

**MINUTES OF THE 2021-2022 SPECIAL GENERAL  
MEMBERSHIP MEETING OF THE  
ENCINAL SCHOOL PARENT TEACHER ORGANIZATION  
195 Encinal Avenue, Atherton, CA 94027**

**DATE:** June 9, 2022

**TIME:** 5:00 pm PST

**PLACE:** Zoom

**MEMBERS PRESENT:** Katherine Bicer  
Andrea Nudd  
Stephanie Lucianovic  
FangFang Paulson  
Yin Ravenscroft  
Allison Jagtiani  
Sharon Burns  
Nicole Carvalho-Lee  
Jeanne McCann

**MEMBERS ABSENT:** Amy Porter  
Reed Johnstone  
Anand Gupta  
Leah Wolf  
Christine Wichrowski Goudey

**OTHERS PRESENT:** Ellen Kraska  
Ruben Trabanino  
Kim Novello  
Beatrice Schooley  
Ashley Miller

## **1. CALL TO ORDER**

Ms. Paulson called to order a special meeting of the Encinal School Parent Teacher Organization General Membership (“*Encinal PTO*”) for the school year 2021-2022 via Zoom.

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. VOTE TO DESIGNATE SURPLUS FUNDS FOR CONSTRUCTION OF A SANDBOX**

Ms. Burns shared a presentation summarizing the proposed plans for a new sandbox for 1<sup>st</sup> through 5<sup>th</sup> grade students. The proposed location of the sandbox is in the grassy area behind the library and near Room 15. This location would be part of the supervised 1<sup>st</sup> through 5<sup>th</sup> grade playground area during recess and would also be used by the new school counselor, who will be based in Room 15. Ms. Burns shared a photo of the proposed location and indicated that an ADA wheelchair ramp will be added and the tree currently standing in this area will remain and provide shade over the area.

Ms. Burns stated that the proposed contractor for the sandbox has successfully completed other projects for the MPCSD, including a permanent sandbox at Oak Knoll, the baseball diamonds at Encinal and the playground for the Early Learning Center at Laurel. The proposal has been reviewed and approved by the District, authorizing work to begin in Summer 2022. If the project is approved by the PTO, Mr. Trabanino, the MPCSD Director of Maintenance, Operations and Transportation, will oversee construction work by the proposed contractor. Mr. Trabanino’s department will also oversee replacement of the sand, as needed.

Ms. Ravenscroft confirmed that the PTO has available the funds requested to pay for construction of the sandbox. She further confirmed that the PTO has paid for similar projects in the past, most recently purchasing musical equipment for the playground in 2021 for approximately \$18,000.

Ms. Bicer opened the floor for questions from the Membership. In response to questions asked, Mr. Trabanino confirmed that an adequate barrier between the sandbox and walkways will prevent spillage of sand onto the walkways. He estimated that the sandbox build time will be approximately a week. Ms. Burns confirmed that outdoor seating will still be available for students in the nearby grassy area. Mr. Trabanino stated that the sandbox would be raked and cleaned out regularly by custodial staff.

There being no further questions from the Membership, Ms. Bicer introduced a proposal to allocate PTO surplus funds necessary to construct the sandbox in the amount of up to \$21,000. The proposed amount would cover the cost quoted by the contractor for project completion, in addition to an approximately 10% contingency buffer. After discussion, and upon motion duly made, seconded and unanimously approved, the following resolutions were adopted:

**WHEREAS**, the general members have reviewed and evaluated the Encinal PTO budget for the 2021-2022 fiscal year, and actuals to date, and the proposed use of surplus funds to construct a sand pit on the playground;

**NOW, THEREFORE, BE IT RESOLVED**, that the members hereby approve the use of up to \$21,000 of surplus funds for the construction of a sand pit; and

**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).

### **3. ADJOURNMENT**

Ms. Bicer thanked the Membership for their participation. There being no other business to come before the Members, the meeting was adjourned.

---

Andrea Nudd  
Secretary of the Meeting