

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

DATE: May 19, 2022

TIME: 8:45 am PST

PLACE: Zoom

MEMBERS PRESENT: Katherine Bicer
Andrea Nudd
Amy Porter
Christine Wichrowski Goudey
Stephanie Lucianovic
FangFang Paulson
Yin Ravenscroft
Allison Jagtiani
Reed Johnstone
Anand Gupta
Leah Wolf
Sharon Burns

MEMBERS ABSENT: Nicole Carvalho-Lee
Jeanne McCann

OTHERS PRESENT:

Ellen Kraska
Courtney Comstock
Allison Carlson
Sherwin Chen
Kinga Fern
Sara Salmon
Lindsey Sikes
Jill Vizas
Francesca Sanday
Beatrice Schooley
Parke Treadway
Ashley Miller

1. CALL TO ORDER

Ms. Paulson called to order a regular 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. Porter acted as Secretary of the meeting.

2. PRESIDENTS’ REPORT

Ms. Bicer discussed the bike donations received, which have been sent out to get fixed for those in need. She also discussed the staff Wellness day and Encinal Movie Night, both of which were a success and well attended. Questions were asked and a full discussion ensued.

3. VOTE ON 2022-2023 EXECUTIVE PTO BOARD

Ms. Jagtiani introduced the slate of officers for the 2022-2023 PTO board. Before voting on the slate of officers as previously presented to the general membership, Ms. Paulson asked whether there are any nominations from the floor. After discussion, no nominations from the floor, and upon motion duly made, seconded and unanimously approved, the following resolutions were adopted:

WHEREAS, the Encinal PTO Bylaws provide that the officers of Encinal PTO shall be elected annually at the last regular general membership meeting of the school year by the voting members of the Encinal PTO with the exception of the incoming President, Allison Jagtiani, and the incoming Treasurer, Yin Ravenscroft, who each automatically assume such position at the completion of their current respective positions of Vice-President and Financial Secretary, respectively.

NOW, THEREFORE, BE IT RESOLVED, that the following persons be, and each of them hereby is, appointed as an officer of the Encinal PTO for the 2022-2023 school year, to serve until his or her successor is duly appointed or until his or her earlier resignation or removal.

Vice President: Allison Carlson
Financial Secretary: Beatrice Schooley
Auditor: Anand Gupta
Recording Secretary: Andrea Nudd
Communications Chair: Francesca Sanday
Community Chair: Lindsey Sikes
HRP Chair: Leah Wolf

Ms. Paulson also took the opportunity to recognize Encinal's 2022-2023 PTO parliamentary and slate of committee chairs and leads. Upon motion duly made, seconded and unanimously approved, the Members adopted the following resolution:

WHEREAS, the Encinal PTO Bylaws provide that the parliamentary and 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 parliamentarian or chair or lead of the committee set forth opposite their respective name commencing on August 1, 2022 to serve until his or her successor is duly appointed or until his or her earlier resignation or removal;

Parliamentarian: FangFang Paulson
OCC Engagement Lead: Lisa Napoli
Book Fair Chairs: Amy Hinckley & Jessica Bayliss
Caring and Sharing Chair: Lindsey Sikes
Science Night Chairs: Sara Salmon and Carrie Tomasi
Kindergarten Playdate Chair: Lindsey Sikes
Garden Chairs: Scott Paterson, Amisha Oza and Mary Salmon
Staff Appreciation Chair: Lisa Buda
Hot Lunch Coordinator: Laura Wiggs
After-school Activities Coordinator: Laura Wiggs
Girl Scouts Coordinator: Teresa Kwon
Safe Routes to School Lead: Christy Ferlic
Webmaster: Lixia Liao
Technology Lead: Katherine Bicer
Spirit Wear: Allison Jagtiani

4. BANKING RESOLUTION

Ms. Paulson led a discussion allowing Allison Jagtiani (President), Yin Ravenscroft (Treasurer) and Beatrice Dumas Schooley (Financial Secretary) to be authorized signatories of the Encinal PTO's existing bank accounts held by Wells Fargo as of August 1, 2022, and to remove Katherine Bicer, Andrea Nudd and Reed Johnstone. Upon motion duly made, seconded and unanimously approved, the Members adopted the following resolution:

WHEREAS, the Encinal PTO maintains existing bank accounts with Wells Fargo ("**Bank**"), and the Board has determined that it is advisable and in the best interests of the Encinal PTO to authorize Allison Jagtiani, President of the Encinal PTO, Yin Ravenscroft, Treasurer of the Encinal PTO, and Beatrice Dumas Schooley, Financial Secretary of the Encinal PTO, to be an authorized signatory for such bank accounts (collectively, the "**Bank Accounts**") effective as of August 1, 2022; and

WHEREAS, the Board has determined that it is advisable and in the best interests of the Encinal PTO to remove each of Katherine Bicer, Andrea Nudd, and Reed Johnstone as previously authorized signatories for the Bank Accounts and terminate their debit cards for the Bank Accounts each effective as of August 1, 2022.

NOW, THEREFORE, BE IT RESOLVED, that the Encinal PTO hereby authorizes and appoints Ms. Jagtiani, Ms. Ravenscroft, and Ms. Schooley as authorized signatories for the Bank Accounts effective as of August 1, 2022, and removes and/or revokes the authority of each Katherine Bicer, Andrea Nudd, and Reed Johnstone with respect to the same effective as of August 1, 2022.

5. TREASURER'S REPORT

Mr. Johnstone reviewed the current financial statements. Ms. Burns discussed asking landscape companies to come in and provide a quote for a permanent sandbox. The vision for the sandbox is a proper sandbox that drains and will be located behind the library. Questions were asked and a full discussion ensued.

6. AUDIT REPORT

Ms. Gupta provided an overview of the audit report. Questions were asked and a full discussion ensued.

7. PRELIMINARY 2022-2023 BUDGET APPROVAL

Ms. Ravenscroft shared the preliminary budget for the 2022-2023 school year. Upon motion duly made, seconded and unanimously approved, the Members adopted the following resolution:

WHEREAS, the preliminary 2022-2023 fiscal year PTO budget was presented to and evaluated by the general membership;

NOW, THEREFORE, BE IT RESOLVED, that that the general membership has approved the preliminary 2022-2023 fiscal year PTO budget as presented.

8. PRINCIPAL'S REPORT

Ms. Burns gave an update on the front office and announced that Courtney Comstock will be working at Upper Laurel beginning in the next school year. Ms. Kraska gave an update on state testing and indicated it was going smoothly.

9. SCHOOL BOARD UPDATE

Mr. Chen discussed the last School Board meeting and announced the new superintendent. Questions were asked and a full discussion ensued.

10. NEWSLETTER UPDATE

Ms. Lucianovic discussed the purpose of the school newsletter and noted they are not receiving submissions that should be included. Questions were asked and a full discussion ensued.

11. SCIENCE NIGHT UPDATE

Sara Salmon provided a recap of Science Night. There was great participation and about 81 science projects submitted. Questions were asked and a full discussion ensued.

12. COMMUNITY, STAFF APPRECIATION, 5TH GRADE

Ms. Goudey provided an update on the Spring Family Social. The fifth grade event is being planned, as well as the end of year staff luncheon. Questions were asked and a full discussion ensued.

13. ADJOURNMENT

There being no other business to come before the Members, the meeting was adjourned.

Amy Bagdasarian Porter
Secretary of the Meeting