

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

DATE: December 15, 2022

TIME: 8:45 am PST

PLACE: ENspired Lab, Encinal School

MEMBERS PRESENT: Allison Jagtiani
FangFang Paulson
Allison Carlson
Andrea Nudd
Leah Wolf
Sharon Burns
Jeanne McCann
Beatrice Schooley
Lindsey Sikes

MEMBERS ABSENT: Yin Ravenscroft
Anand Gupta
Francesca Sanday

OTHERS PRESENT: Ellen Kraska
Sherwin Chen
Chrissy Evans
Jessica Hix
Katherine Bicer

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 October 20, 2022 Encinal PTO Executive Board meeting and the November 17, 2022 General Membership meeting. Upon motion duly made, seconded and unanimously approved, the Members adopted the following resolution:

RESOLVED, that the minutes of the October 20, 2022 Encinal PTO Executive Board meeting and the November 17, 2022 General Membership meeting be, and they hereby are, approved as submitted to the members at this meeting.

3. 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 the Caring & Sharing program is underway. A pre-Thanksgiving dinner for all of the participating families went well, and the PTO was able to deliver Safeway grocery gift cards and boxes of baked goods to each family. Encinal families sponsored 104 children from the Caring & Sharing program on the school’s giving tree this year and donated enough funds to provide additional holiday grocery cards to each family.

Ms. Jagtiani thanked Ms. Bicer for organizing Encinal’s latest movie night, where the PTO showed Snow Bud and provided puppy chow to attendees. Encinal’s roller-skating night at Sports

House will is also moving forward, and is set for the evening of Saturday, January 28, 2023. A save the date notice will appear in the next newsletter, and the event most likely will not need parent volunteers.

Related to the Board's priority of "collaboration," Ms. Jagtiani thanked Lindsey Sikes and Francesca Sanday for assembling the boxes of baked goods for each Caring & Sharing family. She also thanked Ms. McCann for kicking off the Encinal ENspires Reading program with her recent book drive. In addition to their use on campus, some of the new books will be given to Caring & Sharing families when they receive their giving tree gifts. Ms. Jagtiani also thanked Jessica Bayliss for assisting with some creative ideas for Encinal's BookIt program.

Related to the Board's emphasis on "creativity," Ms. Jagtiani provided an update on Encinal's plastic bag collection program. The first week of the program resulted in 67 lbs of plastic collected to be recycled. Encinal's fourth grade girl scout troop is delivering the plastic to Safeway as part of the Trex recycling program.

Encinal's news station, ENTV, is back and the news is being broadcast to the school by Encinal's fifth graders. Ms. Burns and Ms. Jagtiani shared a clip of the latest newscast. ENTV airs every Monday in each classroom and covers the week's events, a school rule, a mindfulness message from the school counselor and closes with a joke.

4. OCC MOU UPDATE

Ms. Carlson gave an update on the latest fundraising results from the One Community Campaign. Despite having its lowest student enrollment in a while, Encinal is currently 94% of the way toward meeting its fundraising goal.

5. TREASURER'S REPORT

Ms. Schooley reviewed the approved 2022-2023 budget and recent expenses. Highlights included this year's Food for Thought expenses being higher than in previous years due to additional service fees, and community donations to the Caring & Sharing program exceeding projections and allowing the PTO to provide the additional holiday grocery gift cards to families. Ms. Schooley requested that members send in any outstanding expenses now for reimbursement by early 2023.

6. PRINCIPAL'S REPORT

Ms. Burns provided an update on a series of recent and upcoming events on campus. Winter Sing took place on December 14th and included four performances this year, instead of two. In January, the Encinal staff meeting will include an introduction to the Pawsitivity Program. Content will include how to introduce the dog to students and what the program rules are on campus. The District will also be kicking off Transitional Kindergarten and Kindergarten registration in January. Encinal's first Transitional Kindergarten classes will be on campus in fall of 2023.

Ms. Kraska shared that Encinal will have monthly spirit days for the remainder of the year. December included a career and college spirit day, and January will have a sports spirit day.

7. TEACHERS' REPORT

Ms. McCann thanked Lisa Buda for organizing a Thanksgiving dessert bar for teachers and staff last month, and again for organizing an upcoming lunch for teachers and staff next Tuesday, December 20th. She also thanked the community for their contributions to the recent book drive.

8. COMMUNITY / CARING & SHARING

Ms. Sikes provided an update on the Caring & Sharing program. She and Ms. Jagtiani will be organizing giving tree donations today and buying the holiday grocery gift cards for participating families.

9. SCHOOL BOARD UPDATE

Mr. Chen provided a preview of that evening's School Board meeting. Tonight will be Superintendent Erik Burmeister's last Board meeting, so the Board is holding space for farewells and expressions of gratitude. They will also be welcoming new member, Jed Scolnick, to the Board.

The Board also plans to review the District's demographers report to support decisions around District capacity and whether additional facilities are needed. The report shows that Menlo Park's population has declined and is likely to continue to decline. There are currently about 2700 students enrolled in the Menlo Park City School District, down from a peak of 3000, and the District expects to lose approximately 200 more students over the next 5 years. Bumps in enrollment will come from Transitional Kindergarten and housing element additions, but the Board still expects an overall decline. Modernization of current classrooms is likely to take place on schedule, but the District is likely to hold off on building additional classrooms at Encinal for now.

Tonight's Board meeting is also their annual organizational meeting, so Mr. Chen will likely be rotating out of his role as Encinal's PTO liaison. He thanked the Encinal PTO and administration for their support and collaboration.

10. OTHER BOARD BUSINESS

Ms. Carlson gave an update on behalf of Marta Miller, the PTO's liason from the Menlo Park-Atherton Education Foundation (MPAEF). The MPAEF is going to be reaching out to parents to ask for volunteers to host grade level parties, which will be offered at the March auction. A notice should come out in the newsletter in the next few weeks, and PTO members are encouraged to spread the word.

Ms. Evans provided an update on the Enspired Lab. A volunteer-led Enspired Lab lunch club is now up and running, with a rotating schedule of classes invited each day. Teachers can also sign their classes up for additional time in the lab during the school day. Kids are really enjoying being back in the lab, and teachers have been very helpful when there aren't enough parent volunteers during lunch clubs. However, additional parent volunteers are greatly needed. Volunteer sign up is found on ParentSquare and includes a schedule of which classes are attending on each date. In January, Ms. Evans plans to schedule multiple classes during each lunch club, so kids have the opportunity to attend more frequently.

11. 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, January 19, 2023 at 8:45 am in the ENspired Lab at Encinal School.

Andrea Nudd
Secretary of the Meeting