

Oak Knoll PTO
Minutes of the PTO Executive Board Meeting
August 29, 2024
8:45-9:45 AM
Oak Knoll Main Office Staff Room

2024-2025 Executive Board Officers Present:	
Laura Low Ah Kee, President	Celeste Lopez, Teacher Representative
Francie Maletis, Vice President	Maren Gernitis, Auditor
Meredith Nonnenberg, Parliamentarian	Lindsay Nalevanko, OCC PTO Engagement Lead
Lesley Geivett, Treasurer	Rachel Maclay, Financial Secretary
Amy Kurpius, Secretary	Suzy Francisco, Communications Chair

Additional Attendees:

- Cristina Gibbs, MPAEF Liaison

Absent

- Alicia Payton-Miyazaki, Oak Knoll Principal
- Karen Clancy, Oak Knoll Assistant Principal
- Sherwin Chen, MPCSD Board Member

Quorum present: Yes

I.	Call To Order	Laura Low Ah Kee
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The meeting was called to order at 8:54 AM by President Laura Low Ah Kee.

II.	PTO Board Meeting Minutes – Review & Approval	Amy Kurpius
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The June 7, 2024 PTO Board Meeting minutes were reviewed at 8:00 AM. Laura Low Ah Kee moved to take a vote to approve the minutes; Meredith Nonnenberg seconded the motion. The minutes were approved by unanimous vote.

III.	President’s Report	Laura Low Ah Kee
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- **Welcome and Introductions.** President invited everyone in the room to go around and introduce themselves and name their PTO Board roles.
- **Update on PTO Activities & Events.** Lots of work done over the summer and at the beginning of the school year, here are a few highlights:
 - A few teacher classroom moved over the summer
 - Acorn Alley looks wonderful - the updates to this area were funded by the OK PTO
 - TK/Kinder Welcome Committee has been hard at work over the summer and at the beginning of the school year
 - Stephanie Garner and Christine Slaton hosted three kindergarten and TK playdates over the summer; Kinder/TK welcome event the day before school started (8/21)
 - There are a number of updates to the Oak Knoll website led by Angie Kenny our Webmaster for PTO pages and Theresa Rhoades worked on many other pages

- PTO Communications Chair Suzy Francisco published two newsletters prior to the start of school
- The Gardening Committee, a new committee led by Meredith Nonneberg and Sam Long, has been hard at work, refreshing some of the flower beds around campus
- TK/Kinder/New Family Welcome, led by Stephanie Garner and Christine Slaton, on August 21st was a big success. Twenty four 5th graders led families and students around campus, helping educate and facilitate a sense of belonging.
 - Oak Knoll is welcoming 134 TK/Kinders and 35 new families across all grades. A very large number of new families this year
- PTO Welcome Coffee on August 22nd had a great turnout – there were 19 PTO Committees and related organizations in attendance (Hot Lunch, Newton, MPAEF)
- The school has created a Buddy Program for new families so they have a resource for questions and support - Meredith Nonnenberg and Sarah Rachlin are heading this program
- The first Community Connection Coffee was today (8/29) and featured a Vendor Fair for the After School Programs. Great turnout and energy.
- Otterwear was for sale at welcome events last week, pre-orders closed. Numbers are looking good.
- The After School Programs, led by Co-Chairs Julie Chen and Isaac Peterson, are up and running. They put in a lot of work over the summer to make the system smooth and accessible. There are 39 courses currently offered, with ~350 participants. Suspect some of the programs may not run due to low enrollment. Classes begin Tuesday 9/3!
- After School Athletics - Girls Volleyball registration is currently open, closes Monday. 35 registered as of yesterday. The new player clinic was held yesterday, and typically there is a bump in enrollments after this event. Registration closes Sept 2nd. Player evaluations will take place on 9/9. Coach recruitment continues to be a challenge. Would be great to get the word out to see if more parents can coach.
 - A New After School Athletics Coordinator position was created last year; this is the first year this pilot position will be filled. Hope Sheid is taking on this role; note this role was funded by PTO. Onboarding her with volleyball.
- Home Room Parent Training happened this past Tuesday 8/27. There are about 50 room parents across 25 classrooms
- Teacher & Staff Appreciation efforts are underway. There will be a coffee cart this Friday and there is a schedule in process for the whole year that includes lunches, coffee carts, and other special treats such as a cookie bar and soup bar.
- **Bond Measure..** MPCSD Board of Education has placed Bond Measure U on the November 2024 ballot. The Measure U Campaign is seeking an official endorsement by the Oak Knoll PTO along with all MPCSD PTOs. The bond measure was developed to address four critical category needs for the MPCSD: campus security, seismic safety, climate resilience and modern technology. Measure U is asking for \$124 million to address these needs. There are two ways the Oak Knoll PTO can potentially endorse a bond measure:
 - The Executive PTO Board can vote to endorse
 - PTO may hold a special general PTO meeting to vote on an endorsement; this pathway feels more inclusive as it includes the greater Oak Knoll community In the past, as part of this general special meeting, Yes and No campaigns were invited to come. The same would be offered for this special general meeting. As of right now, there is only an organized Yes campaign, there is no organized No campaign as of this meeting. The

