

**Oak Knoll PTO**  
**Minutes of the PTO Executive Board Meeting**  
**March 7, 2024**  
**8:15 AM – 9:15 AM**  
**Oak Knoll Main Office Staff Room**

<b>2023-2024 Executive Board Officers Present:</b>	
Meredith Nonnenberg, President	Maren Gernitis, Auditor
Laura Low Ah Kee, Vice President	Cindy Tsai, Secretary
Becky Bullard, Parliamentarian	Jennifer Baskin, OCC PTO Engagement Lead
Lesley Geivett, Treasurer	Karen Clancy, Oak Knoll Assistant Principal
Suzy Francisco, Communications Chair	Celeste Lopez, Teacher Representative

**Additional Attendees:**

- Cristina Gibbs, MPAEF Liaison
- Sherwin Chen, MPCSD Liaison

**Absent**

- Brenda Lo, Financial Secretary
- Alicia Payton-Miyazaki, Oak Knoll Principal

**Quorum present:** Yes

<b>I.</b>	<b>Call To Order</b>	<b>Meredith Nonnenberg</b>
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The meeting was called to order at 8:22AM by President Meredith Nonnenberg.

<b>II.</b>	<b>President's Report</b>	<b>Meredith Nonnenberg</b>
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- Welcome Sherwin Chen, former Oak Knoll parent as Oak Knoll Elementary School's new MPCSD School Board Liaison for the 2024 calendar year.
- One Month Lookback
  - *After School Athletics:* Basketball season is wrapped up with post-season surveys forthcoming. There will be a debrief held with coaches to discuss how the changes introduced this season fared, along with any new pain points. Overall the season resulted in solid participation and a great experience for participants.
  - *Sportshouse Event 2/10:* ~100 tickets sold in advance and ~50 tickets sold at the door. We are evaluating holding this event in the future, with consideration for balancing cost (other elementary schools charged more than Oak Knoll who charged ~¼ of the cost, with less attendance than other schools) and the turnkey experience provided by Sportshouse. It was great to be indoors during Winter. Presale tickets for Sportshouse were collected via PayPal, with Venmo/cash at the door.
- Looking Ahead
  - We are offering PTO support for coffee in the large gym for 2nd grade parents attending 3-5th grade multi-age tours.
  - Science Fair, Friends & Family Day, Spring Musical, third trimester programming are all underway. Second trimester After School programming will conclude the week before Spring break.
  - Planning for 2024-25 school year and calendar activities is underway.
- Shade Structure Discussion
  - The \$58K estimate to procure and install a shade structure for the big playground was previously approved by the PTO Board, however an updated contractor estimate

increased the final cost by an additional ~11K. The new ~69K estimate feels too high to entertain, so the shade structure initiative will be paused for now. We are exploring vetting other vendors, and potentially the shade structure could be rolled into a future bond measure.

<b>III.</b>	<b>Parliamentarian’s Report</b>	<b>Becky Bullard</b>
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- Slating is happening and going well. 3 of 4 positions are covered, and we are optimistic for the last position. We anticipate an announcement of the full 2024-25 Board Slate by the next monthly PTO Board Meeting on 4/18/24.

<b>IV.</b>	<b>Treasurer’s Report</b>	<b>Lesley Geivett</b>
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- Reconciliation is complete through Feb’24. We are shifting back to Bill.com with the transition of FirstRepublic under Chase; First Republic will not be adding any new bill pay features for current clients until the bank’s transition to JP Morgan Chase is complete.
- Checks workflow is business as usual.

<b>V.</b>	<b>PTO Board Meeting Minutes – Review &amp; Approval</b>	<b>Cindy Tsai</b>
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- The February 2024 PTO Board Meeting minutes were reviewed at 8:31AM. Laura Low Ah Kee motioned to approve the minutes; Meredith Nonnenberg seconded the motion. The minutes were approved by unanimous vote.
- The February 2024 PTO special General Meeting minutes were reviewed at 8:31AM. Lesley Geivett motioned to approve the minutes; Becky Bullard seconded the motion. The minutes were approved by unanimous vote.

