

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

DATE: January 20, 2022

TIME: 8:45 am PST

PLACE: Zoom

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

MEMBERS ABSENT: Nicole Carvalho-Lee

OTHERS PRESENT: Ellen Kraska
Sherwin Chen
Anand Gupta
Michelle Betancourt
Courtney Comstock
Marta Miller

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 December 14, 2021 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 December 14, 2021 Encinal PTO Executive Board meeting be, and they hereby are, approved as submitted to the members at this meeting.

3. COMMUNITY READ UPDATE

Ms. Betancourt discussed the continuation of the Windows and Mirrors work from last year and how it relates to how important it is to do equity work in school. Learner profiles tie in to domains relating to social justice. Each book selected has a slide deck to be presented to students so teachers can involve students in a deeper discussion of their contents. Questions were asked and a full discussion ensued.

4. PRESIDENTS’ REPORT

Ms. Nudd thanked Laura Wiggs and Staff Appreciation for helping with upcoming staff wellness days. Ms. Bicer thanked Ms. Vizas for coordinating the district speaker series. Ms. Bicer and Ms. Nudd welcomed Ms. Kraska to Encinal. Questions were asked and a full discussion ensued.

5. TREASURER'S REPORT

Mr. Johnstone provided an update on budget actuals. We are expecting a \$2,500 distribution in a few months. Pledges in the amount of about \$11,500 will be collected over the next few months. Questions were asked and a full discussion ensued.

6. PRINCIPAL'S REPORT

Ms. Burns discussed partnering with the YMCA to provide physical movement for Encinal kindergarten classrooms for the remainder of the year. YMCA employees will come to the school and bring exercise tools for leading the students in physical education. The proposal received includes five (5) thirty (30) minute sessions for each of the kindergarten classes and will cost around \$3,010 for the remainder of the year. After discussion and upon motion duly made, seconded and approved (one Executive Board Member abstained from voting), the following resolution was adopted:

WHEREAS, the Executive Board has reviewed and evaluated a proposal to allocate additional funds to the Assemblies and Outside Vendors budget for the YMCA of Silicon Valley to provide PE instruction to the Kindergarten classes; and whereas the approved 2021-2022 PTO budget shows a net profit of \$3,010.

NOW, THEREFORE, BE IT RESOLVED, that the Executive Board hereby agrees to allocate \$3,010 of 2021-2022 net profit to the Assemblies and Outside Vendors budget.

Ms. Burns welcomed Ms. Kraska to the team. Ms. Kraska introduced herself thanked the PTO for all the gifts and treats provided by the PTO. She discussed Safe Routes and a potential bike rodeo at Encinal.

7. TEACHER'S REPORT

Ms, McCann thanked the PTO for all the special things the PTO provides to the staff. Ms. Morley and Ms. Comstock will be handing out the Encinal fleece jackets. Questions were asked and a full discussion ensued.

8. 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, February 17, 2022 at 8:45 am via Zoom.

Amy Bagdasarian Porter
Secretary of the Meeting