President has invited Katherine Bicer, one of the leaders of the Yes campaign to attend and speak at this potential general special meeting.

- Vice President Francie Maletis motioned to approve a special general meeting on 9/12/24. Auditor Maren Gernitis seconded. The special session was approved by unanimous vote.

IV.	Vice President’s Report	Francie Maletis
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- None

V.	Parliamentarian’s Report	Meredith Nonnenberg
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- **Conflict of Interest Disclosures.** In keeping with PTO bylaws and in an effort to ensure transparency, Meredith Nonnenberg called for PTO Board members to disclose any other volunteer/roles within the MPCSD community for the 2024-2025 year. The voting members of the PTO Executive Board reported the following conflicts/roles for documentation in the meeting minutes:
 - Maren Gernitis–None
 - Amy Kurpius–MPAEF PTO liaison for Oak Knoll
 - Lindsay Nalevanko–Hillview MPAEF PTO liaison
 - Laura Low Ah Kee– MPAEF Executive Board as Co-Chair of the Friends of MPAEF/Community Donations It enables Laura to have a vote on the Memorandum of Understanding between the MPAEF and PTO; she will be abstaining from her MPAEF role in this instance
 - Cristina Gibbs– An MPAEF Oak Knoll Steward; will abstain on any votes regarding the PTO MOU
 - Suzy Francisco–District employee
 - Karen Maclay–Hillview PTO Financial Secretary
 - Celeste Lopez–District employee
 - Francie Maletis–None
 - Meredith–MPAEF Executive Board as Co-Chair of the Friends of MPAEF/Community Donations; will abstain from MOU vote as MPAEF Board member
 - Lesley Geivitt–None

VI.	Treasurer’s Report	Lesley Geivett
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- **Update.** Not a ton to report. End of last school year there was some work done to close an account that was improperly transferred during the First Republic–Chase merger/buy out. The PTO account was showing up under a personal account. The improperly transferred account has been closed out and moved to a regular account.
 - Account balances are fine/under the FDIC insurance limits
 - Will be getting a \$25K disbursement from OCC early next week.
 - Alicia and Lesley have plans to work on a budget revision and also a reconciliation with last year’s budget
 - Clarification from Auditors report: PTO actually has four bank accounts: (1) Chase checking (2) Chase CD, (3) a second Chase checking where digital funds (i.e., Venmo) are placed and then transferred to regular checking; this is for safety reasons, and (4) a Money Market account at BMO.

VII. Auditor's Report	Maren Gernitis
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- **Update.** Not much to report; Lesley has done a great job documenting everything. Bank accounts are consolidated into three accounts which has been very helpful. Almost no activity in July. Currently roughly \$340,000 across accounts. (In August 2023--\$360,000 so comparatively speaking, funds are staying nice and stable.)

