

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

**DATE:** September 15, 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  
Lindsey Sikes  
Sharon Burns  
Anand Gupta  
Jeanne McCann  
Beatrice Schooley

**MEMBERS ABSENT:**

**OTHERS PRESENT:** Ellen Kraska  
Sherwin Chen  
Chrissy Evans  
Jessica Hix  
Sara Tevis

## **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 August 25, 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 August 25, 2022 Encinal PTO Executive Board 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. The recent ENspirational lemonade stands and coffee events have been a success. The next ENspirational coffee will be tomorrow morning and the next lemonade stand will be held during the Fall Family Picnic. The final lemonade stand will be on Friday, September 30th.

The first AwesomeME assembly took place on September 2<sup>nd</sup>. In addition to the student AwesomeME recipients, there were twenty-two teacher and staff AwesomeME nominations this

month. The recognition by parents and colleagues means a lot to the teachers and staff. Nominations for next month are due prior to the first Friday in October.

The first MPCSD District Council meeting of the school year was held earlier month. Ms. Jagtiani provided a series of updates from the meeting. The District Council is looking for a volunteer to compile submissions for the school newsletters' community section. The District will release school safety plans later this fall. The Menlo Park-Atherton Education Foundation auction will be held on Saturday, March 18<sup>th</sup>. The five service dogs funded by the Fund-a-Need initiative during last year's auction are currently being trained in Michigan. The District is looking for host families who can serve as the primary caretakers for the dogs. There is an information session for interested families on Tuesday, September 20<sup>th</sup> at 7:00 pm.

Ms. Jagtiani thanked Laura Wiggs and Ms. Hix for bringing 29 after-school programs to Encinal this fall. She also thanked Ms. Wiggs for work during the LunchMaster shutdown to ensure that all kids received lunches. Ms. Wiggs is still looking for parent volunteers to serve as lunch leads on Mondays and Wednesdays. The District is hiring a paid staff member to assist with lunches on a daily basis for the first hour of lunch.

Ms. Jagtiani thanked Scott Paterson, Mary Salmon and Amisha Oza for organizing and kicking off Encinal's garden program this school year. They are documenting a program of simplified lesson plans by topic, including reading material, plants and craft suggestions for each lesson. Ms. Jagtiani also thanked Ms. Wolf for holding several HRP training calls and Ms. Sikes for her work on Encinal's Fall Family Picnic. Ms. Jagtiani then thanked Ms. Tevis for refurbishing the bench in the garden and presented a plaque to be posted on the bench.

Encinal's first movie night will be held on Friday, October 14<sup>th</sup>. The PTO will most likely be showing "The Addams Family 2," which is included in its movie licensing agreement. Families can bring dinner to eat outside and popcorn may be provided. The PTO is also organizing a Read-a-thon, likely in conjunction with the Menlo Park Library, and is looking for local sponsors to support the program with prizes. The PTO is also looking for volunteers to organize a roller-skating night at Sports House.

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

Mr. Chen introduced himself as the School Board liaison to the Encinal PTO and provided an update on the most recent School Board meeting, including Kristen Gracia's transition into the superintendent role, a proposed resolution to oppose Measure V, and potential land purchases by the District.

#### **5. BOOK FAIR UPDATE**

Ms. Wolf gave an update on the book fair, which will be open from Wednesday, September 21<sup>st</sup> through Friday, September 23<sup>rd</sup> and located in the large multi again. Each teacher will receive \$75.00 to purchase classroom books, and all teachers have signed up for class visits to the book fair. Volunteers to work at the book fair are still needed, especially during the Fall Family Picnic. The PTO will provide funded eWallets for Caring & Sharing students to use during class visits to the book fair. Ms. Ravenscroft and Ms. Schooley will provide change and accounting for the registers and cash box.

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

Ms. Ravenscroft reviewed the draft 2022-2023 budget and recent expenses. She plans to present the budget for approval at the General Membership meeting in November and reminded

budget owners to review and verify their allocated budgets prior to November.

