Oak Knoll PTO
Minutes of the PTO Executive Board Meeting
June 4, 2026
8:20-9:20 AM
Oak Knoll Main Office Staff Room

2024-2025 Executive Board Officers Present:	
Francie Maletis, President	Celeste Lopez, Teacher Representative
Janet Light, Vice President	Alicia Payton-Miyazaki, Oak Knoll Principal
Laura Low Ah Kee, Parliamentarian	Lindsay Nalevanko, OCC PTO Engagement Lead
Claire Binder, Treasurer	Rachel Maclay, Financial Secretary
Amy Kurpius, Secretary	Karen Clancy, Oak Knoll Assistant Principal
Cindy Tsai, Communications Chair	Lesley Geivett, Auditor

Additional Attendees: Cristina Gibbs, Stephanie Diebold, Nisha Muktewar, Minnie Praimart Tumrakdee Manara, Sara Gee, Whitney Lau

Absent: None

Quorum present: Yes

I.	**Call To Order**	**Francie Maletis**

The meeting was called to order at 8:24 AM by President Francie Maletis.

II.	**PTO Board Meeting Minutes – Review & Approval**	**Amy Kurpius**

- The May 2026 PTO Executive Board Meeting minutes were reviewed at 8:25 AM. Claire Binder moved to approve the minutes; Rachel Maclay seconded the motion. The minutes were approved by unanimous vote.

- The May 2026 PTO General Board Meeting minutes were reviewed at 8:26 AM. Francie Maletis moved to approve the minutes; Laura Low Ah Kee seconded the motion. The minutes were approved by unanimous vote.

III.	**President's Report**	**Francie Maletis**

- The president invited introductions around the room as there were many new faces. President provided a quick overview of what was accomplished the last part of the year:
- **Ollie Strides** - 8 sessions throughout the fall and spring. The goal of this effort is to increase movement and school spirit.
- **Teacher and staff appreciation week** - fabulous job by that committee!
- **Final general board meeting** in May where we voted on the preliminary budget and new slate.
- **OCC Oak Knoll appreciation event** was held at an Oak Knoll family's residence that allowed the community to learn more about OCC changes coming next year.
- **Portfolio night** - a way to celebrate what our kids accomplished in the classroom; a bit of OCC presence with amazing photo boards.
- **Volunteer appreciation event** happened yesterday and it was wonderful to see everyone there.

- **Things to come**: FIeld Day for the 5th graders, yearbooks coming out, clap out, TK/K playdates happening now and over the summer, new family welcome community is putting final touches on their planning for new families.
- Please let the President know if you have any feedback from the year; she appreciates all feedback. Thank you so much for all your hard work.

IV.	Vice President's Report	Janet Light

- Communicating with committee heads regarding next year and is excited to be getting up and running.
- Oak Knoll's 75th birthday next year, looking at planning some celebrations surrounding that accomplishment.

V.	Parliamentarian's Report	Laura Low Ah Kee

- Thank you so much to nominating committee for all their efforts, welcome to the new board members.
- General meeting: Bylaws passed and saved in the PTO Drive, new board slate passed.

VI.	Treasurer's Report	Claire Binder

- Passed budget for next year at the general meeting and they are now in the PTO drives
- Rolling money into a CD as approved at the last PTO executive board meeting. Waiting for final numbers to come in (minus $75,000 the reserve).
- Accounts are reconciled through May.
- Business filing was done; Benevity is requiring businesses to be in good standing; new policy passed this year; Treasurer will make sure to add this to role notes so that PTO can stay on top of it.
- Will be doing the bank name changes transfers over the summer; it takes months for the banks to complete these transactions but be on the lookout for emails, etc.

VII.	Auditor's Report	Lesley Geivitt

- May is reconciled and everything looks good. Will reconcile June and hand off the role to Sara Gee.

VIII.	OCC PTO Engagement Lead Report	Lindsay Nalevanko

- Excited to have Whitney moving into this role. A lot of change for the OCC is coming next year but also a lot of positive momentum. Please continue to be Ambassadors and advocates for our school, it makes such a difference

IX.	MPAEF Liaison's Report	Cristina Gibbs, Amy Kurpius

- Run was wonderful; looking forward to next year
- Check was presented from MPAEF to MPCSD this evening, roughly $3,920,000 being gifted to the district.

X.	Teacher Report	Celeste Lopez

- Teachers are assessing and getting ready for report cards.

- Chicks and quails are now gone. JRG last year but PTO will be taking over this cost. 91 baby birds were placed in classrooms (TK through 5th grade). Such a great learning unit across all grade levels.
- Piloting a new math curriculum as many of you know; teachers just got trained on the second curriculum being piloted (Amplified Desmos). This is the second math pilot. Decision will be made on which curriculum will be adopted later in the fall.