VIII. OCC PTO Engagement Lead Report	Lindsay Nalevanko
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- **Back to School Night (BTSN) details.** Takes place today! This year, the One Community Campaign (OCC) is kicking off in conjunction with Back to School Night. This is a bit different than in the past. MPAEF and other leaders wanted to give families a chance to focus on the beginning of school.
 - There are OCC shirts available for everyone to wear; the goal is to create accessibility for new and returning families who may have questions about what MPAEF and the OCC are--hoping to normalize the campaign through t-shirts.
 - Shorter campaign this year--last day will be 9/27/2024. Total ask this year is \$3.75 million.
 - Another change is in the communication strategy: In years past, the focus was on participation. This year, the focus will be on meeting the monetary goal of \$3.75 million.
 - Specialist rooms will be highlighted at BTSN as they are the community's OCC dollars at work. Important to create the visual and conceptual connection between these specialists and the OCC campaign. Specialist classrooms and teachers will be there from 5:45 to 7:00 pm tonight.
 - The MPAEF was able to raise over \$4 million to give to our schools last year. Incredibly important dollars to keep our schools running with all the additional supports in place.
- **Future volunteer opportunities**
 - Sign ups sent to PTO and MPAEF ambassadors for different volunteer opportunities available over the next few weeks, including Community Coffees, OCC efforts, Fall Family Picnic, Kindergarten Coffee and more.. Lindsay will follow up to make sure spots are filled.
 - New! Coffee on the kinder playground on Tuesdays to facilitate engagement. The vision for this table is to be very inclusive and community building oriented--talk about PTO and other Oak Knoll resources and services. The main goal is to help families feel engaged and welcomed. Main focus on connecting with the parents. There will be four of these -- start on 9/4 and end on 9/24. The table will be located inside the kinder playground potentially on the far end of the playground to avoid congestion.
- **Fall Family Picnic September 20.** Mark your calendars!
- **OCC donation updates.** No real numbers to report since the campaign is just launching. Numbers should start next week. Hillview BTSN next Thursday.
 - No match day this year. Important to communicate that to families so they don't wait for that day to donate. MPAEF has plans to communicate and message this to the community. Generally, a more "no frills" campaign.

IX.	MPAEF Liason's Report	Cristina Gibbs
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- **Pertinent MPAEF updates from the 8/28 meeting.**
 - OCC is the priority over the next few weeks (through the 27th).
 - It is also Jeanie Richie Grants time. Teachers should be in the process of applying. Encouraged parents to talk to their teachers about it, too.
 - Over \$50K to give away this year, \$20,000 more than last year as the MPAEF Auction Fund-a-Need (Students as Scientists) raised enough money to provide more funding for Jeanie Richie Grants.
 - This extra \$20K will be for projects focused on science,
 - \$6K for water conservation,
 - Rest of funding does not have topic parameters
 - MPAEF dollars at work!
 - Next week's Community Connection Coffee is focused on Jeanie Ritchie Grants so there is nice synergy here, particularly regarding parent outreach
 - November 16th downtown Menlo Park Wine Walk (1-4 pm). A little earlier this year so hopefully better weather. Tickets are already on sale. \$50/ticket. This event raised almost \$10K last year for our schools.
 - Exploring new shopping and dine out relationships. Some new restaurants: Gotts, State of Mind Pizza. The team continues to work on other connections, including the new Springline dining. Some familiar restaurants still on board, too (Mama Coco's, Amicis)
 - Good Eggs still running their giving code for MPAEF
 - Giving Tuesday December 3rd. Supports the Endowment for Excellence in Teaching
 - Auction March 15, 2025 (Online Auction is 3/18-3/21/25). Back at Hillview. Themed this year
 - SchoolHouse Rocks Run and Festival is May 18, 2025

X.	Teacher Report	Celeste Lopez
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- **School year off to a great start.** Lots of beginning of the year tasks–
 - Celeste has been visiting classes and working with the teachers and kids to create classroom charters, mood meters, and see how things are going in general. Lots of great energy all around the school. Classroom charters are developed collaboratively between the students and teacher(s)
 - Some teachers moved grade levels but luckily not classrooms
 - App that runs all the backend teacher programs is going through some great updates but won't be back up until after Labor Day and is creating a little frustration for the teachers who would like to utilize it to begin student assessments and other benchmark items

XI.	Oak Knoll Administration Report	Alicia Payton-Miyazaki
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- None

XII.	Conclusion & Review of Action Items	Laura Low Ah Kee
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- Special General PTO Meeting on 9/12 at 8:30 AM.
 - Action Item: Communicate to the Oak Knoll community about this special meeting so that quorum can be met.

- Next PTO Executive Board Meeting: October 3, 2024 at 8:15 AM (the rest of the Board Meetings should now begin at this time)
- Meeting adjourned at 9:34 AM

Respectfully submitted,
Amy Kurpius
PTO Secretary