<b>VI.</b>	<b>Vice President’s Report</b>	<b>Laura Low Ah Kee</b>
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- PTO Committee Recruitment - we are reaching out to current year committee members to see who would like to continue next year. There are a few committees with open opportunities:
  - After School Programs - may need 1-2 chairs, is a heavy lift
  - After School Sports - may need 3-4 chairs, more to come after debrief meeting
  - Community Connection - will re-up, potentially looking for a 3rd co-chair
  - Friends & Family - 1 chair committed, we may look for another
  - Girl Scouts - in discussions
  - Kinder New Family Welcome - 2 open positions
  - Lion King & 4/5 Musical - open positions
  - Science Fair - 1 chair returning, 1 maybe
- Proposed Changes to OCC Memorandum of Understanding for 2024-25
  - As Co-President of the MPAEF, Jennifer Baskin recused herself from both the MOU conversation and vote for this meeting (i.e., stepped out of room). Oak Knoll PTO Vice President, Laura Low Ah Kee, will abstain from voting on the MOU at the next MPAEF meeting as an MPAEF Board member, and instead will vote on the MOU in this meeting as a PTO Board member.
  - There have been 2 OCC Operations Committee meetings focusing on the MOU for next year. Summary of proposed changes were reviewed, including:
    - *Increase Marketing Budget Cap* -
      - Budget cap (not actual spend) has been increased from \$8K to \$12K to enable significant refresh of materials. There is no change to how marketing expenses are split between all organizations (up to \$1K per PTO wherein Oak Knoll has never spent above \$700). The potential impact to Oak Knoll next year is up to ~\$150 in additional marketing expenses.

- While a participating marketing push results in ~70% participation for OCC, the preference now is to track dollars rather than participation (which has remained consistent in the last 5 years). Marketing expenses would go towards expenditures such as yard signss, and new considerations such as replacing handwriting thank you cards and related delivery expenses with email.
- We discussed an option of introducing the marketing budget cap increase as a one-time budget increase rather than for all future years.
- *Change Corporate Match Software Expense Categorization* - Move the “Double the Donations” corporate match software expense to the donation processing fee budget. No net impact to OK.
- *Change Anonymous Donations Distribution*
  - For donations that remain anonymous by May 1 (typically ~\$7K to \$10K total), distribute funds to each organization using a pro rata formula used for splitting marketing expenses and donation processing fees. Potential net impact to Oak Knoll is \$1K less in anonymous donations at school year end.
  - The Foundation does a fair amount of work to identify anonymous donors. As an example, 95% of corporate match donations shared out of the Benevity report are only identified if a donor connects with the Foundation to confirm their corporate match.
- Maren Gernitis motioned to approve the OCC MOU for ‘24-25; Meredith Nonnenberg seconded the motion. The OCC MOU for ‘24-25 was approved by 8 Yay votes and 1 Nay vote.
- Laura Low Ah Kee shared the request by the OCC Operations Committee to amend the current OCC MOU for ‘23-24 to adopt the change in anonymous donation distribution as proposed for ‘24-’25. Given that Oak Knoll has exceeded our OCC revenue budget this year, PTO Board members agreed this is a reasonable request to consider for this year. Becky Bullard motioned to approve the amendment to the OCC MOU for ‘23-24; Lesley Geivett seconded the motion. The MOU amendment was approved by a unanimous vote.

<b>VII.</b>	<b>Auditor’s Report</b>	<b>Maren Gernitis</b>
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- Jan and Feb auditor’s reports are complete including Treasurer-Auditor reconciliation and no major exceptions.

<b>VIII.</b>	<b>OCC PTO Engagement Lead Report</b>	<b>Jennifer Baskin</b>
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- We are close to 75% of outstanding OCC pledges being filled. There is a small group outreach to remind people to fulfill their donations by March 1. Generally we’ll see some more donations trickle in through June. The first \$250 of OK community donations to the OCC will go to the school, and the rest will be presented to the MPAEF, school board, and district for the Fall.
- We are evaluating options for educating the Oak Knoll community about the OCC, including developing a Spring event to invite donors at a certain level or a touchpoint with the Superintendent and/or members of the school community to learn more about the OCC and celebrate OCC impact without asking for money.

<b>IX.</b>	<b>MPAEF Liason’s Report</b>	<b>Cristina Gibbs, Laura Low Ah Kee</b>
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- MPAEF Auction will be held on Sat 3/9/24 at Upper Laurel campus. This year is revamped with a party style (rather than a sit down dinner in years past). A Live Auction and Silent Auction will be held at the party, and an Online Auction occurring 3/12/24-3/15/24.
- Neighborhood Pizza Guy Wednesday nights.
- Schoolhouse Rocks Fun Run & Festival will take place on 5/19/24. Registration will open after the auction.

