

**Oak Knoll PTO**  
**Minutes of the PTO Executive Board Meeting**  
**April 18, 2024**  
**8:15 AM – 9:15 AM**  
**Oak Knoll Main Office Staff Room**

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

**Additional Attendees:**

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

**Absent**

- Brenda Lo, Financial Secretary
- Karen Clancy, Oak Knoll Assistant 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 8:16AM by President Meredith Nonnenberg.

<b>II.</b>	<b>PTO Board Meeting Minutes – Review &amp; Approval</b>	<b>Cindy Tsai</b>
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- The March PTO Board Meeting minutes were reviewed at 8:17AM. Laura Low Ah Kee motioned to approve the minutes; Meredith Nonnenberg seconded the motion. The minutes were approved by unanimous vote.

<b>III.</b>	<b>President’s Report</b>	<b>Meredith Nonnenberg</b>
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- Welcome back from Spring Break!
- Science Fair and STEAM Night was a great success and filled with interactive ways for students to explore science. Student Scientists were provided lab coats to wear during the fair.
- Friends & Family Day had a solid turnout. Students showed their friends & families around campus and their classrooms. The Friends & Family Committee chairs did a wonderful job setting up refreshments for guests.
- Yearbook is wrapped and has been shipped off for production.
- 4th and 5th Grade Musical is in full swing, including a preview performance for peers on campus earlier this week. Cast members are doing a phenomenal job preparing and cheering each other on. Full performances commence this week and conclude this weekend.
- We are exploring setting up two new PTO Committees
  - The Garden Committee will include a Garden Work Day tapping into the parent community’s interests and talents for strategic and intentional improvements. Routine maintenance performed by the district will continue in parallel.
  - The Service Learning Committee will lean into Courageous Citizen school mission and is intended to provide a cohesive arc for students at each grade level to engage in community service, be it with pets, elderly, within the school community, or

experimenting with new ideas to inspire ongoing community service across the student body.

- Upcoming Events
  - We have created a “PTO In Action” pin for volunteers to wear at volunteer events such as Community Coffee. Pins were already used at the Science Fair, and are accessible in a pin in the PTO closet for volunteer access.
  - New Oak Knoll magnets focused on bike safety awareness will be announced in the next school newsletter and will also come home in students’ Friday folders.
  - Alison Wong, Otterwear Chair has been crafting new yard signs which will be distributed at Portfolio Night, Kinder Strong Start and Incoming Family events. The yard signs messaging -“Together We Are Oak Knoll” - is intended to increase school spirit, unity, and have an added function of raising safe neighborhood awareness.
  - The annual Volunteer Appreciation Event is planned for 6/4 midday.
  - We have been working internally and with the District on drainage and reimagination for Acorn Alley space near the TK/Kinder quad lunch tables.
    - Some of the infrastructure cost will be covered by the District, providing the PTO an opportunity to support visual and functional improvements to the area including: beautifying the space with a circular bench, pea-gravel play area, eco-friendly turf, and planter beds to create a visual barrier for security and monitoring.
    - Current cost is estimated at \$75K. We do have substantial savings (\$370K) to pull in to do this. Given past discussions to steward the funds from families by putting them to use while their children are on campus, we will take next steps to present this expenditure to the District and align with the broader Oak Knoll PTO community at the next General meeting. Timing for contingent school board, general, and district meetings were discussed. As next steps, President Meredith Nonneberg and Principal Alicia Miyazaki-Payton will confirm timing.
    - Lesley Geivett motioned to approve the Acorn Alley expenditure; Becky Bullard seconded the motion. The expenditure was approved by unanimous vote.
    - Laura Low Ah Kee motioned to hold a special meeting of the PTO general membership to approve the Acorn Alley expenditure; Jennifer Baskin seconded the motion. The addition of a special meeting was approved by unanimous vote.
  - The next PTO Board meeting will be moved from Thursday 5/9 to Wednesday 5/8. We plan to invite the 2024-25 PTO Board members to the final PTO Board meeting of the school year; this date of this meeting has been revised from Thursday 6/6 to Friday 6/7.

