

**MINUTES OF THE 2024-2025 GENERAL BOARD MEETING OF THE
ENCINAL SCHOOL PARENT TEACHER ORGANIZATION**
195 Encinal Avenue, Atherton, CA 94027

DATE: September 13, 2024

TIME: 8:45 am PST

PLACE: ENspire Lab, Encinal School

MEMBERS PRESENT: Allison Carlson
Eleanor de Jong
Katherine Bicer
Camelia Coupal
Liz Riley
Laura Wiggs
Allison Jagtiani
Leah Wolf
Colin Billings
Maraget Cooper
Francesca Baraggioli
Chelsea Marianelli
Srujana Srinath
Stacey Shirer
Anand Gupta
Kinga Fern

MEMBERS ABSENT: Lindsey Sikes

OTHERS PRESENT: Michelle Bentacourt
Jessica Hix
Gina Watkins
Sharon Burns
Susan Blanco
Madhuri Bhushan

1. Call To Order	Allison Carlson
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- The meeting was called to order at 8:45am by Parliamentarian Allison Carlson.
- Stacey Shirer took notes as Recording Secretary.

2. VOTE A: Motion to approve prior minutes	Allison Carlson
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- Approve the minutes from last month's meeting. Allison moved that the August 23, 2024 minutes be approved. The motion was seconded and the notes were approved.

3. President's Welcome	Eleanor de Jong
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- President Eleanor de Jong welcomed the Board and thanked several attendees and members for their work at the start of the school year:
 - Kinga Fern and Margaret Cooper - Hosted 35 students and their families during the TK and Kindergarten ENspire night. They have been working to reorganize and rebrand ENspire lab. ENspire lab will be open during the Encinal movie night for parents to get a glimpse into the lab.
 - Leah Wolf- Thanks to leading Homeroom Parents (HRPs) and ensuring all classrooms have an assigned HRPs. All classrooms have HRPs now and are working to finalize Yearbook, Garden, and ENspire Lab role assignments.
 - Colin Billings - Taking on Encinal Garden Lead. He has been working to clean up the garden beds and prepare them for the new school year!
 - Allison Carlson - Our 4th and 5th grade girls volleyball teams are up and running!
 - Laura Wiggs - Hot Lunch up is running smoothly
 - Liz Riley and Rylee Brown - Holding the first Encinal seasonal birthday staff birthday celebration of the school year on Thursday next week.
- Stacey Shirer is new Recording Secretary for 2024-2025 school year.
- Monthly Treasurer report will be shared at the next meeting after the OCC ends.
- Full Committee Chair updates attached (**Exhibit A**)

4. VOTE B: Motion to approve amended By Laws	Allison Carlson
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- PTO voted on removing the membership PTO fees from By Laws in concordance with amended Standing Rules approved at prior meeting. President Eleanor de Jong explained the past history of the PTO fees and voting impact. If PTO amends, this means all current parents/teachers/staff present at this and future PTO General Meetings would have voting rights.
- A motion was made to approve the bylaws, it was seconded, and approved by unanimous vote. Amend to bylaws (**Exhibit B**) are adopted and approved.

5. DISCUSSION: Measure U Endorsement	Katherine Bicer
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- Katherine Bicer shared a presentation with PTO on Measure U. Measure U is designed to support critical facility needs across MPCSD such as safe and secure campuses, updated building structures, and AC/ventilation.

