

**MINUTES OF THE 2022-2023 EXECUTIVE BOARD MEETING OF THE
ENCINAL SCHOOL PARENT TEACHER ORGANIZATION**
195 Encinal Avenue, Atherton, CA 94027

DATE: January 19, 2023

TIME: 8:45 am PST

PLACE: ENspired Lab, Encinal School

MEMBERS PRESENT: Allison Jagtiani
FangFang Paulson
Allison Carlson
Andrea Nudd
Leah Wolf
Yin Ravenscroft
Anand Gupta
Jeanne McCann
Beatrice Schooley
Lindsey Sikes
Francesca Sanday

MEMBERS ABSENT: Sharon Burns

OTHERS PRESENT: Ellen Kraska
Jessica Hix
Katherine Bicer
Lisa Napoli
Mary Salmon
Marta Miller

1. CALL TO ORDER

Ms. Paulson called to order a regular meeting of the Encinal School Parent Teacher Organization Executive Board (“*Encinal PTO Executive Board*”) for the school year 2022-2023. Ms. Paulson confirmed that all participants could hear and be heard by each other, declared that a quorum of members was present and that the meeting, having been duly noticed and convened, was ready to proceed with its business. Ms. Nudd acted as Secretary of the meeting.

2. APPROVAL OF PRIOR MINUTES

The Members then reviewed the minutes of the December 15, 2022 Encinal PTO Executive Board meeting. Upon motion duly made, seconded and unanimously approved, the Members adopted the following resolution:

RESOLVED, that the minutes of the December 15, 2022 Encinal PTO Executive Board meeting be, and they hereby are, approved as submitted to the members at this meeting.

3. SCHOOL BOARD UPDATE

Mr. Saywell was unavailable to provide an update.

4. PRESIDENT’S WELCOME

Ms. Jagtiani reviewed the Board’s priorities of community, collaboration and creativity for this school year. Under the topic of “community,” Ms. Jagtiani shared that Encinal is hosting next Tuesday’s MPCSD speaker series event, “Hate Speech: What It Is, Including Online Hate and

Harassment, and How to Disrupt It,” presented by the Anti-Defamation League. The presentation, which is open to all District families, will begin at 6:30 in the Hillview PAC and will include on-site child care. Family Roller Skate & Play Night will take place at SportsHouse on the evening of Saturday, January, 28th. Ms. Bicer is planning the next PTO-sponsored Movie Night, likely a book adaptation, to be held on the evening of March 10th.

Related to the Board’s priority of “collaboration,” Ms. Jagtiani announced that work on the school musical, “Matilda,” has kicked off. Encinal is working in collaboration with the other MPCSD schools to share sets, costumes and the backstage crew from Hillview. She also thanked Amy Coolican for planning a girls basketball party last night to watch the Menlo-Atherton High School Girls Basketball team play. Ms. Jagtiani then provided an update on behalf of ENspired Lab Lead, Chrissy Evans. Ms. Evans is working with Ms. Wolf to encourage HRPs to lead the ENspired Lab volunteer recruitment efforts for their class. There are now two classes invited to the ENspired Lab each lunch hour.

Related to the Board’s emphasis on “creativity,” Ms. Jagtiani provided an update on Lisa Buda’s Valentine’s Day staff appreciation plans. The PTO will be bringing back Soup From The Heart next month, and sign-ups will be posted on ParentSquare soon. Ms. Jagtiani then thanked Ms. Salmon for her great work on the garden program. She also shared that the next Encinal Spirit Day will be mismatch sock day. The BookIt program launched school-wide last week, so kids should have brought home their reading logs. If your child’s teacher hasn’t reached out about BookIt yet, please consider offering to help them set up the program. Encinal’s plastic recycling program going well. Another collection bin was recently added to the lunch area for utensils and plastic wrap from school lunches. Nearly at 200 lbs of plastic has been collected on

campus so far. Encinal's fourth grade Girl Scout troop will take a tour of the Rethink Waste facility on March 9th. Other Encinal classes may also tour the facility in the future.

5. TREASURER'S REPORT

Ms. Ravenscroft reviewed the approved 2022-2023 budget and recent expenses. Expenses and revenue are on target. The PTO has spent approximately half of its annual budget to-date. The third of five disbursements from the MPAEF was deposited in December, along with about \$1,690 in donations for the Caring & Sharing program. Ms. Ravenscroft reminded those holding budgets to turn in any claims.

