

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

**DATE:** October 20, 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

**MEMBERS ABSENT:** Lindsey Sikes

**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 / COMMITTEE CHAIRS**

The Members then reviewed the minutes of the September 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 September 15, 2022 Encinal PTO Executive Board meeting be, and they hereby are, approved as submitted to the members at this meeting.

Ms. Paulson then took an opportunity to recognize the new basketball program co-chairs. Upon motion duly made, seconded and unanimously approved, the Board adopted the following resolution:

**WHEREAS**, the Encinal PTO Bylaws provide that the committee chairpersons of the Encinal PTO shall be appointed annually, subject to a vote by the members of the Encinal PTO Executive Board;

**NOW, THEREFORE, BE IT RESOLVED**, that the following persons be, and each of them hereby is, appointed as chair or lead of the committee set forth opposite their respective name commencing October 20, 2022 to serve until his or her successor is duly appointed or until his or her earlier resignation or removal;

Basketball Co-Chairs: Dave Lee, Suzette Maile and Carl Teeple

### **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 thanked Ms. Sikes for organizing a very successful Fall Family Picnic and Ms. Bicer for leading Encinal's first movie night of the year. The PTO will host a pop-up coffee for parents on Monday, October 31<sup>st</sup> before the Halloween parade and will kick off the Caring & Sharing holiday fundraising drive at that time.

January 28<sup>th</sup> is tentatively reserved for a family roller skating night at Sports House. Plans for the event include a bounce house, ping-pong, roller skating, food options and potentially access to the field. Volunteers are needed to organize the event.

Related to the Board's priority of "collaboration," Ms. Jagtiani thanked the Book Fair volunteers, including Stephanie Lucianovic, Jessica Bayliss, Amy Hinckley, Jill Vizas, Leah Wolf and the dozens of other parents who helped at the Fair. She also thanked Randi Bennion for the Fall Family Picnic balloon arch and Allison Carlson, Amy Coolican, Carrie Tomasi and Jonathan Carpenter for organizing the volleyball night at Menlo-Atherton High School.

Related to the Board's emphasis on "creativity," Ms. Jagtiani shared that spirit wear sales are going well. Parents are requesting additional spirit wear items, such as water bottles and notebooks, so Ms. Jagtiani set up an Encinal School shop on the Zazzle website, where families can order additional Encinal spirit wear items. A link to the shop webpage will be in next week's newsletter.

The PTO is organizing a Read-a-thon, likely in collaboration with the Menlo Park Library, and is considering participating in the BookIt program, which partners with Pizza Hut to provide prizes. The Menlo Park Library would come to school to lead book readings and host an Encinal family night at the library. Additionally, the Book Fair team is interested in organizing a mini Book Fair, which would offer only books for sale, this spring.

#### **4. SCHOOL BOARD UPDATE**

Mr. Chen stated that the superintendent transition to Kristen Gracia is going very well. The Board reviewed the District's spring 2022 Smarter Balanced Assessment Consortium ("SBAC") scores at their most recent meeting. MPCSD had not participated in standardized testing since the spring of 2019. Test scores from spring of 2022 declined 3% in English language arts and 6% in mathematics, relative to 2019 scores. The District plans to increase investments in interventions, including adding math intervention specialists at every school site and increasing after school support for math.

#### **5. OCC UPDATE**

Ms. Carlson provided an update on Encinal's progress toward the One Community Campaign ("OCC") fundraising goal. The OCC reached a 65% family participation rate across the District by the close of the campaign. Encinal's PTO has reached 77% of its dollar goal and is waiting for a large influx of corporate matching funds to come in late October and November.

#### **6. TREASURER'S REPORT**

Ms. Ravenscroft reviewed the draft 2022-2023 budget and recent expenses. The PTO General Membership will review and vote on the full budget at the November meeting. The

Book Fair was especially popular this year and brought in about \$2,000 for PTO programming in addition to funding wish-listed books for teachers and Caring & Sharing student gift cards. Ms. Ravenscroft reminded budget owners who anticipate needing budget increases or decreases to put in their requests well in advance of the November General Membership meeting.