- There is currently a need for \$155 million dollars for all the updates. Measure U is around \$124 million. If this measure is approved, there would be \$28 million dollars for funding eligibility through the state accessible. The eligibility is matching money so we have to have “shovel ready” money in order to be eligible for the state’s \$28 million dollars. The rest of the delta will be covered through the MPCSD facilitation funding that the district has saved over the years.
- The last bond money voters approved was in 2006.
- There are a total of over \$23 million in projects at Encinal: more TK spaces, fire alarm system upgrades, secure door access, an emergency battery energy storage system, rehabbing buildings over 20 years old, new construction on kindergarten wing, asphalt repair, new electric HVAC to cool and ventilate all classrooms, playground shade structures, solar, replacing outdated fiber and copper wiring, and additional EV chargers.
- If Measure U approves, the hope is to start seeing projects as soon as this summer. The MPCSD Superintendent expects that the big work would happen summer of 2026. The MPCSD Superintendent is working on a construction plan. During the Board meetings, the phases of construction will be discussed after the money has hopefully been secured. There will be impact to the sites (i.e. Lower Laurel will be mostly rebuilt) but how the impact will look is not yet determined. Measure U can still move forward even if Prop 2 does not pass at the state level so Katherine encouraged members to vote for Measure U. Katherine shared campaign website safeschools4mp.org has more detailed information.
- Measure U equals just under \$19 per \$100,000 dollars of assessed home value.
- We currently have the lowest bond tax in the whole county. With this bond, we would still be the 3rd lowest bond tax in the county. Katherine shared bonds are similar to refinancing and a school district can “refund” and that can save the community money but changes the terms of the bond, similar to a refinancing of a house.
- A staff member shared about the impact of hot classrooms for students and the importance of creating a comfortable environment for students to learn. Katherine also reminded PTO about important ventilation systems so schools don’t have to close during low/poor air quality days.
- Measure U is hoping to raise \$200k total for the campaign producing products such as mailers, door tags, advertising, website, and text platform. Campaign is looking to make 40,000 calls to households and 30,000 doors we need to knock on. The campaign still has a financial need of about \$60,000.

6. VOTE C: Motion to endorse or not Measure U	Allison Carlson
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- President Eleanor de Jong shared a PTO endorsement means the campaign can share with the community that school sites are supporting Measure U. PTO discussed how Measure U is aligned with our organization’s mission. A motion was made to endorse Measure U, which was seconded and approved by unanimous vote.
- Discussion moved into financial support towards the Measure U “Yes on U” campaign. Our bylaws allow the PTO to donate. If the PTO elects to donate, we would use existing funds (“surplus”) from prior years, which would be about \$3,000 maximum.
- Members discussed issues ranging from donor intent, the impact of our funds, the precedent of donating, and the importance of the campaign for Encinal.
- Members discussed the impact of the Encinal PTO’s endorsement of Measure U and how perhaps a financial donation to the campaign is not needed at this time to show the Encinal’s PTO support of Measure U.

- A motion was made for the Encinal PTO to financially donate to the Measure U campaign and it was seconded. 3 voted yes, 7 voted no, and 10 voted to abstain. Based on the vote, Encinal PTO will not donate towards the Measure U “Yes on U” campaign.

7.	Principal Update	Sharon Burns
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- Principal Burns shared Encinal was the only elementary school to receive the perimeter fencing to enhance a more secure school over the summer with the hope to secure all campuses in the future. Principal Burns shared in the earthquake and emergency plans. MPCSD employees are first responders. Pick up for emergencies would be by the kindergarten yard. Students will only be picked up by adults noted on the emergency card so if updates need to be made, please make that adjustment.
- Perseverance was shared with students during the recent Astronaut guest speaker assembly (provided through the Fund A Need at last year’s MPAEF annual auction).
- Third grade will have their own Musical this year at Encinal - “The Lion King”. This will be separate from the 4-5th grade musical.
- Our Encinal 3rd and 4th graders will participate in the Bike Rodeo on September 19th and September 20th.
- Principal Burns shared about staff retention and the importance of creating a great learning and teaching environment. We have 31 new Encinal students this year (1-5th graders). Assistant Principal Gina Watkins shared new families are looking for playdates and reaching out at the new families to help develop a community.
- 2 staff members shared the warm staff room environment that has been created for our Encinal staff has been greatly appreciated.
- Principal Burns shared that the school site could always use games for the Encinal game cart during recess. Don’t donate loved games as the pieces might go missing.
- ENspire lab lunch club will be on Tuesdays and Thursdays this school year.

