

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

DATE: March 16, 2023

TIME: 8:45 am PST

PLACE: Office Conference Room, Encinal School

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

MEMBERS ABSENT: Beatrice Dumas Schooley
Francesca Baraggioli

OTHERS PRESENT: Jessica Hix
Katherine Bicer
Chrissy Evans
Marta Miller
Lisa Napoli

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 February 9, 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 February 9, 2023 Encinal PTO Executive Board meeting be, and they hereby are, approved as submitted to the members at this meeting.

3. SCHOOL BOARD UPDATE

Due to a power outage at Encinal School, Scott Saywell, the Encinal PTO's MPCSD School Board liaison, was not able to join the meeting virtually, as originally planned.

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 thanked Ms. Bicer for organizing Encinal's movie night showing of "Lyle, Lyle Crocodile." The May movie night has been removed from the calendar due to the large number of events scheduled for that month. Ms. Jagtiani thanked Ms. Sikes for her on-going work preparing for the Cinco de Mayo spring community event. She also thanked Sara Salmon and Carrie Tomasi for their work organizing

Science Night, which will be held on Friday, May 12th. Volunteers are needed for Science Night, and parents can sign up on ParentSquare to participate.

The District's annual recognition and rewards program is approaching. A call for nominations will be posted in the March 26th PTO newsletter and again in early April. Ms. Jagtiani asked attendees to submit nominations for outstanding campus volunteers and pass along the names of any involved families who are leaving the District at the end of this year. Anyone interested in participating on the nominating committee should reach out to Ms. Jagtiani.

Related to the Board's priority of "collaboration," Ms. Jagtiani announced that the PTO will be supporting Cinco de Mayo class parties this year. The celebration will include loteria games and pan dulce for each class, and a mariachi band performing at two outdoor assemblies.

Related to the Board's emphasis on "creativity," Ms. Jagtiani announced that all basketball coaches and coordinators received an Encinal t-shirt as an appreciation gift. Lloyd Bakan will continue leading 5th grade boys basketball practice sessions at Encinal in the off-season. The Encinal PTO is reaching out to additional coaches about availability to coach other interested players in the off-season.

The PTO is considering opportunities for its \$4,000 campus beautification budget. A rock garden is planned for the area outside of Room 16, and the Encinal Girl Scouts will be painting tiles to be placed around the lunch tables. The PTO is also waiting for a quote on placing benches between the kinder and 1st grade classrooms. Any additional ideas should be sent to Ms. Jagtiani.

5. TREASURER'S REPORT

Ms. Ravenscroft reviewed the approved 2022-2023 budget and recent expenses. The

accounts are in good position. 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. She requests that budget owners turn in their receipts to-date.

The largest expenditures in the past month included expenses related to the spring community event and the garden program. Christy Peetz, the Safe Routes to School lead, would like to give the crossing guards an appreciation gift during crossing guard week and received a small increase in her budget to do so.

6. AUDITOR'S REPORT

Mr. Gupta presented the mid-year audit report covering the fiscal period from August 2022 through January 2023. The report concluded that all accounts were balanced, expenses were well-documented and PTO financial records and processes were in order.

7. COMMUNITY REPORT

Ms. Sikes announced the Cinco de Mayo spring event is booked for Friday, May 5th at the Encinal field. The event will include dancers performing dances from three regions of Mexico, and catered food, including tacos, salads and churros. In addition to traditional music accompanying the dancers, DJ Rio will provide more contemporary music. Ms. Sikes is considering having students help with decorations for the event. No parent volunteers are needed.

8. PRINCIPAL'S REPORT

Ms. Hix announced that Encinal's support dog, Millie, will be arriving to her household tomorrow and will soon start making short visits to campus. Parents will receive an electronic permission form to for their children to participate and report allergies or fears related to dogs.

Students received an update on Millie's arrival and related rules on ENTV this week. There will be three handlers for Millie at Encinal – Ms. Susan Preston, Ms. Hix and the school psychologist.

Ms. Burns announced that grades 3 through 5 had a visit from author Stuart Gibbs, funded by PTO, this week. Next week is crossing guard appreciation week, so students are working on notes of appreciation for Encinal's four crossing guards. Ms. Peetz plans to give \$50 gift cards to each crossing guard.

The school recently authorized a safety audit and has received recommendations. One recommendation from the audit is to test adherence to safety protocols by recording teacher and staff responses to an unannounced visitor on campus. This visit occurred on Monday, and showed a successful response by teachers and staff. Encinal will also run parent focus on groups on campus safety.

Classrooms 13a and 13b will be renovated this summer to house the new Transitional Kindergarten classroom, and approximately 25 parking spaces will be added where the portable units currently sit. The District is reviewing other additional parking options.

Upcoming events include report cards distribution on Thursday, March 23rd, preparation for state assessment in early May, Outdoor Ed information coming soon for 5th grade parents, and Transitional Kindergarten and Kindergarten play dates being scheduled for this summer.

Related to the current power outage at Encinal, Ms. Bicer suggested the school or PTO purchase portable batteries for mobile phone charging. Families can send links to good generators and battery pack products to Ms. Jagtiani. Ms. Burns stated that Encinal also needs more walkie-talkies, which are approximately \$500 each.

9. TEACHER'S REPORT

Ms. McCann thanked the PTO for organizing Soup from the Heart and shared an appreciation note from the teachers. She also thanked Lisa Buda for providing a teacher and staff lunch on the Monday after daylight savings time.

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10. OTHER BOARD BUSINESS

Ms. Miller announced that there may be Menlo Park-Atherton Education Foundation auction party tickets available at the door this Saturday, March 18th. This year's Fund-a-Need campaign supports visual and industrial arts.

Ms. Burns announced that all Encinal students will travel to Hillview on Friday, April 21st to see one act of Encinal's performance of the musical "Matilda."

11. 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, April 20, 2023 at 8:45 am in the ENspired Lab at Encinal School.

Andrea Nudd
Secretary of the Meeting