

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

**DATE:** August 25, 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

**MEMBERS ABSENT:** Beatrice Schooley

**OTHERS PRESENT:** Ellen Kraska  
Lisa Napoli  
Amy Hinckley  
Chrissy Evans  
Amisha Oza  
Kim Novello  
Marta Miller  
Lisa Napoli  
Jessica Hix  
Lisa Buda  
Catherine Boettcher

**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 May 31, 2022 Encinal PTO Executive Board meeting, and the minutes from the June 9, 2022 Special General Membership meeting. Upon motion duly made, seconded and unanimously approved, the Members adopted the following resolution:

**RESOLVED**, that the minutes of the May 31, 2022 Encinal PTO Executive Board meeting and the minutes from the June 9, 2022 Special General Membership meeting be, and they hereby are, approved as submitted to the members at this meeting.

**3. PRESIDENT’S WELCOME**

Ms. Jagtiani welcomed the Board and attendees to the first meeting of the school year. The primary goal this year is for the PTO to bring the community together in person. Ms. Jagtiani then provided updates on several recent and upcoming PTO events. The PTO held its first Enspirational Lemonade stand to raise awareness of the One Community Campaign (“OCC”) last Friday. The Fall Family Picnic will be held on September 23<sup>rd</sup> and will coincide with the Book Fair. The first movie night will be October 14<sup>th</sup>. The PTO is looking for movie and activity ideas for future movie nights. The PTO will be continuing to award teacher Awesome Me’s this year, and parents are

welcome to attend the monthly Awesome Me assemblies with students, teachers and staff this year. The first Awesome Me assembly will be next Friday afternoon.

Ms. Jagtiani then thanked several attendees and community members, including Ms. Sikes for organizing the kindergarten playdates, Ms. Buda for treating the teachers to bagels and coffee on the first day of school, Ms. Carlson for planning the Back to School parent coffee, the newsletter team consisting of Stephanie Lucianovic, Jill Vizas, Jessica Bayliss, and Ms. Hinckley for kicking off the school newsletter in early August, Ms. Ravenscroft for sending out checks and budget work over the summer, Ms. Napoli for efforts to support the OCC and related events, Jonathan Carpenter and Amy Coolican for co-chairing Encinal's volleyball program, Ms. Evans for taking on the new ENspired Lab chair position and Christy Peetz for planning bike to school day tomorrow.

Ms. Jagtiani shared some new event and program ideas under consideration including a readathon, pancake breakfast, roller skating, ice skating and field days.

#### **4. TREASURER'S REPORT**

Ms. Ravenscroft reviewed the previous fiscal year's financial statements. The PTO raised approximately \$129k during the 2021-2022 school year. The funds were spent nearly in full and included the purchase of a new sandbox near the library. Ms. Burns shared photos of the sandbox and noted that student demand for the sandbox has been high. Ms. Ravenscroft then reviewed the preliminary budget for the current fiscal year with the Board.

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

Ms. Napoli provided an update on Encinal's progress toward the OCC fundraising goal. There are seven Enspirational coffee and lemonade pop-ups planned during the campaign period, and a carline is planned for the morning of Thursday, September 29<sup>th</sup>. Volunteers are needed for

these events. During Back to School Night, teachers will show a new OCC video that explains MPCSD funding and the reasons for the campaign. There is a stand with a QR code to the donation website in the Encinal office, and the QR code will be distributed to families via flier as well.

Ms. Napoli requested that the Board help raise awareness of the Corporate Match opportunity. Attendees offered suggestions on how to encourage corporate matches, including “how to” communications and sharing helpful data points related to corporate matches with the community. Additional suggestions to increase campaign awareness and donations were made, including moving the thermometer to a prominent location, sharing a campaign “fact a week” with the community, and putting messaging on yard signs along the carpool lane.

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

Ms. Sikes updated the Board on the upcoming Family Picnic, which is planned for September 23<sup>rd</sup> from 4:00pm to 6:30pm. The event will have a country fair theme and include inflatables, a temporary tattoo artist, yard games, cotton candy, popcorn and potentially a band. Families can bring a picnic dinner, to be supplemented with small snacks available at the event. Shade covering and picnic blankets will be available.

. Ms. Burns suggested the Atherton PD may be open to hosting a table. Ms. Wolf offered to have the HRPs message out grade meeting locations at the picnic.

#### **7. BOOK FAIR UPDATE**

Ms. Hinckley gave an update on the Book Fair, which will be open Wednesday, September 21<sup>st</sup> through Friday, September 23<sup>rd</sup> and located in the large multi again. Volunteer sign up will be on ParentSquare. Parents will be able to attend the Book Fair after school on

Thursday and during the Fall Family Picnic. Capacity will be limited to 120 people, and students must be accompanied by an adult.

The PTO and Book Fair team are planning to fund \$20 eWallets for each Caring and Sharing student to use at the Book Fair. The PTO is planning to set aside some funds to support teacher book purchases.

## **8. PRINCIPAL'S REPORT**

Ms. Burns welcomed the attendees back to campus. Over 30 new families were welcomed during New Family Orientation, and a second session will be scheduled for families who have registered more recently. Back to School Night will be in person on Thursday, September 1<sup>st</sup>. Ms. Burns thanked staff member Desi Donnersbach for designing and painting the new PTO-funded mural behind the ping pong tables.

Ms. Kraska introduced herself and Ms. Hix, Encinal's new office manager. She relayed that the District is hiring four lunchtime yard duties for the hours of 11:20am to 1:00pm. The District is also looking for a dismissal crossing guard near the District Office. Ms. Kraska thanked Laura Wiggs for her work on after school programs and hot lunch coordination.

## **9. TEACHERS' REPORT**

Ms. McCann introduced herself as the teachers' representative on the Executive Board for the second year. She thanked Ms. Buda for providing bagels and treats in the teacher and staff lounge on the first day of school.

## **10. APPROVE NEW CHAIRPERSONS**

Ms. Paulson then took an opportunity to recognize new committee chairs and leads. 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 August 1, 2022 to serve until his or her successor is duly appointed or until his or her earlier resignation or removal;

Volleyball Chairs: Jonathan Carpenter and Amy Coolican

Basketball Chair: Bill Ho

ENspired Lab Chair: Chrissy Evans

## **11. OTHER BOARD BUSINESS**

Ms. Novello invited anyone interested to attend the Encinal School Site Council meeting next Wednesday from 3:15 - 4:30pm in the conference room near the office. The Site Council will be approving a safety plan for the campus.

Ms. Oza said the garden program is having an information session for prospective volunteers tomorrow at 7:00pm.

## **12. ADJOURNMENT**

There being no other business to come before the Members, the meeting was adjourned. The next scheduled meeting is the General Encinal PTO executive meeting on Thursday, September 15, 2022 at 8:45 am in the ENspired Lab at Encinal School.

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Andrea Nudd  
Secretary of the Meeting