7.	Adjourn	Allison Carlson
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- The meeting adjourned at 10:04am.
- The next scheduled meeting of the Encinal PTO General Membership is scheduled for October 24, 2024 as a General Meeting at 8:45am in the ENspire Lab at Encinal School to review/approve the budget.
- Attachments to these minutes:
 - Exhibit A: Monthly PTO Committee Chair updates
 - Exhibit B: Revised By-Laws

Stacey Shirer
Secretary of the Meeting

Exhibit A

Committee Chair Updates

Appendix to Meeting Notes

Encinal PTO Meeting

9/13/24

One Community Campaign (OCC)

Eleanor de Jong

- Campaign Dates: launched Aug 29th (BTS Night) and ends Sep. 27th (Fall Family Fair)
- Goal: \$3.75M (and 100% participation)
- Campaign activities:
 - Weekly pop-up tables with themes to match programming at Encinal the OCC supports. So far we've done Assemblies, ENspire Lab, and Garden. Coming up: Spirit Wear + Specialists (9/20) and Fall Family Fair (9/27)
 - Stickers around campus highlighting things at Encinal funded by the OCC
 - Scavenger hunt at Fall Family Fair
 - No car lines this year!
 - Successful ENspire Lab night for TK & Kinder (9/6)
 - Promote at Lion King movie night 9/13 - give parents a tour of Garden/ENspire lab/walk around campus to see "made possible by OCC" stickers on art/library

Assemblies

Allison Jagtiani

- 9/10: Astronaut on campus! (Through last year's Fund a Need at the MPAEF Auction)
- 9/20: Lawrence Hall of Science wildfires
- 10/23: Foothills College Physics Show
- Nov 8: Calpulli Tonalehqueh Aztec performance
- Nov 4, 6, 11, 13: 5th grade Digital Tat2 online awareness
- Dec: RSM Interactive Math Games
- 1/31: Taiko Chinese new year celebration
- 2/28: EarthCapades H2O
- March: TBD
- April: TBD
- May: Mariachi Band

Spirit Wear

Allison Jagtiani

- More inventory (t-shirts and sweatshirts) received to sell at OCC table 9/20 and for fall family picnic (9/27)
- New adult sweatshirts!!!
- \$75 Sept sales
- B is working on a cool kids design

Community Events (see calendar attached)

Francesca Baraggioli & Camelia Coupal

- Coming up: Fall Family Fair on Friday 9/27. We took feedback from past events and replicated what was appreciated by the community. We'll have food trucks, activities with Hi Five, petting zoo, juggler, Fireman & Police department present, face painters, live band, art activities, atherton library and more. Please be on the lookout for volunteering invitation for board members.
- Lost and Found will have tables out front as well as a Book Swap ("bring a book, take a book!")

HRP

Leah Wolf

- All classrooms have HRPs now. They're still coordinating to get Yearbook, Garden, and ENspire Lab leads as applicable

Staff Appreciation

Liz Riley & Rylee Brown

- First birthday celebration - Summer Bdays coming up on Sept 19th (see ParentSquare post to sign-up to bring a treat!)
- Dates for other bday celebrations - Fall: 11/7; Winter: 1/23; Spring: 4/24
- Teacher gift idea: Encinal Tote Bags

Garden

Colin Billings

Garden Updates from the Last Month:

- 15/25 Classrooms w/ Classroom Garden Leads identified. Working with HRPs, broader announcements to identify remaining.
- Open signups for garden volunteers is available → [Add link to form]
- First Garden Volunteer Meeting & QA → 9/10
- First Work Day focused on accessibility improvements. → 9/8
- Second Work Day → 9/21
- TBD: garden beds for TK - on MOT's to do list (wood gathered, still need to assemble)

ENspire Lab

Kinga Fern & Margaret Cooper

- Calendar of times for each class still in progress, opening mid-late September for lunch openings → confirmed Tuesdays and Thursdays during meeting
- New format for volunteers this year: establish class leads (as we have for Garden) with help from HRPs
- Very successful Kinder & TK night on 9/6 with water coloring, tassel key chains, bookmarks, and bracelet making! Over 35 TK/Kinders came plus siblings and parents for over 100 people total!