## **7. PRINCIPAL'S REPORT**

Ms. Burns provided an update on a series of recent and upcoming events on campus. Last night, the Encinal School Site Council approved Encinal's School Site Plan, which is focused on student achievement. The School and District will be focused on math support, particularly for 3<sup>rd</sup> through 5<sup>th</sup> grades. The School Board just approved and posted a position for a part time math specialist at Encinal.

Ms. Burns then thanked Ms. Sikes for organizing the Fall Family Picnic. She also thanked the PTO for funding the community reads program and cultural assemblies like yesterday's Día De Los Muertos assembly. Next week's MPCSD School Board Meeting will include a facilities upgrade presentation on Encinal's plan for expansion to accommodate a transitional kindergarten program. The current plan is to add three new classrooms leading into the kinder play yard, with construction starting later this year and continuing through the following year. The plan also expands staff parking. Ms. Burns anticipates some additional construction on campus during the next five years, including HVAC upgrades.

Ms. Kraska thanked the PTO for funding the recent 3<sup>rd</sup> and 4<sup>th</sup> grade bike rodeos led by Safe Moves. She also thanked Christy Peetz, Encinal's safe routes lead, for her presence at District and City meetings and noted that Ms. Peetz is interested in onboarding a new safe routes lead for the next school year.

Ms. Kraska and Ms. Burns presented the Schoolwide Safety Plan to Encinal's School Site Council yesterday. The Safety Plan outlines Encinal's planned responses to emergency situations. Encinal is participating in the Great Shake Out later this morning and will include practice of the parent-student reunification process. Tomorrow, October 21<sup>st</sup>, from 8:00 – 9:00 am, Ms. Burns and Ms. Kraska are hosting Coffee with the Principals, at which Encinal's school resource officer from the Atherton Police Department will be speaking.

Ms. Kraska thanked Ms. Evans for her work chairing the ENspired Lab. The Lab will be open every day during lunch for 3<sup>rd</sup> through 5<sup>th</sup> grade students starting next week. First and 2<sup>nd</sup> grade will be able to use the lab on Wednesdays and Fridays if teachers are available to supervise. Each class will also have an orientation day in the Lab. Ms. Kraska requested donations of paper towel rolls, toilet paper rolls and egg cartons for the Lab. Ms. Evans is seeking parent volunteers to support the Lab, and monthly volunteer sign-ups will be available on ParentSquare soon.

#### **8. TEACHERS' REPORT**

Ms. McCann thanked Lisa Buda for providing sandwiches during conference week and for designing t-shirts for the teachers and staff.

#### **9. TECHNOLOGY / MOVIE NIGHTS**

Ms. Bicer shared that the October 14<sup>th</sup> movie night was a success, with around 100 attendees. The PTO purchased an annual movie license during the last school year and is hoping to hold three more movie nights this year. Ms. Burns suggested printing movie posters to post around campus to advertise any upcoming movie nights. Ms. Kraska suggested tying the Read-a-thon in to a movie night.

Ms. Bicer reminded Board members to use the PTO G-Suite accounts and asked the Board to send her any feedback on the G-Suite and PTO website.

#### **10. COMMUNITY / CARING & SHARING**

Ms. Jagtiani provided an update on the Caring & Sharing program in Ms. Sikes' absence. The PTO will announce its holiday Caring & Sharing drive in the Sunday, October 23<sup>rd</sup> newsletter. The PTO plans to fund Thanksgiving grocery gift cards for each Caring & Sharing family, and the Encinal Girl Scout troops will provide baked goods to accompany each gift card. The Caring & Sharing giving tree will be on ParentSquare again this year. Flor Espinal will post students' and siblings' wish lists, and families will be able to sign up online. The PTO will need volunteers on December 15<sup>th</sup> and 16<sup>th</sup> to assemble giving tree gifts in small multi.

#### **11. OTHER BOARD BUSINESS**

Mr. Gupta will present the semi-annual audit report at the General Membership Meeting in November.

#### **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, November 17, 2022 at 8:45 am in the ENspired Lab at Encinal School.

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Andrea Nudd  
Secretary of the Meeting