

**Oak Knoll PTO**  
**Minutes of the PTO Executive Board Meeting**  
**May 8, 2024**  
**8:25 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	Brenda Lo, Financial Secretary
Becky Bullard, Parliamentarian	Maren Gernitis, Auditor
Lesley Geivett, Treasurer	Jennifer Baskin, OCC PTO Engagement Lead
Suzy Francisco, Communications Chair	Karen Clancy, Oak Knoll Assistant Principal

**Additional Attendees:**

- Cristina Gibbs, MPAEF Liaison
- Sherwin Chen, MPCSD School Board Liaison
- Stephanie Rowen, Oak Knoll Parent

**Absent**

- Alicia Payton-Miyazaki, Oak Knoll Principal
- Celeste Lopez, Teacher Representative

**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 8:25AM 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 April PTO Board Meeting minutes were reviewed at 8:25AM. Becky Bullard 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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- Teacher & Staff Appreciation Week takes place this week. The PTO Board and Oak Knoll administration are grateful to the Teacher & Staff Appreciation committee members and the Room Parent committee for ensuring that all staff are seen, valued and appreciated throughout the week.
- 4th and 5th Grade Musicals concluded with packed shows across all performances.
- We piloted the first Oak Knoll Garden Work Day. Parent volunteer attendance was not a huge turnout, however the number of staff and students that stopped by to comment on the work being done made the Work Day feel like a worthy endeavor. We are looking forward to installing the new Garden Committee next school year, focused on school garden caretaking and beautification.
- New neighborhood yard signs have been printed and will be distributed on Portfolio Night. There will also be a bond measure education table setup on Portfolio night; MPCSD School Board Liaison Sherwin Chen will be available to answer questions from the Oak Knoll community about the bond measure.

- We are gearing up to transition and onboard all new 2024-25 PTO Committee chairs and the recently approved PTO Board slate members. Job descriptions across all roles will be updated and reviewed. The transition is well-timed to take place around Volunteer Appreciation Day when current year chairs can handoff to next year chairs. We are wrapping up final reminders to chairs to submit receipts for reimbursements before the end of the school year.

<b>IV.</b>	<b>Vice President’s Report</b>	<b>Laura Low Ah Kee</b>
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- OCC MOU '24-25 has been signed by all interested parties.
- PTO Committees
  - We are still looking for 1-2 for After School Programs (1 person considering) and 1-2 for 3rd Grade Lion King (1 person considering).
  - Two additional After School Athletics committee co-chair roles have been filled. In addition the new After School Athletics Coordinator paid staff position has been filled for next year.
- TK/Kinder Playdates - PTO board members are welcome to attend (not required):
  - Saturday, May 11, 10-11am (TK), 12-1pm (Kinder)
  - Sunday, June 9, 11am-12pm (TK), 1-2pm (Kinder)
  - Saturday, July 13, 10-11am (TK), 12-1pm (Kinder)
  - Sunday, August 4, 11am-12pm (TK), 1-2pm (Kinder)

<b>V.</b>	<b>Parliamentarian’s Report</b>	<b>Becky Bullard</b>
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- Becky Bullard called for a vote to approve the amendment of PTO bylaws to support more flexible wording around the deadline for the first PTO General meeting held in the Fall. Namely, it was proposed that the wording now state that the first General meeting will take place by no later than the end of Trimester 1 (updating the current language which states the meeting must take place by no later than October 31). Laura Low Ah Kee motioned to adopt the updated language; Jennifer Baskin seconded the motion. The motion to amend the bylaws was approved by unanimous vote.

<b>VI.</b>	<b>Treasurer’s Report</b>	<b>Lesley Geivett</b>
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- 2024-25 Budget
  - In advance of the next General meeting vote, Treasurer Lesley Geivett presented the proposed 2024-2025 budget, which includes the following updates: (a) Garden Committee (new committee); (b) After School Athletics Coordinator (new paid staff position), and (c) revisions to previous categorizations (3rd grade musical line items, e.g. choreography, shirts; teacher curriculum development was pulled out of Assemblies & Outside programs; Community Connections committee pulled out of Parent Mix & Mingle).
  - As we close out the current school year, we will review the 2023-24 budget actual expenditures against the proposed 2024-25 budget to identify any opportunities for improvement. The +\$13K budget delta between this and next school year is attributed to the new After School Athletics coordinator role (\$10K), the new Garden committee (\$1.2K), and covering improvements/learnings from musicals.
  - Lesley Geivett called for a vote to approve the proposed 2024-25 budget. Becky Bullard motioned to approve the budget; Meredith Nonnenberg seconded the motion. The proposed 2024-25 budget was approved by unanimous vote, and will be presented at the next General meeting for final approval by the general membership.
- President Meredith Nonnenberg shared examples of how intended expenditures may be delayed due to extenuating circumstances (e.g. school marquee signage replacement and shade on upper playground have been postponed). One attendee asked a question about whether next

