

**MINUTES OF THE 2022-2023 GENERAL MEETING OF THE
ENCINAL SCHOOL PARENT TEACHER ORGANIZATION**
195 Encinal Avenue, Atherton, CA 94027

DATE: May 18, 2023

TIME: 8:45 am PST

PLACE: ENspired Lab, Encinal School

MEMBERS PRESENT: Allison Jagtiani
FangFang Paulson
Allison Carlson
Andrea Nudd
Yin Ravenscroft
Jeanne McCann
Sharon Burns
Lindsey Sikes
Francesca Baraggioli

MEMBERS ABSENT: Anand Gupta
Leah Wolf
Beatrice Dumas Schooley

OTHERS PRESENT: May Carr
Eleanor de Jong
Carrie Tomasi
Jessica Hix
Susan Blanco
Ellen Kraska
Amisha Oza
Marta Miller
Chrissy Evans
Lisa Napoli
Scott Saywell
Srujana Srinath

1. CALL TO ORDER

Ms. Paulson called to order a general meeting of the Encinal School Parent Teacher Organization Executive Board (“*Encinal PTO Executive Board*”) for the school year 2022-2023. 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. SCHOOL BOARD UPDATE

Mr. Saywell provided an update on the District’s plan to move forward with construction over the summer to prepare Encinal’s transitional kindergarten classroom space.

3. PRESIDENT’S WELCOME

Ms. Jagtiani reviewed the Board’s priorities of community, collaboration and creativity for this school year. Under the topic of “community,” Ms. Jagtiani thanked Sara Salmon and Carrie Tomasi for leading Science Night, which was held on May 12th. She also thanked Ms. Sikes for organizing the successful Cinco de Mayo spring community event, and Christy Peetz for leading Walk and Bike to School activities.

Upcoming community events include the Menlo Park-Atherton Education Foundation Schoolhouse Rocks Run on May 21st, Encinal’s Open House on May 25th and next week’s Book Fair. Ms. Jagtiani thanked Jessica Bayliss, Stephanie Lucianovic, Amy Hinckley and Ambalika Sudan for organizing the Book Fair. The Encinal volunteer appreciation breakfast will be held on

Tuesday, June 6th. Fifth grade parents are organizing a graduation celebration on June 8th. Ms. Jagtiani thanked Ms. Wolf for organizing the graduation events and Sara Teeple for her work organizing year books.

Related to the Board's priority of "collaboration," Ms. Jagtiani thanked Sara Tevis for creating signs for the Encinal garden. Ms. Jagtiani then reviewed options for the PTO's 2022-23 surplus spending. Physical Education teacher, Ms. Gee, proposed the addition of a climbing wall to one end of large multi. Ms. Jagtiani presented sample photos and quotes from Everlast and El Dorado Climbing for the project. Hillview complete a successful climbing wall installation with Everlast, and MPCSD administrators have confirmed that the project would be to code. The Board discussed the project and quotes, and there being no more questions, proceeded with a vote to use funds for the installation of a climbing wall. Upon motion duly made, seconded and unanimously approved, the Members adopted the following resolution:

WHEREAS, the general members have reviewed and evaluated the Encinal PTO budget for the 2022-2023 fiscal year, and actuals to date, and the proposed use of surplus funds to construct a climbing wall in the large multi;

NOW, THEREFORE, BE IT RESOLVED, that the members hereby approve the use of up to \$12,000 of surplus funds for the construction of a climbing wall in the large multi; 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).

4. MEET MILLIE & UPDATE

Ms. Hix provided an update on Millie’s training and acclimation on campus. Millie has been attending Encinal assemblies and events, and she is training with primary handlers Amy Fritz and Susan Preston, in addition to Ms. Hix. Teachers will have the option to go through a training in October in order to have Millie spend time in their classrooms without the primary handlers.

5. VICE PRESIDENT’S REPORT

Ms. Carlson provided an update on the incoming 2023-2024 Executive Board. She thanked Ms. Jagtiani for her work this year and the nominating committee, including Ms. Paulson, for their work recruiting the incoming Board. She then introduced the slate of officers for the 2023-2024 PTO Executive 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 Carlson, and the incoming Treasurer, Francesca Baraggioli, 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 2023-2024 school year, to serve until his or her successor is duly appointed or until his or her earlier resignation or removal.