Volleyball: 4/th-5th grade girls

Brittney Perry & Allie Carlson

- Record number of girls registered- 53!
- Practices have begun this week!
- First game 9/26
- Will definitely have plenty of money to cover all expenses this season.
- Need to improve upon the current method of sorting teams/ recruiting coaches... much too manual

After School Activities

Laura Wiggs

- Registration opened 8/18 and programs began 9/3

Safe Routes

Adrian Silva, Kenneth Mah, Juan Pinzon

- August 17: practice ride to Hillview - done!
- September 19/20: 3rd and 4th Grade Bike Rodeos
- October 2: International Walk to School Day
- October TBD: 5th grade bike lessons during library - 10/7 and 10/21
- October/November TBD: 5th grade neighborhood bike ride day - 10/29
- November 14: Ruby Bridges Walk to School Day
- Spring TBD: 5th Grade Assembly
- March TBD: Crossing Guard Appreciation Day
- April 22 (Earth Day): Bike to School Day

Book Fair: October 15 - 18 *(during minimum days/conference week)*

Jessica Bayliss, Ambalika Sudan, Jill Vizas

- Large multi reserved for book fair
- Marketing will include flyers that go home with students and are given to parents during conferences
- Caring and Sharing ewallet process finalized and will take place the week before the fair
- Volunteer sign ups will go out in a few weeks

Movie Nights:

Stacey Shirer & Liz Riley

- 9/13: The Lion King
- 10/25: Coco
- 12/6: Frozen and maybe a second (might be a good date to pilot having a movie for both younger(*TK-2nd*) & older(*3rd-5th*) kids)
- 3/28: Trolls or Inside Out 2 (and maybe another for older kids)

Science Night: May 2nd, 5-7pm

Lisa Buda and Melissa Oller

- New format: presentations 4-5pm in the large multi before the Night begins outside to reduce noise and enable presenters to enjoy the activities

- Will have a welcome table out front (manned by Eleanor and Lindsey) to help welcome and direct people (including volunteers)

Caring & Sharing

Andrea Joseph

- Only asking for monetary donations from parents to give C&S families gift cards this year at the holidays (instead of toy drive) - piloting this new approach!
- Goals: a) ensure equity across families, b) reduce the logistical challenges of assembling wishlists, collecting gift donations, filling in holes, and distributing presents in a timely/equitable way, and c) give recipient families more agency in choosing their own children's holiday presents.

Teacher Mini Grants

- \$4K total
- Application window will open 11/4 (after Jeanie Ritchie grant recipients have been notified so that those who missed out can apply for ours) and close 12/22 (right before winter break)
- Recipients selected & announced in January

Exhibit B

ENCINAL SCHOOL PARENT TEACHER ORGANIZATION AMENDED AND RESTATED BYLAWS

(Effective as of September 13, 2024)

I. NAME

The name of the organization is the Encinal School Parent Teacher Organization (Encinal PTO).

II. PURPOSE

A. Organizational Purpose

1. Promote and support the education and welfare of the Encinal School students.
2. Facilitate communication and encourage cooperation among parents, teachers, administrators, the Menlo Park City School Board, and the community.

B. Non-profit Status

The Encinal PTO is organized exclusively for charitable, scientific, literary, or educational purposes within the meaning of the Internal Revenue Code, Section 501(c)(3) of the Internal Revenue Code or corresponding Section of any future Federal tax code.

III. POLICIES

A. Non-commercial, Non-sectarian, and Non-partisan

The Encinal PTO is non-commercial, non-sectarian, and non-partisan.

B. No Commercial or Partisan Endorsement

The Encinal PTO name and the names of any members in their official capacities shall not be used to endorse or promote a commercial concern, partisan interest, or any purpose not appropriately related to the organization's purpose.

C. No Political Campaigning

The Encinal PTO shall not, directly or indirectly, participate or intervene in any political campaign on behalf of, or in opposition to, candidates for public office. The Encinal PTO shall not devote more than an insubstantial part of its activities to attempt to influence legislation by propaganda or otherwise.

