Oak Knoll PTO
Minutes of the PTO Executive Board Meeting
August 28, 2026
8:20-9:20 AM
Oak Knoll Main Office Staff Room

2026-2027 Executive Board Officers Present:	
Janet Light, President	Celeste Lopez, Teacher Representative
Liz Franks, Vice President	Alicia Payton-Miyazaki, Oak Knoll Principal
Francie Maletis, Parliamentarian	Whitney Lau, OCC PTO Engagement Lead
Claire Binder, Treasurer	Nisha Muktewar, Financial Secretary
Stephanie Diebold, Secretary	Sara Gee, Auditor
Cindy Tsai, Communications Chair	

Additional Attendees:
Lauren Sutkin, MPAEF School Liason
Minnie Praimart Tumrakdee Manara

Absent:
Karen Clancy, Oak Knoll Assistant Principal

Quorum present: Yes

I.	**Call To Order**	**Janet Light**

The meeting was called to order at 8:26am by President Janet Light. Introductions were made.

II.	**PTO Board Meeting Minutes – Review & Approval**	**Stephanie Diebold**

The June 4, 2026, PTO Board Meeting minutes were reviewed at 8:32am. Janet Light moved to approve the minutes; Cindy Tsai seconded the motion. The minutes were approved by unanimous vote.

III.	**President's Report**	**Janet Light**

- Significant changes have been made to the Oak Knoll website by our new webmaster Yiota Tsakiri. If anyone has any comments, suggestions or questions regarding any information on the website, they are invited to notify Janet Light.
- Back to School Night (BTSN) is next Thursday, September 3, 2026, with the parent mix and mingle at Dutch Goose to follow. Board members are encouraged to use the opportunity to help parents understand the One Community Campaign (OCC). A slide of each teacher's presentation will be dedicated to explaining to parents how to complete the fingerprinting process with a QR code linking to the form in order to facilitate volunteerism. Additionally there will be the usual (albeit shorter) video shown at BTSN messaging the OCC with links to FAQs and how to donate.
- The OCC is bit shorter this year. Messaging regarding the OCC will be distributed via a community zoom event, Back to School Night, and a new family welcome event, all of which will take place next week.
- Spirit week will take place the same week as Fall Family Picnic (September 17), which will incorporate additional celebration of Oak Knoll's 75th anniversary. A committee has been created to celebrate Oak Knoll's 75th anniversary and Oak Knoll's heritage and history in general. Ollie's birthday party will be celebrated at school on Thursday, September 17.

- Community coffees successfully kicked off on Thursday, August 27, which included displays from vendors from after school programs.
- Updates from after school programs and Oak Knoll athletics:
  - After school programs commence Tuesday, September 8. There are currently 275 enrollments with 167 unique kids, including many old programs and some popular new ones.
  - Boys' volleyball is in the fall this year, still looking for enough students and a coach to form a team. Girls' volleyball will consist of 4 or 5 teams, there are currently 44 girls signed up and 8 confirmed coaches. Registration closes Sunday, August 30, evaluations and draft on Monday, August 31, practice starts the week of September 7, games begin the week of September 14.

IV.	**Vice President's Report**	**Liz Franks**

- Nothing new to report, offers support to the President.

V.	**Parliamentarian's Report**	**Francie Maletis**

- Already beginning to look for members to fill Board positions for next year.

VI.	**Treasurer's Report**	**Claire Binder**

- Treasurer has closed out the books for the previous year, the PTO ended the year with approximately $242,000 in revenue and spent $202,000.
- Francie Maletis reminded all Board members to advise committee heads to submit receipts early so we are able to adequately track spending and be aware of remaining budget.
- Financials from the prior school year have all been reconciled.
- At the last meeting, the Board had agreed to open a CD; $110,000 has been moved to a CD.
- Transitions of access from last year's Auditor and Financial Secretary to this year's are complete.
- Treasurer further reports that she has begun the taxes, is in the process of closing out with the previous insurance company, is working on a recertification with Benevity which needs to be done for mid-October, and first OCC disbursement is currently available.

VII.	**Auditor's Report**	**Sara Gee**

- Leslie Geivett has completed June and July audits.
- PTO accounts contain a cumulative balance of $377,000 as of the end of July.

VIII.	**OCC PTO Engagement Lead Report**	**Whitney Lau**

- OCC ambassador training was completed last week.
- Additional help is requested for the carline on September 4. Signs will go up on campus the day before BTSN, and the OCC ambassadors will host a table at the next community coffee and a table at BTSN.
- The OCC ask has increased this year from $2,000 to $3,000, the first increase in the seven years of the OCC. Board members discussed how best to convey messaging regarding the need for the increase. This year, we are trying to raise $4.1 million instead of last year's $3.7-3.8 million. The increase is needed both to adjust for inflation over the last several years and cover increased costs, including the added cost of offering TK, which is not funded by the state.

