

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

DATE: April 20, 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
Jeanne McCann
Sharon Burns
Lindsey Sikes
Beatrice Dumas Schooley
Francesca Baraggioli

MEMBERS ABSENT: Anand Gupta

OTHERS PRESENT: Sara Salmon
Scott Saywell
Carrie Tomasi
Lisa Buda
Jessica Kohli
Marta Miller
Amisha Oza
Ellen Kraska

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 March 16, 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 March 16, 2023 Encinal PTO Executive Board meeting be, and they hereby are, approved as submitted to the members at this meeting.

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 Ms. Salmon and Ms. Tomasi for planning the upcoming Science Night, which will take place on May 12th. She also thanked Jessica Bayliss, Amy Hinckley, Stephanie Lucianovic, and Jill Vizas for organizing a second book fair this year through Literati, to be held on May 25th and 26th. She also thanked all who submitted nominations for District volunteer awards.

The Menlo Park-Atherton Education Foundation's annual fundraising run, School House Rocks, will be held on Sunday, May 21st. The MPAEF has signs that families can post in their yards. The PTO will be hosting a volunteer appreciation breakfast for all Encinal volunteers during the 2022-2023 school year on the morning of June 6th.

Related to the Board's priority of "collaboration," Ms. Jagtiani thanked Ms. Sikes for organizing the upcoming Cinco de Mayo community event for Encinal families. Teachers will also be leading Cinco de Mayo activities in their classrooms.

The Encinal Girl Scout troops will be collaborating across grade levels on Monday, April 24th to paint decorative tiles for the campus by the lunch tables.

Related to the Board's emphasis on "creativity," Ms. Jagtiani thanked Kathleen Forcier for leading the Trex plastic recycling competition at Encinal. Encinal won the district-wide and regional contest and will receive a park bench from Trex. Encinal plans to participate in the contest again next year. Encinal's fourth and fifth grade musical, "Matilda," will be performed this weekend at Hillview. Tickets are still on sale. Teacher and staff appreciation week is coming up during the first week of May. Ms. Buda will provide an update later in the meeting. Ms. Jagtiani thanked her for all she did this year to treat Encinal's teachers and staff.

Sara Tevis and her husband are making an entrance sign for the Encinal garden area. The PTO is still waiting for a quote for benches around the trees between the kindergarten and first grade classrooms.

4. SCIENCE FAIR UPDATE

Ms. Salmon and Ms. Tomasi, Encinal's Science Night leads, are looking for additional volunteers and passed around a volunteer sign-up sheet. Interested family members and friends can also sign up to volunteer via ParentSquare. Eighty-three students have signed up to participate in the science fair so far. The event will be held on Friday, May 12th, and sign-ups will be open until May 5th. Poster boards to present science projects are available for pick up in the office. There is also an Encinal Science Night website with all relevant information for participants and interested volunteers. Encinal's large multi will be closed for the day on May 12th while the team sets up the fair. They are planning to invite teachers to bring their classes to visit the large multi and view the science projects again this year. Mad Science will be back again this year with activity stations, as will the MA Robotics club. There will also be PTO craft stations.

The outdoor portion of the science fair, with science activity stations, will be open to all attendees from 5:00 – 7:00pm. The large multi will open to participants and mentors only from 5:00 – 6:00 pm and will then open to all attendees from 6:00 – 7:00pm. A check-in table will help manage attendance this year. The team will be selling pizza and t-shirts (priced at \$15) at the fair. The PTO will provide a cashbox with petty cash to use during the event. Mad Science's price went up this year, and the six stations planned again for this year will come in close to budget. Ms. Tomasi and Ms. Salmon are looking for leads to take over Science Night next year. The team has created a detailed checklist for future leads and included all of their files and documentation on a Google Drive. They also have posters from past activity stations to pass along to future leads.

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.

Significant upcoming expenditures include community events, outside programming and the science fair. Ms. Burns asked if there is \$2500 available for an author visit before year end. The PTO finance team, Ms. Burns and Ms. Jagtiani will review the request and remaining budget to determine whether the PTO has funds available.

6. STAFF APPRECIATION UPDATE

Ms. Buda announced that Teacher and Staff Appreciation Week is coming up during the first week of May. Oaxacan Kitchen is coming to serve lunch for teachers on May 5th. Monday, May 1st is flower day, Tuesday will have a coffee cart for teachers and staff, Wednesday is card day, Thursday will have sweet treats for teachers and staff and Friday will have a catered taco lunch.

7. 5TH GRADE PARTY UPDATE

Ms. Wolf provided an update on 5th grade graduation events. The team has decided not to hold an event at Sports House this year and will place more emphasis on the 5th grade field day. The field day will include a photo booth, ski ball, bounce house, snow cone machine. They are also considering a small gift for each student, potential entertainment (e.g., a magician) and possibly having lunch brought in for the students. The clap around is scheduled for the morning of Thursday, June 8th, and the field day will take place that same afternoon.

8. COMMUNITY UPDATE

Ms. Sikes announced that the Cinco de Mayo spring community event is coming up on Friday, May 5th. Plans for the event include a free buffet from Oaxacan Kitchen for all attendees,

a dance troop performing dances from different regions, additional music by DJ Rio and items for purchase from El Primo Western Wear and Sweets by Denise. No volunteers are needed. Ms. Burns shared that a mariachi band will be on campus earlier in the day also.

9. PRINCIPAL'S REPORT

Ms. Burns announced that there will be two transitional kindergarten classes at Encinal next year.

Ms. Kraska announced that there have been grade level assemblies introducing emotional support dog, Millie, to the kids and showing a slideshow of rules and expectations related to Millie. Training on campus with the dogs is ongoing. This year, handlers are limited to three staff members – Amy Fritz, Susan Preston, Jessica Hix. Signs on each classroom door will be posted to indicate student fears and allergies. Chris Arrington will be leading focus groups on dog fears to support students. Desi Donnersbach also designed an Encinal graphic with Eddie and Millie together.

Additional events include the fifth graders visiting Hillview Middle School today, “1, 2, 3 Andres” is coming for a K-2nd assembly next week, and the PTO Cultural Arts budget will also provide tres leches tasting to all students next week.

Ms. Kraska announced that Encinal's performance of “Matilda” opens tonight at Hillview. All students will travel to Hillview by bus tomorrow to preview an act of the musical. She thanked Bee Tee, Bill Hairston and all of the participating parents for all their support. Tickets are still available for all shows.

Ms. Burns will host the final PTO meeting at Stacks. The date will be announced soon.

10. TEACHER'S REPORT

Ms. McCann thanked Ms. Buda for last month's lunch and read a thank you note from teacher Lori Sullivan to the PTO.

11. OTHER BOARD BUSINESS

Ms. Miller inquired about Teacher Tuesdays. Ms. Burns shared that teachers are released from the classroom for a couple hours on Tuesdays to work with an instructional coach and grade level coaches on issues that they wish to focus on (e.g., study and review lesson plans for Twig Science). Staffing for Teacher Tuesdays is covered by site funds.

12. ADJOURNMENT

There being no other business to come before the members, the meeting was adjourned. The next scheduled meeting is the Encinal PTO General Membership Meeting on Thursday, May 18, 2023 at 8:45 am in the ENspired Lab at Encinal School.

Andrea Nudd
Secretary of the Meeting