

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

DATE: November 17, 2022

TIME: 8:45 am PST

PLACE: ENspired Lab, Encinal School

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

MEMBERS ABSENT: None

OTHERS PRESENT: Ellen Kraska
Parke Treadway
Amisha Oza
Jessica Hix
Katherine Bicer
Maddy Bhushan
Marta Miller
Lisa Napoli

1. CALL TO ORDER

Ms. Paulson called to order a regular meeting of the Encinal School Parent Teacher Organization General Membership (“*Encinal PTO*”) 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. PRESIDENT’S WELCOME

Ms. Jagtiani welcomed the General Members (“*Members*”) to the first Encinal PTO General Membership meeting of the school year. She reviewed the Board’s priorities of community, collaboration and creativity for the school year. Under the Board’s priority of “community,” Ms. Jagtiani announced that Encinal’s Caring & Sharing program is underway. The program is accepting donations, which will go towards supporting Encinal families in need during the holiday season. Currently, grocery gift cards and baked goods are being collected for families in preparation for the Thanksgiving holiday. Throughout the fall, the PTO has been offering morning coffees to answer parent questions and raise awareness around programs like Caring & Sharing. Ms. Jagtiani also announced two upcoming events. Encinal’s next movie night will take place on Friday, December 9th, and a community school night at Sports House, which will include skating, a bounce house, and field activities, is scheduled for January 28th from 5:00 – 8:00pm.

Associated with the Board’s priority of “collaboration,” Ms. Jagtiani thanked basketball coordinators Billy Ho, Dave Lee, Suzette Maile, and Carl Teeple for getting the program up and running for the new season. She also thanked Teresa Kwon for serving as the Girl Scout lead and coordinating the collection of baked goods for Caring & Sharing families, Chrissy Evans for

getting the ENspired Lab up and running, Ms. Carlson for representing the Encinal PTO at the OCC MOU meetings, Ms. Ravenscroft and Mr. Gupta for their work on PTO financials, and the Encinal lunch leads, Ms. Sanday, Rebecca Alison, Jessica Ambriz, Laura Wiggs, and Tony Arata.

Related to the Board's emphasis on "creativity," Ms. Jagtiani thanked Kathleen Forcier for starting a plastic recycling program on campus. The Girl Scouts are helping to collect and transport plastic to Safeway as part of the Trex program. The program already collected 17 pounds of plastics in its first day on campus and runs through April.

The PTO is organizing a new reading program, Encinal ENspires Reading, which will run from December through March. Encinal classes can also participate in the Book-It program, where teachers set reading goals for their students, and students are awarded with a Pizza Hut personal pan pizza if they reach their goal. The Menlo Park Library is also supporting Encinal by sending home registration forms for library cards and sending librarians to campus for read alouds in late January or February. Encinal will have a day at the Menlo Park Library where kids can gather and participate in onsite readings. The PTO is also planning to tie in a book adaptation for Encinal's movie night in March.

3. OCC MOU UPDATE

Ms. Carlson provided an update on the One Community Campaign (OCC) meetings to review and revise the Campaign's memorandum of understanding. Among other changes being discussed, the team is considering condensing the campaign cycle and marketing timeline, expanding the OCC engagement chair role, and potentially reducing the number of branded items in favor of more events.

4. MENTAL HEALTH / SEL DOGS UPDATE

Ms. Treadway, Public Information Officer for the District, provided an update on Encinal's incoming therapy dog, Millie. Ms. Treadway is working with Chris Arrington, Mental Health Lead for the District, to coordinate the therapy dog program across the four schools. The District is partnering with the 4 PAWZ Strong program in Brighton, Michigan and will receive six therapy dogs, including one donated by the program. The dogs will likely arrive to host families in late February and come to campus with their training team in March. They will start attending schools fulltime in Fall 2023. The program was funded by the MPAEF's fund-a-need drive during the 2022 auction. The District is hoping to establish relationships with local veterinarians and pet supply stores to help manage maintenance costs.