IX.	**MPAEF Liaison's Report**	**Lauren Sutkin**

- MPAEF calendar updates for the 2026/2027 school year were provided:
  - Fall Dine Out dates will occur in October;
  - Wine Walk will take place November 14, from 1:00--4:00pm;

- The MPAEF Auction date was changed to March 20;
- Schoolhouse Rocks run will take place on Sunday, May 23.

X.	Teacher Report	Celeste Lopez

- It's been a good start to the year.
- Celeste Lopez and Nicole Scott have begun to visit classrooms to work with them on their class charters and to kick off RULER program.
- Feedback was received from teachers regarding the kindergarten and TK welcome event. Some found the timing of the event to be challenging, as different families were scheduled for contiguous times but arrivals and departures overlapped more than intended and there was no firm end time. Discussion took place regarding how the scheduling could be adjusted next year so that the families move in and out of the classrooms more efficiently to allow the teachers more time to prepare their classrooms for the following day. The Board also discussed the possibility of scheduling the orientation for new families at a time that would keep it more distinct from the kindergarten and TK events to limit confusion on campus.

XI.	Oak Knoll Administration Report	Alicia Payton-Miyazaki

- BTSN will be the major launch of OCC and will also lay the foundation for families to form partnerships with teachers.
- New theme was launched with teachers this year that this is everyone's "one wild life" and the teachers choose to spend it with our kids.
- Many exciting student assemblies and speakers planned for this year:
    - Author Jerry Pallotta is coming to visit Oak Knoll, and will do superfan lunch with kindergarten through second grade students. Students interested will have to write or draw something to show their interest, and will bring their own lunches.
    - Lawrence Hall of Science is coming for a full day of hands on science activities in December, which will include every grade from kindergarten through fifth.
    - Adi Ari, an African storyteller, will come speak to the children.
    - Animal visits include a capybara at STEAM night on February 25, and the capybara and alligator will also visit the TK, kindergarten, first and fifth grade students.
    - Additionally, individual grade level assemblies are scheduled throughout the year.
    - Other assemblies are still being finalized.
- Discussion of student responses to the new lunch provider.

XII.	Conclusion & Review of Action Items	Janet Light

- Action Items: None.
- Next PTO Board Meeting: Thursday, October 1, 2026
- Next PTO General Meeting: Thursday, November 12, 2026
- Meeting adjourned at 9:43am.