<b>X.</b>	<b>Teacher Report</b>	<b>Celeste Lopez</b>
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- Classrooms have been focusing on grade-level celebrations and performances. Last week, second graders performed their Wishes musical concert in the Oak Knoll Big Gym for their families and first graders. This week, third graders held the Big Stomp Rocket Launch with an exciting countdown that included all multi- and single-grade third grade students. Grade-level events have resulted in a great level of grade-level bonding and socialization.
- Many curriculum committees -
  - Staff are wrapping up the Foundational Literacy Pilot committee where K-2 teachers have been piloting 3 different phonics programs from which the Spring curriculum will be selected.
  - The Social Studies curriculum will be new next year, so we are planning for a big presentation on this updated curriculum.
  - Our district does a great job including teachers, coaches, and specialists from every site to weigh in on our curriculum in a large group effort.
- The second trimester is concluding soon, with assessments underway.

<b>XI.</b>	<b>Oak Knoll Administration Report</b>	<b>Karen Clancy</b>
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- Teachers are working on report cards which will be delivered on 3/15/24.
- Brand new red and blue TK tables have been installed.
- Keith Guterrez (Native American expert) will visit each third grade to talk about cultural games and other fun facts.
- The administration thanks the Oak Knoll PTO for the recent luncheon.
- Social Studies is here, Kathia has been labeling and putting in codes into the Destiny system. Materials will be delivered to each classroom to be stored for when they are ready for training.
- Five Oak Knoll staff members attended a 3-day conference in Oakland focused on “Belonging”. All attendees shared positive feedback and are looking forward to sharing what they learned. The “Belonging” theme ties in nicely with our school and district themes.

<b>XII.</b>	<b>MPCSD School Board Update</b>	<b>Sherwin Chen</b>
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- There are two overarching projects going on at District level, which will be led by MPCSD Superintendent, Kristin Gracia with input from MPCSD leadership, staff, and community. In tonight’s board meetings, both of these processes will receive updates.
- **Strategic Visioning** - focuses on evaluating our mission, vision, values, strategic direction. Tonight’s meeting will include an unveiling of the first draft of the Strategic Visioning process.
  - *Vision*: What values or characteristics do we want our children to have when they grow up? The draft Vision is “Nurturing students to become confident, capable, and compassionate humans.”
  - *Mission*: What do we do today to cultivate this? The draft Mission is “We provide a meaningful learning experience in which every student engages, achieves, and thrives.”
  - *Core Values* - What do we want our community to be described as? The draft Core Values are “Compassion, Diversity, Perseverance, Curiosity, Community.”
  - *Strategic Direction*: Where do we want to take the district, what is the implication of time and monetary allocation. What paths do we see the district going down? In the

draft Strategic Direction, the draft promotes 3 primary axes: (a) Embody a Culture of Belonging (b) Strengthen Academic Cohesion (c) Create Learning Environments That Inspire

- Belonging & Academic Cohesion - A focus on community & culture building and our academic approach (tailoring instruction so students feel seen in the classroom); diversity of programs/activities/electives (so that each child finds their home); academic cohesion (similar experiences across school and identifying what we teach based on (a) curriculum rigor and cohesion/standardization, (b) a data-based, academically-proven, scientific method on which programs and how they are shared across the District (c) social emotional focus (consistently integrating social emotional learning into the classroom)
- Facilities Planning
  - A focus on updated facilities and technology to ensure our children attend a school we are proud of. The newest buildings in Oak KNoll feel new but really are not. Laurel School buildings were built in 1959 and have had little refresh. A lot of HVAC is end-of-life and needs replacing.
  - The School Board wants to understand needs and see what we can get strategically out of the money we invest.
  - In tonight’s meeting, we will receive an update from the company that surveyed parents in the community to understand their awareness and receptivity to vote for a bond that will fund a \$150-200 million broadly scoped wholesale facilities update. State matching, current funds, grants from companies exists but a bulk of planning money needs would need to come from the bond program. Awareness is very low and while superficially, our facilities seem acceptable, updates will make our schools (a) safer against active shooters, seismic safety (b) climate resilient in the face of extreme weather conditions; updated HVAC would help keep our kids in a supportive learning environment, poor air conditions during wildfire season, better ventilation for cold/flu season and in case of another pandemic.
  - Next Steps: The Board will need to look at the community’s appetite for the bond proposal and review what absolutely needs to be done as well as what is efficient use of dollars. If we get enough signal to move forward, the bond approval vote would occur during November elections.

<b>XIII.</b>	<b>Conclusion &amp; Review of Action Items</b>	<b>Meredith Nonnenberg</b>
	<ul style="list-style-type: none"> <li>● Action Items: None</li> <li>● Next PTO Board Meeting: 4/18/24 at 8:15AM</li> <li>● Next PTO General Meeting: 5/28/24 at 8:15AM</li> <li>● Meeting adjourned at 9:24AM</li> </ul>	

Respectfully submitted,

Cindy Tsai  
PTO Secretary