5. TREASURER'S REPORT

Ms. Ravenscroft reviewed the preliminary 2022-2023 budget and recent expenses.

After discussion, and upon motion duly made, seconded and unanimously approved, the following resolutions were adopted:

WHEREAS, a majority of the Members have reviewed and evaluated the proposed Encinal PTO budget for the 2022-2023 fiscal year.

NOW, THEREFORE, BE IT RESOLVED, that a majority of the Members hereby approve and adopt the proposed budget for the 2022-2023 fiscal year in the forms presented to the Members at this meeting.

RESOLVED FURTHER, that each officer of the Encinal PTO be, and each such officer hereby is, authorized and directed, on behalf and in the name of the Encinal PTO, to make all such arrangements, to do and perform all such acts and things, to execute and deliver all such instruments, documents, certificates and other documents as they may deem necessary or appropriate in order to effectuate fully the purpose of the foregoing resolution (hereby ratifying and confirming any and all actions taken heretofore and hereafter to accomplish such purposes, all or singular).

6. AUDITOR'S REPORT

Mr. Gupta announced that the audit of the PTO's accounts for the fiscal period of February 1, 2022 through July 31, 2022 will be presented at the January Executive Board meeting.

7. PRINCIPAL'S REPORT

Ms. Burns provided an update on a series of recent and upcoming events on campus. MPCSD Superintendent, Eric Burmeister, is leaving at the end of the calendar year, and schools have been starting to work with the incoming Superintendent, Kristen Gracia. Ms. Burns thanked Mr. Burmeister for his eleven years of service in the District.

Encinal will have a morning transitional kindergarten class on campus starting next fall. The District is recruiting teachers now and will be starting renovations on 2 classrooms this school year. The District will add three more classrooms, each facing the kinder play yard, next year. The staff parking lot behind the school will also be expanded to provide an additional 20 spaces.

Retired Oak Knoll music teacher, Bee Tee, will be directing Encinal's musical this year. Encinal will partner with Hillview and the other elementary schools to do same show.

Ms. Kraska announced that the Encinal Winter Sing will be held on December 14th with four performances held throughout the day. Class performance times will be published in the newsletter, and parents are invited to attend the performance with their kids' classes.

8. TEACHERS' REPORT

Ms. McCann thanked Lisa Buda for coordinating the desserts for teachers and staff last Monday. Ms. McCann and Syd Merk were recently awarded a Jeanie Ritchie Grant to purchase a rolling book cart for use during lunch and recess. They purchased a box of books from Scholastic

and are asking the community for gently used book donations. The request for donations will appear in the newsletter and a donation bin will be placed in front of the school.

9. COMMUNITY / CARING & SHARING

Ms. Sikes announced that holiday grocery gift cards and boxes of cookies are currently being assembled for Caring & Sharing families. The Encinal giving tree will be held virtually on ParentSquare again this year. Family gift preferences will be collected after Thanksgiving and posted shortly thereafter on ParentSquare.

10. SCHOOL BOARD UPDATE

There was no update from the School Board at the meeting.

11. OTHER BOARD BUSINESS

Ms. Miller, the PTO's liaison with the Menlo Park Atherton Education Foundation, announced the Foundation's one-day campaign to be held on Giving Tuesday, November 29th. The Foundation hopes to raise \$20,000 for teacher development, including an anonymous match for up to \$10,000.

A question was raised about options for donating garden supplies. Ms. Oza, a co-lead for the garden program, directed attendees to a ParentSquare post listing all the garden material needs for the school year.

12. ADJOURNMENT

There being no other business to come before the Members, the meeting was adjourned. The next scheduled meeting is the Encinal PTO General Membership meeting on Thursday,

December 15, 2022 at 8:45 am in the ENspired Lab at Encinal School.

Andrea Nudd

Secretary of the Meeting