6. AUDITOR'S REPORT

Mr. Gupta presented the financial audit of the PTO's accounts for the fiscal period of February 1, 2022 through July 31, 2022. The audit found all accounts to be in order and all expenses to be recorded and well documented.

7. COMMUNITY REPORT

Ms. Sikes provided update on the Caring & Sharing program. She thanked Ms. Hix for collecting the gift donations in the front office and Ms. Jagtiani for helping to purchase additional gifts. So far, sixty-five tickets have been sold for the Family Roller Skate & Play Night at SportsHouse. Ms. Sikes is also beginning to brainstorm ideas for a campus spring event. Options currently under consideration are 1) Eagle Fest with falconry expert and show, 2) a pancake breakfast, 3) an International Day where people bring in food and cultural items or activities from their home country, and 4) a Cinco de Mayo party with tacos, pupusas, dancers, music, etc.

8. GARDEN PROGRAM REPORT

Ms. Salmon gave an update on the garden program and plans to bring in Blue Orchard Mason Bees to the gardens. The bees are excellent pollinators and unlikely to sting. The garden leads will be renting bees for Ms. Preston's class garden.

9. HRP / FIFTH GRADE CELEBRATION REPORT

Ms. Wolf plans to ask fifth grade HRPs to solicit volunteers for the Fifth Grade Graduation Celebration Committee. At a minimum, the committee will plan the fifth grade clap out and a field day with picnic lunch. The clap out is scheduled for Thursday, June 8th, and the PTO usually provides bagels and fruit to parent attendees. During the field day, kids typically bring their own lunches and receive a treat during the picnic. Ms. Jagtiani suggested the clap out and field day be held on the same day. Ms. Kraska suggested that a couple 4th grade parents shadow the preparation this year. The total budget for fifth grade graduation events is \$4,000.

There is also usually an additional fifth grade party held outside of PTO purview. The group discussed ideas regarding the additional party, including offering it as an auction item (but opening it to all fifth graders to attend) or holding an event at SportsHouse like last year.

10. VICE PRESIDENT'S REPORT

Ms. Carlson provided an update on the nominating committee's efforts to fill the slate of Executive Board Members and Committee Chairs for the 2023-24 school year. The committee plans to finalize next year's slate in next month.

11. PRINCIPAL'S REPORT

Ms. Kraska provided an update in Ms. Burns' absence. She thanked Ms. Hix, Ms. Sikes and Ms. Jagtiani for their work on the Caring & Sharing giving tree gifts in December, which

supported 104 children in Encinal families. The first in-person Winter Sing since 2019 also took place last month, and it wonderful to see community together again.

The District continues to focus on math to overcome the math learning loss during the pandemic. Encinal is using a “problem of the month” to allow kids to dive deep into a problem and explain their mathematical thinking. Kristen Gracia took over as the new MPCSD Superintendent at the beginning of this month. Tonight’s School Board meeting will be her first as superintendent.

Encinal will receive a California Distinguished School Award next month based on state testing scores from 3rd, 4th and 5th grade students last Spring.

Teachers are submitting their auction items this month for the Menlo Park-Atherton Education Foundation Auction, taking place on March 18th. Orientation for the MPCSD Transitional Kindergarten (TK) program took place last week and was well attended. Ms. Kraska expects construction on new TK classrooms in Rooms 13 and 13b to start over the summer. Orientation for incoming kindergarten families will take place on February 2nd. Students will attend a lion dance assembly tomorrow to celebrate Lunar New Year. A parent coffee is scheduled for next Friday and will feature the community reads program with a presentation by Michelle Betancourt.

12. TEACHER’S REPORT

Ms. McCann shared the BookIt program with teachers at the last staff meeting. Feedback received so far is that that the program is easy to get up and running. She thanked Lisa Buda on behalf of the teachers and staff for the fresh fruit and donuts in the teachers’ lounge yesterday and for the teacher and staff t-shirts that are being distributed.

13. OTHER BOARD BUSINESS

Ms. Miller inquired about the process for setting the school calendar. Ms. Kraska suggested speaking with a teacher or a School Board member since the calendar is a negotiated item and the School Board tries coordinate the calendar with the Sequoia Union School District.

14. ADJOURNMENT

There being no other business to come before the members, the meeting was adjourned. The next scheduled meeting is the Encinal PTO Executive Board meeting on Thursday, February 16, 2023 at 8:45 am in the ENspired Lab at Encinal School.

Andrea Nudd
Secretary of the Meeting