year's Aesthetic Durables budget would include replacement of new playground structures; it was confirmed that this question needs to be addressed with Principal Alicia Payton-Miyazaki, who was not in attendance. Meredith will discuss with Alicia at their next weekly meeting.

<b>VII.</b>	<b>OCC PTO Engagement Lead Report</b>	<b>Jennifer Baskin</b>
	<ul style="list-style-type: none"> <li>● We received the final OCC disbursement of \$35K from MPAEF.</li> <li>● We held the Spring OCC Donor event to thank those who have given generously to the OCC and other events (e.g. MPAEF Auction). The event was well-attended by donors and their guests, all four schools' principals and PTO representation. We reminded attendees that the OCC will refrain from making a big ask for donations at the start of the year; we will start with OCC education and then kick-off the official ask on Back-to-School Night.</li> </ul>	
<b>VIII.</b>	<b>MPAEF Liason's Report</b>	<b>Cristina Gibbs</b>
	<ul style="list-style-type: none"> <li>● May is a big month for MPAEF! Left Bank Tuesday Dine Out continues through the end of May.</li> <li>● MPAEF Schoolhouse Run &amp; Festival will take place on May 19. Volunteer opportunities (primarily course monitors) are still open and were announced in the latest school newsletter. Packet pickups are planned for May 17 (12a-4p) and May 18 (10:30a-2:30p). Registration closes May 14.</li> <li>● GoodEggs and Sports Basement partnerships continue.</li> </ul>	
<b>IX.</b>	<b>Oak Knoll Administration Report</b>	<b>Karen Clancy</b>
	<ul style="list-style-type: none"> <li>● We are getting ready for 3rd through 5th grade State Testing. Teachers are working with students on the login process in advance of the testing beginning next week. The administration and teachers are planning ahead for makeup testing and test time extension requests.</li> <li>● 4th grade Debate and 1st grade Spring Sing are around the corner. Former music director Bee Tee will be making a special visit to teach 1st graders how to stand on risers.</li> <li>● 5th grade Clap Out and Taiko drummers are coming up.</li> <li>● There will be an earthquake drill today.</li> </ul>	
<b>X.</b>	<b>MPCSD School Board Update</b>	<b>Sherwin Chen</b>
	<ul style="list-style-type: none"> <li>● We are awaiting a resolution by the Superintendent on the draft language for the ballot measure.</li> <li>● The latest draft of the MPCSD Vision, Mission, and Core Values were distributed and shared to the PTO Board for feedback (attached).</li> </ul>	
<b>XI.</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 General Meeting: 5/28/24 at 8:15AM</li> <li>● Meeting adjourned at 9:01AM</li> </ul>	

Respectfully submitted,

Cindy Tsai  
PTO Secretary

## **MPCSD Core Values:**

### ***Compassion***

We value each member of our community and seek to understand their perspective, ideas, needs, experiences, and feelings. We lead with kindness, empathy, and action to make our community a better place.

### ***Perseverance***

We value hard work as key to personal and collective growth. We empower one another to transform obstacles into opportunities, building resilience along the path to success. Together, we stretch and achieve more than was originally thought possible.

### ***Creativity***

We value curiosity, inquisitiveness, and imagination as a means to inspire learning, build confidence, and solve problems that bring about positive change. We nurture and encourage artistic expression, fresh ideas, and inventiveness.

### ***Inclusivity***

We value each individual, knowing their name, strengths, and needs. We celebrate diversity, ability, create access and build awareness as we go the extra mile to invite and include everyone, resulting in stronger outcomes.

### ***Teamwork***

We value working collectively toward common goals with a commitment to quality and excellence. We lean on each other for support and encouragement and know that we are not alone in our endeavors. Our energy and actions lead to greater capacity, meaningful relationships, and greater success for all.



**MPCSD Vision:**

Educating and empowering students  
while embracing childhood and  
adolescence.

**MPCSD Mission:**

We provide an outstanding education  
where all students learn about  
themselves, one another and the  
world so they can engage, achieve  
and thrive.