Respectfully submitted,

Stephanie Diebold
PTO Secretary

Oak Knoll Parent Teacher Organization

Budget vs. Actuals: FY27 Oak Knoll PTO - FY27 P&L

August 2026 - July 2027

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
Donation Revenue				
Caring and Sharing Program		3,700.00	-3,700.00	
Donation Revenues from Savings		55,900.00	-55,900.00	
PTO Donations	25,000.00	156,000.00	-131,000.00	16.03 %
Total Donation Revenue	**25,000.00**	**215,600.00**	**-190,600.00**	**11.60 %**
Other Revenue				
Account Interest	209.25	5,000.00	-4,790.75	4.19 %
Total Other Revenue	**209.25**	**5,000.00**	**-4,790.75**	**4.19 %**
Program Revenue				
4th/5th Musical		15,000.00	-15,000.00	
After School Sports				
Basketball		23,000.00	-23,000.00	
Volleyball	4,554.00	5,500.00	-946.00	82.80 %
Total After School Sports	**4,554.00**	**28,500.00**	**-23,946.00**	**15.98 %**
Family Events				
Book Fair		6,000.00	-6,000.00	
Total Family Events		**6,000.00**	**-6,000.00**	
Otterwear Sales	5,697.41	15,000.00	-9,302.59	37.98 %
Outdoor Education - Tshirts		600.00	-600.00	
Total Program Revenue	**10,251.41**	**65,100.00**	**-54,848.59**	**15.75 %**
Sales	0.00		0.00	
Total Revenue	**$35,460.66**	**$285,700.00**	**$ -250,239.34**	**12.41 %**
GROSS PROFIT	**$35,460.66**	**$285,700.00**	**$ -250,239.34**	**12.41 %**
Expenditures				
Cost of Fundraising				
PTO On-Site OCC Expenses		1,200.00	-1,200.00	
Total Cost of Fundraising		**1,200.00**	**-1,200.00**	
Operating Expenses				
Accountant		2,500.00	-2,500.00	
Administration	485.64	4,000.00	-3,514.36	12.14 %
District Dues & OCC Fees		3,750.00	-3,750.00	
Health and Wellness		2,000.00	-2,000.00	
Insurance		500.00	-500.00	
Volunteer Lunch & Awards		1,000.00	-1,000.00	
Total Operating Expenses	**485.64**	**13,750.00**	**-13,264.36**	**3.53 %**
Other Expenses				
Aesthetic Durables/School beaut	7,286.94	50,378.00	-43,091.06	14.46 %
Garden Community Committee		1,900.00	-1,900.00	
Total Other Expenses	**7,286.94**	**52,278.00**	**-44,991.06**	**13.94 %**
Program Expenses				
4th/5th Musical		6,500.00	-6,500.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
After School Sports				
After School Athletics Coordinator		0.00	0.00	
After School Sports - other		12,500.00	-12,500.00	
Basketball	908.25	20,500.00	-19,591.75	4.43 %
Volleyball	302.75	5,000.00	-4,697.25	6.06 %
Total After School Sports	**1,211.00**	**38,000.00**	**-36,789.00**	**3.19 %**
Family Events				
Book Fair expenses		4,000.00	-4,000.00	
Fall Picnic Decor & Activities		2,500.00	-2,500.00	
Total Family Events		**6,500.00**	**-6,500.00**	
Otterwear Sales		16,000.00	-16,000.00	
Overnight Field Trips				
Jones Gulch/Outdoor Ed.				
Outdoor Ed - Tshirts		600.00	-600.00	
Total Jones Gulch/Outdoor Ed.		**600.00**	**-600.00**	
Total Overnight Field Trips		**600.00**	**-600.00**	
Yearbook		1,500.00	-1,500.00	
Total Program Expenses	**1,211.00**	**69,100.00**	**-67,889.00**	**1.75 %**
Programs Funded				
Assemblies / Outside Programs		15,000.00	-15,000.00	
Bike & Traffic Safety		0.00	0.00	
Enrichment/Supplemental Materia				
Art Enrichment	413.55	3,000.00	-2,586.45	13.79 %
Curriculm Support	915.03	15,000.00	-14,084.97	6.10 %
Library Enrichment		5,000.00	-5,000.00	
Lunch Club		6,000.00	-6,000.00	
Materials - Classroom Instruct	20,551.00	18,872.00	1,679.00	108.90 %
Materials- Supplemental	1,605.80	3,000.00	-1,394.20	53.53 %
Music Enrichment				
3rd Grade Musical				
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		0.00	0.00	
Total 3rd Grade Musical		**3,900.00**	**-3,900.00**	
Music		1,500.00	-1,500.00	
Total Music Enrichment		**5,400.00**	**-5,400.00**	
Outside Programs		0.00	0.00	
PE & Recess Enrichment		2,400.00	-2,400.00	
Science Enrichment		3,400.00	-3,400.00	
Garden		0.00	0.00	
Science Fair		2,500.00	-2,500.00	
Science Olympiad		1,500.00	-1,500.00	
STEAM Fair & Events		2,500.00	-2,500.00	
STEAM Lab		0.00	0.00	
Total Science Enrichment		**9,900.00**	**-9,900.00**	
World Language Enrichment		0.00	0.00	
Total Enrichment/Supplemental Materia	**23,485.38**	**68,572.00**	**-45,086.62**	**34.25 %**
Fifth Grade Clap-Out		3,000.00	-3,000.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Fifth Grade Field Day		2,000.00	-2,000.00	
Friends and Family Day		900.00	-900.00	
Kindergarten Welcome Party & New Parent Welcome		500.00	-500.00	
KNOL		7,200.00	-7,200.00	
Otterfest		0.00	0.00	
Parent Education & Support	29.42	2,500.00	-2,470.58	1.18 %
Parent Mix and Mingle				
Community Connection Committee		1,000.00	-1,000.00	
International Family Programming		500.00	-500.00	
Parent Mix & Mingle		2,000.00	-2,000.00	
Total Parent Mix and Mingle		**3,500.00**	**-3,500.00**	
Room Parent Coordinator		100.00	-100.00	
Scholarships				
Caring & Sharing		3,700.00	-3,700.00	
Scholarships		8,000.00	-8,000.00	
Total Scholarships		**11,700.00**	**-11,700.00**	
School Spirit				
School Spirit/Leadership	1,267.09	18,800.00	-17,532.91	6.74 %
Total School Spirit	**1,267.09**	**18,800.00**	**-17,532.91**	**6.74 %**
Staff Appreciation Committee		9,600.00	-9,600.00	
Teacher Curriculum Development		6,000.00	-6,000.00	
Total Programs Funded	**24,781.89**	**149,372.00**	**-124,590.11**	**16.59 %**
Unapplied Cash Bill Payment Expenditure	0.00		0.00	
Total Expenditures	**$33,765.47**	**$285,700.00**	**$ -251,934.53**	**11.82 %**
NET OPERATING REVENUE	**$1,695.19**	**$0.00**	**$1,695.19**	**0.00%**
NET REVENUE	**$1,695.19**	**$0.00**	**$1,695.19**	**0.00%**