

**MINUTES OF THE 2023-2024 EXECUTIVE BOARD MEETING OF THE
ENCINAL SCHOOL PARENT TEACHER ORGANIZATION**
195 Encinal Avenue, Atherton, CA 94027

DATE: March 25, 2024

TIME: 7:30 PM PST

PLACE: Zoom

MEMBERS PRESENT: Allison Carlson
Eleanor de Jong
Allison Jagtiani
FangFang Paulson
May Carr
Lindsey Sikes
Leah Wolf
Anand Gupta
Srujana Srinath
Sharon Burns

1. CALL TO ORDER

Ms. Paulson called to order a special meeting of the Encinal School Parent Teacher Organization Executive Board (“*Encinal PTO Executive Board*”) for the school year 2023-2024. 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. Carr acted as Secretary of the meeting.

Ms. Paulson read verbatim the text of the proposed amendment to the MPCSD One Community Campaign amendment:

“Whereas an amendment was proposed for MPCSD One Community Campaign Memorandum of Understanding (MOU) for the 2024-2025 One Community Campaign as follow:

Section 7(f)(i) of the MOU shall be amended and restated in its entirety to read as follows:

“ANONYMOUS DONATIONS:

Upon receipt of an Anonymous Donation, the MPAEF staff will use best efforts to determine the identity of the donor. However, if the identity of the donor cannot be ascertained by May 1st despite MPAEF’s best efforts, any remaining Anonymous Donations as of such date shall be shared by the PTOs and the MPAEF on a pro rata basis in an amount equal to the product of (x) the amount of such organization’s completed donations received by the OCC as of such date (excluding any remaining pledges as of such date) divided by the aggregate completed donations (excluding any remaining pledges as of such date) received by the OCC as of such date and (y) the total dollar amount of such remaining Anonymous Donations on such date. Refer to Exhibit C attached in the MOU for an example of the pro rata calculation of completed donations per organization.”

Ms. Carlson explained the iterations of the above MOU that have been proposed up to this point. She explained that per the amended MOU, anonymous donations will be divided pro rata among the schools, in the same proportions as their marketing/campaigning costs.

Board members asked questions about the length of time this MOU will be in effect, the ways MPAEF funds benefit Encinal School, and the changes in funds distribution that will occur after this amended MOU takes effect. Discussion ensued.

Ms. Carlson moved that the proposed amendment for the MOU be approved. This motion was seconded and thus put to a vote. Members were unanimously in favor and the motion approved.

2. 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 April 19, 2024 at

8:45am in the ENspired Lab at Encinal School.

May Carr

Secretary of the Meeting