D. Working with the Menlo Park City School District

The Encinal PTO intends to support the education and welfare of all students by participating in the decision making process with the Menlo Park City School District (MPCSD) as they establish school policies. The Encinal PTO recognizes the MPCSD is the legal governing entity to make decisions regarding all district and school policies.

E. MPCSD District Council

The Encinal PTO President and Vice President shall represent the organization at MPCSD District Council meetings and shall report an update to the Executive Board.

F. Working with Menlo Park Atherton Education Foundation and other School PTO Organizations

1. The Encinal PTO shall collaborate with the Menlo Park Atherton Education Foundation (MPAEF), other school PTO organizations within the MPCSD, and any joint fundraising entities that may be formed by these organizations, (including for the avoidance of doubt, the One Community Campaign (OCC)) to further the Menlo Park City School District initiatives.
2. The Encinal PTO shall use its reasonable efforts to plan the Encinal PTO fundraising and communication activities, so as not to conflict with the fundraising and communication activities of any joint fundraising entities or campaigns with the MPAEF and/or other MPCSD school PTO organizations (including for the avoidance of doubt, the One Community Campaign (OCC)).
3. Neither the MPCSD, the MPAEF nor other school PTO organizations within the District shall have the right to make decisions or set policies for the Encinal PTO without the participation and consent of the Encinal PTO.

G. Working with Other Organizations

The Encinal PTO may cooperate with other organizations and agencies in the fulfillment of the Encinal PTO's purpose, but persons representing the Encinal PTO in such matters shall not make any commitments that bind the organization, unless authorized by the Executive Board.

H. No Personal Financial Benefit

1. The Encinal PTO net earnings shall not inure to the benefit of, or be distributable to, its members, officers or other private persons.
2. The Encinal PTO shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions to further the organization's purpose, see Section II. Purpose of these Bylaws.

I. No Activities in Conflict with Non-Profit Status

The Encinal PTO shall not engage in any activities:

1. Prohibited by an organization exempt from the federal income tax under Internal Revenue Code, Section 501(c)(3).
2. Prohibited by an organization to which contributions are deductible under Internal Revenue Code, Section 170(c)(2).

IV. MEMBERSHIP

A. Regular Members

1. The following are eligible to be Regular Members in the organization:
 - a. All parents and/or legal guardians of current Encinal School students.
 - b. All current Encinal School faculty and staff.
2. Regular Members shall have the right to attend and participate in all Encinal PTO meetings and activities, vote on all issues before the membership, hold a committee chair position, elect officers, and hold office.

B. Honorary Members

1. The following are eligible to be Honorary Members in the organization:
 - a. All parents and/or legal guardians of former Encinal School students.
 - b. All former Encinal School faculty and staff.
 - c. Other persons may be granted membership by a majority vote of the Encinal PTO Regular Members.
2. Honorary Members shall have the right to attend and participate in all Encinal PTO meetings and activities, but shall not have the right to vote, hold a committee chair position, elect officers, or hold office.

V. GENERAL MEMBERSHIP MEETINGS

General Membership includes Regular Members and Honorary Members, as defined in Section IV.

A. Regular General Membership Meetings

1. At least two Encinal PTO General Membership meetings shall be held during each school year.
2. The time and place of the meetings shall be announced fourteen (14) calendar days prior to the meeting.

B. Special General Membership Meetings

1. Additional Encinal PTO meetings may be called, either by vote of the Executive Board or by petition of a minimum of twelve (12) Regular Members.
2. The time and place of all Special Meetings shall be announced at least seven (7)

days prior to the meeting.

C. General Membership Quorum

Those persons present at a properly called Regular or Special General Membership Meeting shall be designated as a quorum and shall be entitled to take action on behalf of the organization.

D. General Membership Voting

A majority of the Regular Members present at any meeting shall be required for all action to be taken by the organization.