XI.	Oak Knoll Administration Report	Alicia Payton-Miyazaki

- Celebrations of learning are happening all across campus.
- Oak Knoll Science journal is a book the science committee created that captures all the science projects at the Science Fair. The book will reside in the school library.
- Transition time for 5th graders to Hillview; working with Hillview staff on that transition.
- Transition time for preschools and TK, working on those input forms.
- Field trips have a one year reprieve and that budget line will not be cut for next year!
- The cost of finger printing for Caring and Sharing families will be covered by the district. The board discussed the $5,000 earmarked by the Oak Knoll PTO for next year for Caring and Sharing families and other ways to utilize these funds now that the district is covering this.
- Fund-a-need this year was for PE and sports equipment; considering ping pong tables similar to other district schools; giant chess set.
- New tables arrived, they will be put together over the summer. Kids will see them in the fall.
- Additional purchases this year: shed for equipment storage; having trouble finding a spot for it; new mallets for musical equipment; buying books for emerging readers (1st grade) to support the kids on a more vertical climb.
- Fall assemblies: Author Jerry Palotta coming next year (*Who Would Win*). He's coming out with a rewrite of some of his old books that align more closely with K-2 reading levels. Teachers have been offered five of his books; Lawrence Hall of Science coming in the fall.
- 75th Anniversary main celebration will be during the Fall Family picnic in September. The week leading up to it will be spirit week. Other pop up celebrations will occur as well; discussing Otter Wear giveaways too. Lindsay Nalevanko will head up this fun celebration. The board brainstormed some other ideas to highlight this special milestone.

XII.	Conclusion & Review of Action Items	Francie Maletis

- Action Items: None
- The meeting was adjourned at 9:16 AM.

