

Oak Knoll PTO
Minutes of the PTO Executive Board Meeting
April 7, 2022
8:15 AM – 9:45 AM
Oak Knoll Small Gym

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

Additional Attendees:

- Aly Gay, MPAEF School Liaison

Absent:

- Victoria Dorward, Parliamentarian
- Katie Davis, Financial Secretary
- Katherine Menendez-Cherry, MPAEF School Liaison

Quorum present: Yes

I.	Call To Order	Corey Binns
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The meeting was called to order at 8:28 AM by President Corey Binns.

II.	PTO Board Meeting Minutes – Review & Approval	Laura Low Ah Kee
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The March 2022 PTO Board Meeting minutes were reviewed at 8:30 AM. Laura Webb moved to take a vote to approve the minutes; Becky Bullard seconded the motion. The minutes were approved by unanimous vote.

III.	President’s Report	Corey Binns
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- **Recent and Upcoming PTO-Sponsored Activities and Offerings:**
 - “Family Night” will take place this Thursday, April 7th from 5-7pm, combining STEAM on the Knoll, International Night, Food Trucks, Otterwear, etc.
 - The PTO is continuing to sponsor the Coffee Cart once a month and a Teacher Appreciation Lunch recently.
 - The parent volunteer recruitment for the Riekes Center field trips has been very strong.
 - The PTO has worked to allow College Bound students to participate in afterschool programs.
 - The PTO sponsored the purchase of tricycles, sand toys and a water table for the kindergarten playground.
- **Discussion & Vote:**
 - **OCC PTO Engagement Lead:** A new position for the PTO Executive Board is being proposed who would be responsible for working with the PTO leadership to develop and execute a school-site specific strategy for OCC fundraising. There was a discussion of the pros and cons of making this a PTO Board position vs. a committee position. Board members agreed that making this position a Board level position better reflects the importance of this role and the higher level of commitment it entails. Becky Bullard

motioned to create the OCC PTO Engagement Lead position as a PTO Executive Board position. Meredith Nonnenberg seconded the motion. The motion was approved by unanimous vote.

- **Proposed Bylaws Revision:** At the March 2022 PTO Executive Board meeting, a few revisions to the PTO Bylaws were discussed but not voted on. The substantive changes are:

- 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 Low Ah Kee motioned to revise the PTO Bylaws as outlined above. Corey Binns seconded the motion. The revision was approved by unanimous vote.

- **Nominating Committee Update:** The Nominating Committee has identified potential candidates for all open PTO Board positions for next year and is being finalized, including a candidate for the new OCC PTO Engagement Lead; the slate will be presented and voted on in the coming weeks by the PTO Executive Committee followed by the PTO General Membership.

IV.	Treasurer’s Report	Laura Webb
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No report this month.

V.	Auditor’s Report	Jennifer Baskin
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No report this month.

VI.	Vice President’s Report	Becky Bullard
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- There are several committee lead positions that are still open for next year: Afterschool Programs; Fall Family Picnic (2); International Family Liaison; Lunch Club Coordinator; Oak Knoll Parents for Safe Routes; Science Olympiad (4th and 5th Grade). Members of the board brainstormed possible candidates and recruitment strategies.

VII.	MPAEF School Liaison Report	Aly Gay
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- The MPAEF Schoolhouse Rocks RUN will take place Sunday, May 22nd. Lawn signs and school banners are ready; flyers are going home in student backpacks tomorrow.

VIII.	Teachers’ Report	Karen Clancy
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- The California Assessment of Student Performance and Progress (CASPP) testing will take place the first two weeks of May; 3rd through 5th grade teachers are preparing students for these exams.
- Riekes Center Field Trips are underway.

IX.	Oak Knoll Administration Report	Alicia Payton-Miyazaki, Chana Stewart
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- Chana Stewart will be transitioning to the role of Director of Early Learning Center (ELC) position for the district starting next school year.
- There is a great deal of excitement around campus for the Family Night taking place this evening.
- A small group has been meeting to discuss the marquee. There was discussion of the cost benefit of this piece of technology and felt that it was not the best use of funds particularly given that Parent Square is so well utilized.
- Possibility of reimagining the space under and behind the second floor bridge for ELC and K-2 kid-centric. nature zone. This project will be discussed as part of the budget discussion for next year.
- There is some thought to update the murals on the ball walls on the upper grade playground.

X.	Conclusion & Review of Action Items	Corey Binns
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- Action Items:
 - Continue to reach out to potential Committee Chair positions
- Next PTO Board Meeting: 5/12/22 at 8:15AM
- Meeting adjourned at 9:32 AM.

Respectfully submitted,

Laura Low Ah Kee
PTO Secretary