

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

DATE: February 9, 2023

TIME: 8:45 am PST

PLACE: ENspired Lab, Encinal School

MEMBERS PRESENT: Allison Jagtiani
FangFang Paulson
Allison Carlson
Andrea Nudd
Leah Wolf
Yin Ravenscroft
Anand Gupta
Jeanne McCann
Francesca Baraggioli
Sharon Burns

MEMBERS ABSENT: Beatrice Dumas Schooley
Lindsey Sikes

OTHERS PRESENT: Ellen Kraska
Scott Saywell
Jessica Hix
Amisha Oza
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

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. APPROVAL OF PRIOR MINUTES

The Members then reviewed the minutes of the January 19, 2023 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 January 19, 2023 Encinal PTO Executive Board meeting be, and they hereby are, approved as submitted to the members at this meeting.

3. SCHOOL BOARD UPDATE

Mr. Saywell provided an update on the School Board's top three priorities. Their first priority at the moment is supporting Kristen Gracia's transition into her new role as Superintendent, which is going well. The Board's second priority is managing the addition of transitional kindergarten (TK), which has been mandated by the State. MPCSD is focused on securing adequate capacity and funds to pay for the program. Fortunately, the recent passage of the parcel tax and the plateau in K-8 enrollment has given the District the capacity and means to add TK. The Board's third priority is long term planning related to modernization and facilities, including increases in capacity and HVAC upgrades. These projects will require large expenditures over the next few years and will likely require a bond measure at some point.

4. 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 shared that Family Roller Skate & Play Night on January 28th was a huge success and included soccer, skating and food at SportsHouse. The cost was covered completely through ticket purchases by the 360 attendees. The recent principal's coffee held by Ms. Burns was also well-attended and included a discussion on Encinal's Community Reads program.

Related to the Board's priority of "collaboration," Ms. Jagtiani announced that the school musical, "Matilda," is underway and Encinal is coordinating with the other MPCSD schools to share costumes and sets. Ms. Kraska is planning to organize schoolwide attendance at an abbreviated version of "Matilda" at Hillview before the evening performances kick off. Ms. Jagtiani also announced that the PTO will be reimbursed \$2400 to cover expenses incurred for Encinal's 2020 musical, which was cancelled prior to ticket sales due to Covid-19. Ms. Jagtiani then thanked Ms. Wolf for coordinating the 5th grade graduation party and the newsletter team for their time and dedication to the weekly PTO newsletter.

Related to the Board's emphasis on "creativity," Ms. Jagtiani provided an update on Encinal's next movie night, which will take place on March 10th. Katherine Bicer, who is organizing movie night, is polling Encinal classes on a list of 4 possible movie choices, which are all book adaptations. Ms. Jagtiani announced that the teacher appreciation event, Soup from the Heart, will be held on Monday, February 13th. Lisa Buda has lined up volunteers to bring twenty-two pots of soup to the staff lounge.

The PTO is considering opportunities for its \$4,000 campus beautification budget. Options under consideration include benches between the kindergarten and first grade classrooms, planting new trees on campus and artwork in the tunnel. Ms. Jagtiani asked members to email her with any additional ideas related to campus beautification. Ms. Oza suggested that the garden program could help support planting in the carpool roundabout. She also shared that the garden program has 100 strawberry plants available, and Ms. Burns suggested that they could be planted in the area behind the bike cage.

5. BOARD CHANGE RESOLUTION

Based on the appointment of Francesca Baraggioli as Financial Secretary and transition of Beatrice Dumas Schooley from Financial Secretary to Communications Chair, Ms. Paulson led a discussion to allow Ms. Baraggioli to be an authorized signatory of the Encinal PTO's existing bank accounts held by Wells Fargo as of February 9, 2023, and to remove Ms. Dumas Schooley. 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 Francesca Baraggioli, Financial Secretary of the Encinal PTO, to be an authorized signatory for such bank accounts (collectively, the "**Bank Accounts**") effective as of February 9, 2023; and

WHEREAS, the Board has determined that it is advisable and in the best interests of the Encinal PTO to remove Beatrice Dumas Schooley as previously authorized signatory for the Bank Accounts and terminate her debit card for the Bank Accounts each effective as of February 9, 2023.

NOW, THEREFORE, BE IT RESOLVED, that the Encinal PTO hereby authorizes and appoints Francesca Baraggioli as authorized signatory for the Bank Accounts effective as of February 9, 2023, and removes and/or revokes the authority of Beatrice Dumas Schooley with respect to the same effective as of February 9, 2023.

6. TREASURER'S REPORT

Ms. Ravenscroft reviewed the approved 2022-2023 budget and recent expenses. The accounts are in good shape. Spending over the past month supported primarily sports programs, community events and garden. Ms. Ravenscroft continues to reach out to budget owners on a regular basis to confirm whether they still plan to spend down their budgets or if money from some budgets can be channeled elsewhere.

Ms. Miller asked about how paid coaches for Encinal's basketball and volleyball programs will be handled going forward. Coaches can be hired through Hi-Five Sports, and their pay would be built into participant fees. Ms. Kraska suggested that the basketball and volleyball coordinators also look into our partnership with Riekes to see if they can provide coaches.

7. PRINCIPAL'S REPORT

Ms. Burns provided an update that she and Ms. McCann will be in Anaheim next week to receive Encinal's Distinguished School Award. Fourth and fifth grade students will have an extra twenty minutes of recess to celebrate their hard work to earn that distinction.

Ms. Burns thanked Ms. Carlson for presenting to the incoming kinder parents during orientation. She also thanked PTO for supporting cultural events on campus, including the lion dance from Stanford a couple weeks ago. Ms. Jagtiani and Ms. Sikes are planning some community events for the remainder of the year, including a Cinco de Mayo night in May. They are also considering a world fair theme, including food and cultural activities from around the world, for the fall family picnic in September.

Encinal is preparing to offer transitional kindergarten (TK) on campus next year. Construction will take place over the summer and TK hours will be 8:20am – 12:00pm. TK students can also enroll in Newton after class for a fee. Encinal will also host summer school on campus this summer.

8. TEACHER’S REPORT

Ms. McCann thanked Lisa Buda for treating teachers and staff to donuts and fruit recently. Teachers are also very excited about the upcoming Soup from the Heart appreciation event.

Ms. McCann announced that her tenure as the PTO teacher representative will come to an end in July, and Larra Olson will be joining the PTO as the teacher representative for the 2023-2024 school year.

9. OTHER BOARD BUSINESS

Ms. Miller thanked members present for hosting class parties offered at the upcoming auction benefiting the Menlo Park – Atherton Education Foundation on March 18th, 2023.

10. ADJOURNMENT

There being no other business to come before the members, the meeting was adjourned. The next scheduled meeting is the Encinal PTO Executive Board meeting on Thursday, March 16, 2023 at 8:45 am in the ENspired Lab at Encinal School.

Andrea Nudd
Secretary of the Meeting