VI. EXECUTIVE BOARD

A. Executive Board Responsibilities

The Executive Board shall conduct the affairs, activities, and operation of the organization in accordance with these Bylaws. The Executive Board shall perform the following:

1. Present reports and recommendations at the Regular General Membership Meetings.
2. Prepare and submit a budget to the General Membership for approval.
3. Create Standing and Special Committees.
4. Approve the plans and work of Standing and Special Committees.
5. Fill any vacancies of office.
6. Conduct the overall business and activities of the organization.

B. Executive Board Membership

The Executive Board shall consist of the following:

1. Officers of the organization, see section VIII. Officers of these Bylaws.
2. Faculty Representative as appointed by the Principal.
3. Principal or representative of the Principal.

C. Executive Board Meetings

1. Regular Meetings

Regular meetings of the Executive Board shall be held during the year at a minimum of once a month during the school year. The regular meeting dates and times are to be established at the first Executive Board meeting.

2. Special Meetings

Special meetings may be called by the President or by a majority of the Executive Board.

3. Meeting Notices

- a. Executive Board members shall be notified of all meetings at least fourteen (14) days in advance, with the exception of any emergency meeting.
- b. Emergency meetings shall be announced to the Executive Board members seven (7) days in advance.
- c. When possible, the Executive Board meeting shall be announced to the General Membership.

4. Open Executive Board Meetings

Any Regular or Honorary member may attend an Executive Board meeting, but shall not be entitled to vote on any matter before the board.

D. Executive Board Quorum

A majority of the regular Executive Board shall constitute a quorum for the transaction of business.

E. Executive Board Voting

The majority of the regular and ex-officio Executive Board members present at a meeting with a quorum shall be required for action to be taken by the Executive Board.

F. Executive Board Action without a Meeting

1. Any Executive Board action may be taken without a meeting, if all Executive Board members individually or collectively consent in writing, including email.
2. Written consent shall be filed with the Executive Board minutes.
3. Action by written consent shall have the same force and effect as a unanimous vote of the Executive Board at a duly authorized meeting.

G. Executive Board Removal

1. Actions Warranting Removal

Under the following circumstances, an Executive Board Officer may be considered for removal:

- a. Failing to attend three consecutive meetings or four meetings in total during the course of a year, without adequate excuse.
- b. Failing to fulfill the office responsibilities as described in the Bylaws and Standing Rules.
- c. Engaging in conduct which the Executive Board determines to be injurious to the organization or its purpose.

2. Removal Procedures

If the President determines an Officer has committed actions potentially warranting removal, an Executive Board vote may be taken regarding removal of the Officer. If there is a two-thirds (2/3) affirmative vote by the Executive Board, the Executive Board may take action as it determines appropriate, which may include:

- a. Asking for the resignation of the officer.
- b. Making a formal recommendation that the officer be removed from office.

VII. EXECUTIVE BOARD OFFICERS

A. Officers of the Organization

The Officers shall be elected annually, with the exception of the Parliamentarian, who shall be appointed by the incoming President, subject to approval by the Executive Board; and the President and Treasurer positions are automatically filled by the duly elected Vice President and Financial Secretary, respectively, from the preceding year. The President, Treasurer, Financial Secretary and Auditor during any year shall not be related by blood or marriage or reside in the same household. The officers of the organization shall consist of the following:

1. President
2. Vice President
3. Treasurer
4. Financial Secretary
5. Secretary
6. Community Coordinator
7. Head Room Parent (HRP) Coordinator
8. Auditor
9. Parliamentarian
10. Assemblies Chair

B. Co-Positions

Two people may be elected to fill the same position. When co-officers are elected to fill a position, both persons shall be given all of the rights and responsibilities of the elected position.

C. Officers Responsibilities

The Officers are members of the Encinal PTO Executive Board.

1. President

- a. Heads the organization as the principle executive officer, subject to the control of the Executive Board and the direction of the membership.
- b. Presides at all Executive Board and General Membership meetings when present.
- c. Represents the organization as a member of the Menlo Park City School District Council.
- d. Selects and appoints the Parliamentarian and all Standing and Special Committees chairpersons, subject to approval by the Executive Board.
- e. Serves as an ex-officio member of all Encinal PTO committees.
- f. Perform other duties as may be prescribed in these Bylaws or assigned by the organization.
- g. Provides oversight and direction to committees and initiatives.

