

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

DATE: March 17, 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
Anand Gupta
Allison Jagtiani
Nicole Carvalho-Lee
Leah Wolf
Jeanne McCann

MEMBERS ABSENT: Sharon Burns
Reed Johnstone

OTHERS PRESENT: Ellen Kraska
Sherwin Chen
Courtney Comstock
Marta Miller
Sara Salmon
Carrie Tomasi

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 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. APPROVAL OF PRIOR MINUTES

The Members then reviewed the minutes from the March 17, 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 March 17, 2022 Encinal PTO Executive Board meeting be, and they hereby are, approved as submitted to the members at this meeting.

3. PRESIDENTS’ REPORT

Ms. Bicer and Ms. Nudd discussed ways to get volunteers for helping out with #Operation Wellness on April 29th. Volunteer appreciation season is coming up so Ms. Bicer and Ms. Nudd will be working on putting together an event to thank all the parent volunteers. Questions were asked and a full discussion ensued.

4. MOU APPROVAL

Ms. Jagtiani discussed the updated MOU and reviewed material changes. After discussion and upon motion duly made, seconded and approved, the following resolution was adopted:

WHEREAS, the Board deems it advisable and in the best interests of the Encinal PTO to adopt the Memorandum of Understanding (MOU) with respect to the One Community Campaign for the 2022-23 school year (MOU attached).

NOW, THEREFORE, BE IT RESOLVED, that the 2022-23 MOU, attached, be, and hereby is, adopted and approved; 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).

5. TREASURER'S REPORT

Ms. Ravenscroft reviewed the current financial statements. Questions were asked and a full discussion ensued.

6. PRINCIPALS'S REPORT

Ms. Kraska discussed the new school mural, and provided an updated schematic. The painting of the mural will start over Spring break. Crossing guard appreciation week is next week, so reminders will be sent out to remind everyone to express appreciation to our crossing guards. A small token gift will be provided to thank our crossing guards. Ms. Kraska also discussed a bike rodeo for third through fifth graders on June 2 and June 3 so students can learn about bike safety. Another event will be set up for third through fifth graders in the Felton Gables neighborhood so kids can practice bike safety on the street. Open House this year will be

in person on May 26. Ms. Kraska discussed potentially having a petting zoo on campus on May 11 or May 18 to help reduce student anxiety during the weeks of State testing. Questions were asked and a full discussion ensued.

7. TEACHERS'S REPORT

Ms. McCann thanked the PTO for the wellness day that was very much appreciated by the teachers. She also thanked the PTO for all the supplied and snacks provided in the staff lounge. Questions were asked and a full discussion ensued.

8. SCHOOL BOARD UPDATE

Mr. Chen discussed the passing of Measure B and thanked the Board for everything done on behalf of Measure B. Mr. Chen also discussed the new COVID variant and masking. The Board will update its masking policy as conditions change with new variants. Questions were asked and a full discussion ensued.

9. SCIENCE NIGHT UPDATE

Ms. Salmon and Ms. Tomasi provided an overview of the upcoming Science Night. It will be Friday April 22, 5pm-7pm, which also happens to be Earth Day. There will interactive science activities all around campus, including six Mad Scientist tables. The science projects will be on display in the large multi-purpose room. Questions were asked and a full discussion ensued.

10. OTHER BOARD BUSINESS

Ms. Comstock announced that the new bookshelves have been installed in the library. Questions were asked and a full discussion ensued.

11. 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, April 21, 2022 at 8:45 am via Zoom.

Amy Bagdasarian Porter
Secretary of the Meeting