<b>IV.</b>	<b>Parliamentarian’s Report</b>	<b>Becky Bullard</b>
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- **Nominating Committee Update on 2023-2024 PTO Executive Board Slate** - Parliamentarian Becky Bullard presented the Oak Knoll PTO Executive Board Slate for 2024-25. In the slate finalization process, we have gotten a chance to get to know and familiarize families with the board and board opportunities for the future.
- The Nominating Committee, including the Oak Knoll PTO Parliamentarian, Becky Bullard, and 4 parent representatives, gathered nominations from the PTO Board, from email, and through the Nominating Committee members themselves. Candidates were approached to chat through each Board role description and connect with the current school year’s PTO Board member. Becky Bullard provided a brief description of each final slate nominee.
- The PTO Nominating Committee is proposing the following slate for 2024-2025 PTO Executive Board. Current PTO Board members who are in the middle of serving multi-year terms (i.e., Treasurer, President, Parliamentarian) will return ex officio. The remaining slate was proposed as follows, for election by the PTO Membership at the General Meeting on 5/28/24.

- Parliamentarian- Meredith Nonnenberg (ex officio)
- President - Laura Low Ah Kee (ex officio)
- Vice President - Francie Maletis
- Secretary - Amy Kurpius
- Treasurer - Lesley Geivett (ex officio)
- Financial Secretary - Rachel Maclay
- Auditor - Maren Gernitis
- Communications Chair - Suzy Francisco
- OCC PTO Engagement Lead - Lindsay Nalevanko
- Laura Low Ah Kee moved to approve the 2024-25 PTO Board slate; Meredith Nonneberg seconded the motion. The slate nominees were approved by unanimous vote.

<b>V.</b>	<b>Vice President’s Report</b>	<b>Laura Low Ah Kee</b>
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- PTO Committee Recruitment - Chair recruitment continues, including for the following committees:
  - After School Programs - 2 open positions
  - After School Athletics - We are exploring a paid staff coordinator for After School Athletics starting next year based on feedback from the current athletics committee on sustainability and given Hillview’s solid feedback with their experience using this model. The new role will be included in the 2024-25 PTO budget approval which will be confirmed in the PTO General Meeting vote on 5/28. Additionally, we are recruiting for 3-4 more co-chairs.
  - Lion King - 2 open positions
- Proposed Changes to OCC Memorandum of Understanding for 2024-25
  - All parties across schools, MPAEF, and District have approved the MOU (not signed yet).

<b>VI.</b>	<b>Treasurer’s Report</b>	<b>Lesley Geivett</b>
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- New CD has been created with Laura Low Ah Kee added as a signer in preparation for the 2024-25 school year.
- First Republic Bank to Chase transition is on the horizon.

<b>VII.</b>	<b>Auditor’s Report</b>	<b>Maren Gernitis</b>
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- No major updates.

<b>VIII.</b>	<b>OCC PTO Engagement Lead Report</b>	<b>Jennifer Baskin</b>
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- We should have received our third OCC disbursement (~13.5K). A final disbursement is expected in June.
- A Spring OCC Donor event is planned to thank those who have given generously to the OCC and other events (e.g. MPAEF Auction). We encourage families to invite others as part of the ongoing OCC education process and a new emphasis to educate first before asking for donations. The goal of this event is to provide a personal touch in the education process which will be ongoing as we lead up to the Fall campaign. Kristen Gracia and MPCSD school leadership teams will host OCC education events across all elementary and Hillview middle school campuses on 5/2.

<b>IX.</b>	<b>MPAEF Liason’s Report</b>	<b>Cristina Gibbs, Laura Low Ah Kee</b>
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- Schoolhouse Rocks Fun Run & Festival will take place on 5/19. Registration is still open. This year we are partnering with Spark Reusable to stay eco-friendly.

- MPAEF fundraising continues with May Dine-Out at Left Bank Restaurant, GoodEggs and Sports Basement partnerships.

<b>X.</b>	<b>Teacher Report</b>	<b>Celeste Lopez</b>
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- Teachers are wrapping up the school year and getting ready for testing.
- Teacher Representative Celeste Lopez completed a full day with the 5th grade team where best practices and resources were shared amongst the teachers. It was wonderful to see ideas swapped and everyone inspiring each other (e.g. a creative mask mold activity in one classroom inspired a fan mold version activity in another classroom).
- 3rd graders completed a Math Games rotation where all students across single and multi-age classrooms met on the playground and were matched with other 3rd graders to play math games with different teachers.