Vice President: Eleanor de Jong

Co-Treasurer: Allison Jagtiani

Financial Secretary: Srujana Srinath

Auditor: Anand Gupta

Recording Secretary: May Carr

Communications Chair: Rebecca Alison

Community Chair: Lindsey Sikes

HRP Chair: Leah Wolf

Teacher Representative: Susan Blanco

Ms. Paulson also took the opportunity to recognize Encinal's 2023-2024 PTO parliamentarian 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 parliamentarian 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, 2023 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 Chair: Jessica Bayliss

Caring and Sharing Chairs: Lindsey Sikes & Bing Doh

Kindergarten Playdate Chair: Lindsey Sikes

Garden Chairs: Amisha Oza and Mary Salmon

Staff Appreciation Chair: Liz Riley

Hot Lunch Coordinator: Laura Wiggs

After-school Activities Coordinator: Laura Wiggs

Technology/Movie Night co-chairs: Katherine Bicer & Lisa Buda

Lost and Found / Picture Day: Jessica Kohli

Spirit Wear: Allison Jagtiani

Yearbook Chair: Sara Teeple

6. TREASURER'S REPORT

Ms. Ravenscroft reviewed the approved 2022-2023 budget and recent expenses. She announced that all accounts are in good position. The PTO has spent approximately 90% of its budget for the year. Ms. Ravenscroft is confident that the PTO will spend approximately its full budget for the year. She thanked Ms. Baraggioli for her excellent work as Financial Secretary.

7. FINANCIAL SECRETARY'S REPORT

Ms. Baraggioli presented the preliminary budget for the 2023-2024 fiscal year. Upon motion duly made, seconded and unanimously approved, the Members adopted the following resolution:

WHEREAS, the preliminary 2023-2024 fiscal year PTO budget was presented to and evaluated by the General Membership;

NOW, THEREFORE, BE IT RESOLVED, that the General Membership has approved the preliminary 2023-2024 fiscal year PTO budget as presented.

8. PRINCIPAL'S REPORT

Ms. Burns thanked the Board for a great year. She announced that fourth grade Spanish Immersion teacher, Mary Vandro, will be retiring this year, and a new immersion teacher has been hired for next year. Encinal is fully staffed with teachers, including transitional kindergarten (TK) teachers, for next year. Ms. Burns shared that there will be two TK classes at Encinal next year. Rooms 13a and 13b, as well as Room 12 are being renovated for the incoming TK classes. The PTO closet will be moving to the small multi.

TK orientation will take place next week. Incoming TK students will have meet-and-greet playdates like kinder students prior to the start of the school year. Encinal will be adding gates and fencing between the TK and kindergarten classrooms and the 1st grade classrooms. Kindergarten orientation will take place in early June.

Ms. Burns attended an event for Distinguished Schools in San Mateo County last night. Ms. Kraska announced that CASSP testing has wrapped up. She thanked the PTO for funding the petting zoo during testing week. Upcoming 5th grade events include a 90-minute bike safety lesson in the library and a chaperoned bike ride in Felton Gables will take place on June 6th.

Ms. Burns will host a final PTO Executive Board breakfast at Stacks in June.

9. TEACHER'S REPORT

Ms. Blanco thanked the PTO for their support during Staff Appreciation Week.

10. OTHER BOARD BUSINESS

In Ms. Wolf's absence, Ms. Carlson provided an update on the upcoming fifth grade graduation celebration on June 8th. The celebration will include the clap around, coffee for parents, lunch, magician, inflatables, photo booth, and a balloon arch created by Cheryl Calderon.

Ms. Jagtiani led a discussion allowing the incoming President, Co-Treasurers and Financial Secretary to be authorized signatories of the Encinal PTO's existing bank accounts held by Wells Fargo as of August 1, 2023, and to remove out-going Treasurer, Yin Ravenscroft. 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 Carlson, President of the Encinal PTO, Francesca Baraggioli and Allison Jagtiani, co-Treasurers of the Encinal PTO, Srujana Srinath, Financial Secretary of the Encinal PTO, to be authorized signatories for such bank accounts (collectively, the “Bank Accounts”) effective as of August 1, 2023; and WHEREAS, the Board has determined that it is advisable and in the best interests of the Encinal PTO to remove Yin Ravenscroft as previously authorized signatories for the Bank Accounts and terminate their debit cards for the Bank Accounts each effective as of July 31, 2023.

NOW, THEREFORE, BE IT RESOLVED, that the Encinal PTO hereby authorizes and appoints Ms. Carlson, Ms. Baraggioli, Ms. Srinath and Ms. Jagtiani as authorized signatories for the Bank Accounts effective as of August 1, 2022, and removes and/or revokes the authority of Yin Ravenscroft with respect to the same effective as of July 31, 2023.

11. ADJOURNMENT

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

The next scheduled meeting of the Encinal PTO Executive Board is scheduled for September 1, 2023 at 8:45am in the ENspired Lab at Encinal School.

Andrea Nudd
Secretary of the Meeting