak Knoll Gym**

2021-2022 Executive Board Officers Present:	
Corey Binns, President	Meredith Nonnenberg, Communications Chair
Becky Bullard, Vice President	Jennifer Baskin, Auditor
Victoria Dorward, Parliamentarian	Alicia Payton-Miyazaki, Oak Knoll Principal
Laura Low Ah Kee, Secretary	Karen Clancy, Teacher Representative
Laura Webb, Treasurer	Chana Stewart, Oak Knoll Assistant Principal
Katie Davis, Financial Secretary	

Quorum present: Yes - see attached sign-in sheet

I.	Call To Order & Welcome	Corey Binns
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The meeting was called to order at 8:20 AM by President Corey Binns

II.	Parliamentarian's Report	Victoria Dorward
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- **PTO Bylaws Update Review & Vote:** Over the course of 2021-2022, the Oak Knoll PTO Bylaws were reviewed and revised to reflect best practice and better reflect current operations. Input was provided by a pro bono non-profit attorney. A few changes were suggested and approved by the PTO Board at the April 2022 PTO board meeting and were presented at today's meeting to the PTO General Membership as follows:
 - Add line: "Neither the MPCSD, the MPAEF nor other school PTO organizations within the District shall have the right to make decisions or set policies for the Oak Knoll PTO without the participation and consent of the Oak Knoll PTO."
 - Formalize the Communication Chair position as a member of PTO Executive Board.
 - Eliminate the requirement that the Treasurer position be automatically filled by the Financial Secretary from the preceding year.
 - Formalize the Treasurer role as a two-year position.
 - Add the OCC PTO Engagement Lead as an officer position that can be filled at the recommendation of the Nominating Committee and upon approval of the PTO Executive Board.

Laura Webb motioned to approve the PTO Bylaws as outlined above. Meredith Nonnenberg seconded the motion. The revision was approved by unanimous vote.

- **2022-2023 PTO Board Slate Nominations & Vote:** The PTO Nominating Committee is proposing the following slate for 2022-2023 PTO Executive Board:
 - President - Becky Bullard
 - Vice President - Meredith Nonnenberg
 - Parliamentarian - Corey Binns
 - Secretary - Cindy Tsai
 - Communications - Laura Low Ah Kee
 - Treasurer - Laura Webb

- Financial Secretary - Brenda Lo
- Auditor - Jennifer Baskin
- PTO Engagement Lead - Ward Bullard

Alison Wong motioned to approve the 2022-2023 PTO Board Slate. Lindsay Nalevanko seconded the motion. The slate was approved by unanimous vote.

III.	Oak Knoll Administration Report	Alicia Payton-Miyazaki
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- **Overview of School Activities and Campus Improvements:**
 - This year, the PTO was very supportive of the many ways that Oak Knoll continued to have to pivot during the ongoing pandemic – for example, supplying KN95 masks and antigen tests to any student who needed them.
 - The PTO has funded a number of infrastructure improvements this year and heading into next year, including but not limited to:
 - More collaborative white board tables for grades 4-5
 - New PE equipment to replace some of damaged PE equipment that was heavily use during COVID when recess was cohorted
 - Air conditioner units for upper level classrooms
 - Additional wall mounted TV (2) for 5th grade classrooms to upgrade to smartboards
 - Additional rolling TVs (3) to be shared across campus
 - This year welcomed the return of assemblies and many celebrations / on-campus events including: Science Fair, Book Fair, Together Again Picnic / International Night
 - New murals have been created across campus and have included students as part of their design and creation
 - The PTO funded several other programmatic items, including: but not limited to:
 - Scholarships for students to enroll in After School programs and/or purchase Otterwear
 - PTO-sponsored lunch clubs based on student interests
 - Trash and recycling programs by the Green Team
- **District-Funded Improvements:** Alicia responded to a question about future district-funded infrastructure improvements to Oak Knoll’s campus. She highlighted several improvements the district has planned:
 - Fencing in a mini Nature Zone for grades K-2 near the ELC courtyard (district will fund the fencing, PTO will fund interior items)
 - Adding a restroom into the kinder yard area
 - Adding air conditioning to more classrooms (a few years from now)
 - Adding and improving gates around campus
- **Enrollment:** Alicia responded to a question about anticipated enrollment for next year; she indicated that next year’s kinder enrollment is lower than the current year’s 5th grade class size; however, the kinder enrollment for next year is within the range of “normal.”

IV.	Treasurer’s Report	Laura Webb
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- **2022-2023 Budget Review & Vote:** Laura Webb presented the Oak Knoll PTO Budget for 2022-2023 (see attached). There was a discussion of the line item for Aesthetic Durables is ~\$90K, which will help fund the additional whiteboard tables, TVs, and AC units as discussed. These funds are available through a reallocation of unused funds resulting from the continued

impact of the pandemic and a reimagining of the electronic marquee in front of the school (i.e., funds had been earmarked to upgrade the marquee, but due to its overall underutilization and the success of ParentSquare for communication, it was felt the marquee upgrade was no longer needed.)

Katherine Menendez-Cherry moved to approve the 2021-2022 Oak Knoll PTO budget; Sally Loverro seconded the motion. The budget was approved by unanimous vote.