## **7. OCC UPDATE**

Ms. Carlson provided an update on Encinal's progress toward the One Community Campaign ("OCC") fundraising goal. Match Day was held on Thursday, September 14<sup>th</sup>, and the campaign exceeded its donor number goal with 216 participating families. The campaign was at approximately 35% participation prior to Match Day. Upcoming events include the ENspirational lemonade stands and coffees on Fridays, a presence at Book Fair and the Fall Family Picnic and a carline on September 29<sup>th</sup>. The campaign ends on September 30<sup>th</sup>. Coffees have been particularly effective at cultivating meaningful conversations about the campaign, including answering questions about funded programs, sharing information on corporate matching and facilitating real time translation of campaign information and questions from parents with children present to help translate.

Based on feedback at the last Board meeting, the campaign has started posting the participation rate on signs in carpool. A suggestion was made to post QR codes at businesses throughout Menlo Park to encourage community members to participate. The OCC team is developing a new pie chart to clarify and emphasize the impact of the campaign. The campaign is also increasing messaging around the specific benefits and programs available at Encinal due to OCC donations, including student school supplies, the school nurse and psychologist, cultural arts, campus beautification, Science Night, Fall Family Picnic, assemblies, ENTV, Enspired Lab, kinder play dates and the garden program, among many others.

## **8. COMMUNITY EVENTS – FALL FAMILY PICNIC**

Ms. Sikes updated the Board on the upcoming Fall Family Picnic, which is planned for Friday, September 23<sup>rd</sup> from 4:30pm to 6:30pm. Volunteer recruitment is currently the main focus. The event will have a county fair theme and will include a band, petting zoo, airbrush tattoo stations, family photos, inflatables, lawn games, Menlo Fire and Atherton Police, an appearance by Eddy, lemonade, churros and popcorn. Families will be encouraged to picnic with their grade level. Ms. Sikes plans to assemble an events committee for future events.

## **9. COMMUNICATIONS**

Ms. Sanday provided an update on the school newsletter. A reminder is distributed on Mondays for the Wednesday submission deadline. Any feedback or questions on newsletter can be sent to Ms. Sanday.

## **10. PRINCIPAL'S REPORT**

Ms. Burns provided an update on a series of recent and upcoming events on campus. Five teachers volunteered to open the ENspired Lab during lunch time. Ms. Evans, the ENspired Lab lead, is recruiting parent volunteers to help during those times. Stations such as wood working, building, and stop motion animation will be available for students to try. ENTV is also scheduled to kick off next week, with fifth grade students serving as news anchors.

Teachers are currently writing Jeanie Ritchie grant proposals to fund innovative classroom programs and assemblies. Grants are intended to spark a project that may later grow into a long-term program. Ms. Burns also met with grade level leads to collect funding requests for outside programs to be funded by the PTO this year.

On October 20<sup>th</sup>, Encinal is holding an earthquake drill. Parents are invited to participate in the drill to practice Encinal's reunification process. On October 21<sup>st</sup>, Ms. Burns and Ms. Kraska will host a parent coffee on the topic of safety, including a presentation by the Atherton Police Department.

The District Office is recruiting guest teachers. Interested parents can pick up an application in the District Office or find an online application on the District website through Human Services.

### **11. TEACHERS' REPORT**

Ms. McCann thanked the PTO for providing treats and coffee for the teachers and staff. She further thanked Lisa Buda for surveying teachers on appreciation gifts and noted that teachers selected t-shirts as their preferred gift.

### **12. OTHER BOARD BUSINESS**

Mr. Gupta plans to present the audit report at the October meeting.

Ms. Jagtiani provided an update on behalf of the garden program leads. Plans to organize a compost drop off for Encinal families are underway. The program leads are currently assigning classroom garden beds and beginning to compile the garden lessons plans and planting guides. A new garden group will be added for parent volunteers on ParentSquare soon. The program leads are hoping to use Encinal's Charlie Cart this year, which would allow classes to cook and prepare their produce on site. The team is also offering on site garden orientations to interested parent volunteers this year.

### **13. 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, October 20, 2022 at 8:45 am in the ENspired Lab at Encinal School.

---

Andrea Nudd  
Secretary of the Meeting