

**Oak Knoll PTO**  
**Minutes of the PTO General Meeting**  
**May 25, 2021**  
**12:30 - 1:30 PM**  
**via Zoom Conference Call**

<b>2020-2021 Executive Board Officers:</b>	
Victoria Dorward, President	Katie Davis, Financial Secretary
Casey Wilke, Vice President	Meredith Nonnenberg, Communications Chair
Katie Gardner, Co-Parliamentarian	Kristen Gracia, Oak Knoll Principal
Alicia Baker, Co-Parliamentarian	Alicia Payton, Oak Knoll Assistant Principal
Laura Low Ah Kee, Secretary	Karen Clancy, Teacher Representative
Julie Winter, Treasurer	Katherine Menendez-Cherry, MPAEF School Liaison

**Absent:** Vickie Mrva, Aly Gay

**Quorum present:** Yes - see attached attendance sheet

<b>I.</b>	<b>Call To Order &amp; Welcome</b>	<b>Victoria Dorward</b>
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The meeting was called to order at 12:34 PM by President Victoria Dorward.

<b>II.</b>	<b>2021-2022 PTO Board Nominations and Vote</b>	<b>Katie Gardner, Alicia Baker</b>
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- Katie Gardner presented the slate of nominations for the 2021-2022 Oak Knoll PTO Executive Board, as follows:
  - President - Corey Binns
  - Vice President - Becky Bullard
  - *Parliamentarian - Victoria Dorward (no vote required, ex officio)*
  - Secretary - Laura Low Ah Kee
  - Communications - Meredith Nonnenberg
  - Treasurer - Laura Webb
  - Financial Secretary - Katie Davis
  - Auditor - Jennifer Baskin
- Victoria Dorward moved to approve the slate for the 2021-2022 Oak Knoll PTO Executive Board; Casey Wilke seconded the motion. The slate was approved by unanimous vote.

<b>III.</b>	<b>2021-2022 PTO Budget Discussion and Vote</b>	<b>Julie Winter</b>
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- **Vote to Invest Surplus Funds:** Julie Winter provided a detailed report on current spending and projected surplus. This year's original expense budget was reduced to account for the uncertainty of COVID, and at the same, actual fundraising was more robust than anticipated, resulting in a projected surplus of over \$20K. It is proposed that the PTO spend \$12.5K over the original budget to purchase three sets of items: (1) two new murals that are more weather-resistant; (2) uniforms for intramural sports and; (3) additional stools for use with new white board tables being used in some classrooms to foster more collaborative work. Katie Davis made a motion to approve the spending of surplus funds from this year for the three expenditures noted above; Victoria Dorward seconded the motion. The PTO voted unanimously to approve the expenditures.

- **Vote to Approve 2021-2022 Budget:** Julie presented the Oak Knoll Parent Teacher Organization Budget for 2021-2022, including investing ~\$85K in existing savings in a set of infrastructure improvements. The proposed budget for next year builds in a more “normal” pre-COVID set of school activities and OCC fundraising levels. Victoria Dorward moved to approve the 2021-2022 Oak Knoll PTO budget; Casey Wilke seconded the motion. The budget was approved by unanimous vote.

<b>IV.</b>	<b>Update from Oak Knoll Administration</b>	<b>Kristen Gracia, Alicia Payton</b>
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- Kristen Gracia congratulated Alicia Payton on her new role as the Oak Knoll Principal next school year. The process to interview and hire a new Assistant Principal is underway. She also discussed the challenges of this past year and the importance of our staff, students and parents working together as a community to navigate the year with such great success.
- Alicia Payton described some of the activities happening the last few weeks of school, including The Lion King production, OtterFest, Science Olympiad, and 5th Grade Clap Out. She also described the focus this fall on reconnecting as a community.
- Kristen and Alicia addressed parent questions about fall reopening plans.

<b>V.</b>	<b>Adjournment</b>	<b>Victoria Dorward</b>
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President Victoria Dorward adjourned the meeting at 1:12 PM. The next PTO Board Meeting is scheduled for Thursday, June 10th at 8:30AM.

Respectfully submitted,

Laura Low Ah Kee  
PTO Secretary

● Alicia Baker	● Mary Kelly
● Jennifer Baskin*	● Brenda Lo
● Corey Binns*	● Sally Loverro
● Becky Bullard*	● Laura Low Ah Kee
● Katherine Cherry	● Rachel Maclay
● Karen Clancy	● Meredith Nonnenberg
● Katie Davis	● Tanya Okmyansky
● Victoria Dorward	● Alicia Payton
● Katie Gardner	● Laura Webb*
● Cristina Gibbs	● Casey Wilke
● Kristen Gracia	● Julie Winter
● Miriam Hoffman	

\*Individuals joined meeting *after* Item II: 2021-2022 PTO Board Nominations and Vote was completed.