

**MINUTES OF THE REGULAR 2021-2022 EXECUTIVE BOARD OF
ENCINAL SCHOOL PARENT TEACHER ORGANIZATION**

195 Encinal Avenue, Atherton, CA 94027

DATE: May 31, 2022

TIME: 8:45 am PST

PLACE: Stacks, 600 Santa Cruz Ave, Menlo Park

MEMBERS PRESENT: Katherine Bicer
Andrea Nudd
FangFang Paulson
Yin Ravenscroft
Allison Jagtiani
Reed Johnstone
Anand Gupta
Leah Wolf
Sharon Burns

MEMBERS ABSENT: Stephanie Lucianovic
Amy Porter
Christine Wichrowski Goudey
Nicole Carvalho-Lee
Jeanne McCann

OTHERS PRESENT: Courtney Comstock
Beatrice Schooley

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 2021-2022. 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. Bicer acted as Secretary of the meeting.

2. APPROVAL OF PRIOR MINUTES

The Members then reviewed the minutes from the April 21, 2022 Encinal PTO Executive Board meeting and the May 19, 2022 Encinal PTO General Membership meeting. Upon motion duly made, seconded and unanimously approved, the Members adopted the following resolution:

RESOLVED, that the minutes of the April 21, 2022 Encinal PTO Executive Board meeting and May 19, 2022 Encinal PTO General Membership meeting be, and they hereby are, approved as submitted to the members at this meeting.

3. TREASURER'S REPORT

Mr. Johnstone reviewed the current financial statements. Questions were asked and a full discussion ensued.

4. Thank you and presentations to exiting Board Members

Ms. Bicer and Nudd thanked each parent member of this year's board and presented a token of appreciation to each member exiting the board.

5. ADJOURNMENT

There being no other business to come before the Members, the meeting was adjourned. This is the final PTO meeting of the 2021-2022 school year.

Katherine Bicer
Secretary of the Meeting