Respectfully submitted,

Amy Kurpius
PTO Secretary

Oak Knoll Parent Teacher Organization

Budget vs. Actuals: FY26 Oak Knoll PTO - FY26 P&L

August 2025 - May 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
Donation Revenue				
Caring and Sharing Program	13,662.98	3,700.00	9,962.98	369.27 %
Donation Revenues from Savings		8,422.00	-8,422.00	
Homeroom Scholarship Income	359.91		359.91	
Pledged donations	236.70		236.70	
PTO Donations	150,304.22	126,500.00	23,804.22	118.82 %
Total Donation Revenue	**164,563.81**	**138,622.00**	**25,941.81**	**118.71 %**
Other Revenue				
Account Interest	3,896.58	2,500.00	1,396.58	155.86 %
Total Other Revenue	**3,896.58**	**2,500.00**	**1,396.58**	**155.86 %**
Program Revenue				
4th/5th Musical	4,720.59	15,000.00	-10,279.41	31.47 %
After School Sports				
Basketball	28,898.00	25,000.00	3,898.00	115.59 %
Volleyball	5,621.70	6,000.00	-378.30	93.70 %
Total After School Sports	**34,519.70**	**31,000.00**	**3,519.70**	**111.35 %**
Family Events				
Book Fair	5,053.05	6,000.00	-946.95	84.22 %
Fall Picnic - Food	44.36		44.36	
Total Family Events	**5,097.41**	**6,000.00**	**-902.59**	**84.96 %**
Otterwear Sales	10,398.52	15,000.00	-4,601.48	69.32 %
Outdoor Education - Tshirts	940.00	600.00	340.00	156.67 %
Total Program Revenue	**55,676.22**	**67,600.00**	**-11,923.78**	**82.36 %**
Sales	0.00		0.00	
Unapplied Cash Payment Revenue	0.00		0.00	
Total Revenue	**$224,136.61**	**$208,722.00**	**$15,414.61**	**107.39 %**
GROSS PROFIT	**$224,136.61**	**$208,722.00**	**$15,414.61**	**107.39 %**
Expenditures				
Cost of Fundraising				
PTO On-Site OCC Expenses	658.63	600.00	58.63	109.77 %
Total Cost of Fundraising	**658.63**	**600.00**	**58.63**	**109.77 %**
Operating Expenses				
Accountant	2,000.00	2,500.00	-500.00	80.00 %
Administration	758.09	4,000.00	-3,241.91	18.95 %
District Dues & OCC Fees	1,350.00	3,750.00	-2,400.00	36.00 %
Health and Wellness	294.43	2,000.00	-1,705.57	14.72 %
Insurance		500.00	-500.00	
Volunteer Lunch & Awards		1,000.00	-1,000.00	
Total Operating Expenses	**4,402.52**	**13,750.00**	**-9,347.48**	**32.02 %**
Other Expenses				
Aesthetic Durables/School beaut	22,675.48	10,000.00	12,675.48	226.75 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Garden Community Committee	1,609.76	1,900.00	-290.24	84.72 %
Total Other Expenses	**24,285.24**	**11,900.00**	**12,385.24**	**204.08 %**
Program Expenses				
4th/5th Musical	5,088.29	6,500.00	-1,411.71	78.28 %
After School Sports				
After School Athletics Coordinator		8,000.00	-8,000.00	
Basketball	18,331.27	22,000.00	-3,668.73	83.32 %
Volleyball	4,162.69	5,000.00	-837.31	83.25 %
Total After School Sports	**22,493.96**	**35,000.00**	**-12,506.04**	**64.27 %**
Family Events				
Book Fair expenses	3,659.81	4,000.00	-340.19	91.50 %
Fall Picnic Decor & Activities	1,168.15	2,500.00	-1,331.85	46.73 %
Total Family Events	**4,827.96**	**6,500.00**	**-1,672.04**	**74.28 %**
Otterwear Sales	9,312.26	16,000.00	-6,687.74	58.20 %
Overnight Field Trips				
Jones Gulch/Outdoor Ed.				
Outdoor Ed - Tshirts	1,020.00	600.00	420.00	170.00 %
Total Jones Gulch/Outdoor Ed.	**1,020.00**	**600.00**	**420.00**	**170.00 %**
Total Overnight Field Trips	**1,020.00**	**600.00**	**420.00**	**170.00 %**
Yearbook	-78.28	1,500.00	-1,578.28	-5.22 %
Total Program Expenses	**42,664.19**	**66,100.00**	**-23,435.81**	**64.54 %**
Programs Funded				
Assemblies / Outside Programs	10,337.13	15,000.00	-4,662.87	68.91 %
Bike & Traffic Safety		0.00	0.00	
Enrichment/Supplemental Materia				
Art Enrichment	1,498.32	3,000.00	-1,501.68	49.94 %
Curriculm Support	12,876.11	15,000.00	-2,123.89	85.84 %
Library Enrichment		1,000.00	-1,000.00	
Materials - Classroom Instruct	18,873.00	18,872.00	1.00	100.01 %
Materials- Supplemental	752.92	3,000.00	-2,247.08	25.10 %
Music Enrichment				
3rd Grade Musical	123.27		123.27	
3rd Grade Musical Committee Expenses		2,500.00	-2,500.00	
3rd Grade Musical T-Shirts		1,400.00	-1,400.00	
3rd Grade Musical Video Recording		4,100.00	-4,100.00	
Total 3rd Grade Musical	**123.27**	**8,000.00**	**-7,876.73**	**1.54 %**
Music	1,513.50	1,500.00	13.50	100.90 %
Total Music Enrichment	**1,636.77**	**9,500.00**	**-7,863.23**	**17.23 %**
Outside Programs		0.00	0.00	
PE & Recess Enrichment	2,063.94	2,400.00	-336.06	86.00 %
Science Enrichment				
Garden		0.00	0.00	
Science Fair	2,529.06	2,400.00	129.06	105.38 %
Science Olympiad	1,085.83	1,500.00	-414.17	72.39 %
STEAM Fair & Events	48.87	1,000.00	-951.13	4.89 %
STEAM Lab		0.00	0.00	
Total Science Enrichment	**3,663.76**	**4,900.00**	**-1,236.24**	**74.77 %**
World Language Enrichment	951.31	1,000.00	-48.69	95.13 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total Enrichment/Supplemental Materia	**42,316.13**	**58,672.00**	**-16,355.87**	**72.12 %**
Fifth Grade Clap-Out	1,729.22	3,000.00	-1,270.78	57.64 %
Fifth Grade Field Day	106.25	1,200.00	-1,093.75	8.85 %
Friends and Family Day	775.76	800.00	-24.24	96.97 %
Kindergarten Welcome Party & New Parent Welcome	418.38	500.00	-81.62	83.68 %
Otterfest		0.00	0.00	
Parent Education & Support		2,500.00	-2,500.00	
Parent Mix and Mingle				
Community Connection Committee	818.85	1,000.00	-181.15	81.89 %
International Family Programming		500.00	-500.00	
Parent Mix & Mingle		2,000.00	-2,000.00	
Total Parent Mix and Mingle	**818.85**	**3,500.00**	**-2,681.15**	**23.40 %**
Room Parent Coordinator		100.00	-100.00	
Scholarships				
Caring & Sharing	13,662.28	3,700.00	9,962.28	369.25 %
Scholarships	375.00	3,000.00	-2,625.00	12.50 %
Total Scholarships	**14,037.28**	**6,700.00**	**7,337.28**	**209.51 %**
School Spirit				
School Spirit/Leadership	5,948.75	8,800.00	-2,851.25	67.60 %
Total School Spirit	**5,948.75**	**8,800.00**	**-2,851.25**	**67.60 %**
Staff Appreciation Committee	8,958.59	9,600.00	-641.41	93.32 %
Teacher Curriculum Development		6,000.00	-6,000.00	
Total Programs Funded	**85,446.34**	**116,372.00**	**-30,925.66**	**73.43 %**
Unapplied Cash Bill Payment Expenditure	0.00		0.00	
Total Expenditures	**$157,456.92**	**$208,722.00**	**$ -51,265.08**	**75.44 %**
NET OPERATING REVENUE	**$66,679.69**	**$0.00**	**$66,679.69**	**0.00%**
NET REVENUE	**$66,679.69**	**$0.00**	**$66,679.69**	**0.00%**