<b>XI.</b>	<b>Oak Knoll Administration Report</b>	<b>Alicia Payton-Miyazaki</b>
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- The Bioluminescence Show for 2nd grade was a huge success.
- We had an interactive cultural dancing assembly recently.
- Teacher Admin meetings are happening across the board to discuss every student’s growth and progress.
- Coming Up - 9 weeks of school remaining!
  - We are piloting a new literacy assessment. Our teachers were very intentional in evaluating the purpose and goals for the program selected to ensure our phonics program is stronger than ever. New literacy assessments will be piloted as well, with a focus on continual growth (rather than discrete skills) in order to provide a holistic lens of student growth across multiple areas.
  - 4th Grade May Day performance
  - Music Concerts
  - Teacher Staff Appreciation Week
  - State Testing

<b>XII.</b>	<b>MPCSD School Board Update</b>	<b>Sherwin Chen</b>
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- School Board Liaison Sherwin Chen shared printouts (attached) on the MPCSD facilities investment bond proposal planned for a Bond offering in the November ballot. We are currently in the community education phase to support parents who aren’t as familiar with all that is happening in the background within dated parts of each school’s infrastructure. Primary priorities to educate parents on include:
  - Secure Campuses
    - Access control: e.g. Targeted fencing and electric doors possibly to be centrally controlled
    - Intrusion detection: e.g. Cameras
  - Climate Resilience
    - Lack of AC during increasingly hot days
    - 80% of HVAC is end of life, causing increasing maintenance costs
    - Ventilation systems
    - Shade structures across campuses
    - Solar capacity expansion
  - Seismic Safety
    - Isolated to Lower Laurel
    - Facilities updates (including roofing, windows, bathrooms) across campuses
  - Modern Technology
    - Refresh for safety and education quality.

- Copper and fiber wire that connects campuses for education quality and to ensure clear voice is heard over loudspeakers, etc.
- Why now?
  - The longer we wait, the more expensive it is to keep things going (e.g. HVAC).
  - Every year that we wait, costs go up.
  - State government and grant money is limited but currently available from state budget surpluses. If the bond is passed in November, receiving 28M (low range) to offset the 150M expenses proposed is a hefty chunk.
  - Points will be discussed in tonight's board meeting.
- There is an ask for Oak Knoll PTO leadership team to spread the word and help support parent community education.
- The bond measure is binary; the Board has yet to determine how to size the investments. What's being presented is a total dollar amount ~150-155MM. Bonds only happen once a decade. Funding would materialize 3-5 years starting in 2025.

<b>XIII.</b>	<b>Conclusion &amp; Review of Action Items</b>	<b>Meredith Nonnenberg</b>
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- Action Items:
  - Find a date for the Acorn Alley expenditures special meeting (Meredith, Alicia)
  - Provide recommendations for PTO Committee Chairs (All)
- Next PTO Board Meeting: 5/8/24 at 8:15AM
- Next PTO General Meeting: 5/28/24 at 8:15AM
- Meeting adjourned at 9:34AM

Respectfully submitted,

Cindy Tsai  
PTO Secretary

Quality schools that are  
**SAFE** and **SECURE**  
for all students.



Encinal, Laurel, Oak Knoll, and Hillview schools have **critical and costly facilities needs that must be addressed soon** to keep students safe and secure.

### **What do our schools need?**

#### **Secure Campuses**

*Access control, intrusion detection, and fire alarm upgrades* will mitigate risk and *increase our safety posture.*

*Schools must be prepared for any emergency!*



#### **Seismic Safety**



Built in 1959, **classroom pod buildings** at Laurel Lower Campus need **rebuilding to modern standards**, and other schools need **current upgrades.**

**California schools must be earthquake ready!**

#### **Climate Resilience**

Climate change means more hot and smoky days than ever before. We need **better indoor air quality** and **modern, electric HVAC.**

**Constantly repairing old units is too expensive!**



#### **Modern Technology**



**20+ year old classroom technology** needs to be replaced to **improve safety, emergency communications, connectivity, and learning in the digital age.**

MPCSD.ORG

# Investing in MPCSD's Facilities - Why Now?

## ***Our students deserve it***

Student health and safety are top priorities. Securing our campuses and upgrading building infrastructure will make us more prepared for emergencies and provide a healthier classroom environment.



## ***Waiting is expensive***

Decades-old buildings and infrastructure are expensive (or impossible) to maintain. Most mechanical units are years beyond their expected lifespan. To improve efficiency we should replace them now.

## ***Money is on the table now***



By acting now the district can utilize over \$28 MILLION in state matching funds, energy grants, and tax credits. Plus, building costs are projected to rise at least 5% each year. Getting started now saves millions!

“  
*It's hard to learn and teach in a hot classroom. It's hard to focus when you're hot and uncomfortable. My classroom got up to 90 degrees!*  
-Oak Knoll 4th Graders



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**What do students say?**

**Use this QR code to learn more about MPCSD's facilities and why we need to invest in them today!**



**Thank you for staying informed.**