V.	Adjournment	Corey Binns
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President Corey Binns adjourned the meeting at 8:56 AM.

Respectfully submitted,

Laura Low Ah Kee
PTO Secretary

May 2022 PTO General Meeting -- Sign In

Print Name	Signature	Date
Jen Bastin		5/24/22
Jacob Kart		5/24/22
Lindsay Nakavakis		5/24/22
Ama Homagel		5/24/22
Morgan Caraballo		5/26/22
Melanie Nonnastosa		5/26/22
Sally Leung		5/26/22
Karen Gray		5/26/22
Mark Suller		5/26/22
Katherine Cherry		5/26/22
Chrana Stewart		5/26/22
Lauren Walker		5/26/22
Laura White		5/26/22
Lyndee		5/26/22
Jennifer Draper		5/26/22
Nanessa Clark		5/26/22
Alyson Long		5/26/22
Cindy Teal		5/26/22
Kate Pfeiffer		5/26/22
Becky Bullard		5/26/22
Brian Chest		5/26/22
Victoria Diamond		5/26/22
Katie Davis		5/26/22

Oak Knoll Parent Teacher Organization

Budget Overview: FY23 Oak Knoll PTO - FY23 P&L

August 2022 - July 2023

	TOTAL
Revenue	
Donation Revenue	
Donation Revenues from Savings	91,590.00
PTO Donations	130,500.00
Total Donation Revenue	222,090.00
Other Revenue	
Account Interest	400.00
Total Other Revenue	400.00
Program Revenue	
4th/5th Musical	4,000.00
After School Sports	
Basketball	17,000.00
Volleyball	6,000.00
Total After School Sports	23,000.00
Family Events	
Book Fair	5,000.00
Total Family Events	5,000.00
Otterwear Sales	2,000.00
Outdoor Education - Tshirts	600.00
Total Program Revenue	34,800.00
Total Revenue	\$257,090.00
GROSS PROFIT	\$257,090.00
Expenditures	
Cost of Fundraising	
PTO On-Site OCC Expenses	600.00
Total Cost of Fundraising	600.00
Operating Expenses	
Accountant	2,500.00
Administration	250.00
Bank Fees/Charges	400.00
District Dues& Collaboration	1,520.00
Insurance	500.00
Volunteer Lunch & Awards	2,000.00
Water	1,030.00
Total Operating Expenses	8,200.00
Other Expenses	
Aesthetic Durables/School beaut	90,000.00
Total Other Expenses	90,000.00
Program Expenses	
4th/5th Musical	5,000.00
After School Sports	
Basketball	17,000.00

Oak Knoll Parent Teacher Organization

Budget Overview: FY23 Oak Knoll PTO - FY23 P&L

August 2022 - July 2023

	TOTAL
Volleyball	6,000.00
Total After School Sports	23,000.00
Family Events	
Book Fair expenses	3,000.00
Fall Picnic Decor & Activities	2,500.00
Total Family Events	5,500.00
Otterwear Sales	3,000.00
Overnight Field Trips	
Jones Gulch/Outdoor Ed.	
Outdoor Ed - Tshirts	600.00
Total Jones Gulch/Outdoor Ed.	600.00
Total Overnight Field Trips	600.00
Yearbook	1,500.00
Total Program Expenses	38,600.00
Programs Funded	
Assemblies	3,000.00
Bike & Traffic Safety	300.00
Enrichment/Supplemental Materia	
Art Enrichment	2,500.00
Curriculum Support	9,000.00
Library Enrichment	1,000.00
Materials - Classroom Instruct	25,000.00
Materials- Supplemental	4,190.00
Music Enrichment	
3rd Grade Musical	
3rd Grade Musical Expenses	2,000.00
Total 3rd Grade Musical	2,000.00
Music	1,500.00
Total Music Enrichment	3,500.00
Outside Programs	25,000.00
PE & Recess Enrichment	2,000.00
Science Enrichment	
Garden	2,000.00
Science Fair	2,500.00
Science Olympiad	1,500.00
STEAM Fair & Events	2,000.00
STEAM Lab	1,000.00
Total Science Enrichment	9,000.00
World Language Enrichment	1,000.00
Total Enrichment/Supplemental Materia	82,190.00
Fifth Grade Clap-Out	3,000.00
Fifth Grade Field Day	1,200.00

Oak Knoll Parent Teacher Organization

Budget Overview: FY23 Oak Knoll PTO - FY23 P&L

August 2022 - July 2023

	TOTAL
Friends and Family Day	800.00
Kindergarten Welcome Party & New Parent Welcome	800.00
Parent Education & Support	3,000.00
Parent Mix and Mingle	3,000.00
Room Parent Coordinator	300.00
Scholarships	
Scholarships	6,000.00
Total Scholarships	6,000.00
School Spirit	
School Spirit/Leadership	7,500.00
Total School Spirit	7,500.00
Teacher Appreciation	
Back to School Lunch	1,300.00
Coffee Cart	4,000.00
Misc. Teacher Appreciation Expenses	1,000.00
Teacher Appreciation Luncheon	2,300.00
Total Teacher Appreciation	8,600.00
Total Programs Funded	119,690.00
Total Expenditures	\$257,090.00
NET OPERATING REVENUE	\$0.00
NET REVENUE	\$0.00