2. Vice President

- a. Performs the duties of the President, in the absence of the President.
- b. Represents the organization as a member of the Menlo Park City School District Council.
- c. Participates on the Encinal PTO Nominating Committee.
- d. Performs such other duties as are assigned by the President or Executive Board.
- e. Becomes the President automatically, after serving the Vice President term.
- f. Provides oversight and direction to committees and initiatives, including but not limited to, membership, book fair and spirit wear.

3. Treasurer

- a. Keeps an accurate record of all receipts and authorized expenditures of the organization.
- b. Prepares the annual school year budget with input from the President, Vice President and Financial Secretary for adoption by the General Membership.
- c. Presents the annual budget to the General Membership at the Regular General Membership Meeting.
- d. Receives all monies due and payable to the organization from all sources as collected by the Financial Secretary and deposits such funds in such banks or other financial institutions as selected by the Executive Board.
- e. Make disbursements as authorized by the President, Executive Board, or

General Membership in accordance with the budget adopted by the membership.

- f. Reports financial receipts and disbursements at each Regular General Membership Meeting and at other times as requested by the Executive Board.
- g. Prepares and files all the necessary report forms required by the PTO, insurances, and tax returns as required by government agencies.
- h. Provides oversight and direction to committees and initiatives.

4. Financial Secretary

- a. Gives a receipt for all monies received for the organization and remits such funds at once to the Treasurer or deposits such funds at once in such bank or other financial institutions as selected by the Executive Board.
- b. Provides a deposit slip copy to the Treasurer for any deposited funds.
- c. Prepares all payment authorization forms as authorized by the Executive Board and forwards such forms for authorized signatures.
- d. Perform such other duties as may be assigned by the President or the Executive Board.
- e. Becomes the Treasurer automatically, after serving the Financial Secretary term.
- f. Provides oversight and direction to committees and initiatives.

5. Secretary

- a. Prepares and maintains accurate minutes of the proceedings of the General Membership and Executive Board.
- b. Keeps current copies of all organizational documents and records.
- c. Performs other duties as may be prescribed in these Bylaws or assigned by the President or organization.
- d. Notifies officers of their election and chairpersons of their appointment.
- e. Provides oversight and direction to committees and initiatives.

6. Community Coordinator

- a. Responsible for oversight of PTO efforts to build a sense of community among all students and families.
- b. Coordinate efforts to provide additional support to students/families as needed.
- c. Provides oversight, support and direction to committees and initiatives,

including, but not limited to, Caring and Sharing, fall community events, spring community events, 5th grade celebratory events, and kindergarten playdates / meet and greets.

7. HRP Volunteer Coordinator

- a. Responsible for head room parent selection for Encinal at the beginning of the year.
- b. Responsible for the training and coordination of the head room parents.
- c. Oversees the communication between head room parents and PTO Executive Board.
- d. Provides oversight, support and direction to committees and initiatives, including art, garden, library and staff appreciation

8. Auditor

- a. Audits the books and records of the organization for the six (6) month fiscal periods ending in January and August.
- b. Prepares and presents a report of such audits to the Executive Board.
- c. Audits the books and records upon the resignation of the Treasurer or Financial Secretary or at any other time deemed advisable by the Executive Board.
- d. Provides oversight and direction to committees and initiatives.

9. Parliamentarian

- a. Attends all Executive Board and General Membership meetings and gives necessary advice in parliamentary procedure when requested.
- b. Presides over all Nominating Committee meetings to provide procedural guidance and participates on as a member. For further description of Officer Election and Nominating Committee, see Bylaws, Section IX. Officer Election and Section X. Standing Committees, A. Nominating Committee.
- c. Conducts the election of the officers at the last General Membership meeting.
- d. Reviews the Bylaws and Standing Rules annually and update as necessary.
- e. Provides oversight and direction to committees and initiatives.

10. Assemblies Chair:

- a. In collaboration with site administration, responsible for the selection and coordination of Encinal's school assemblies throughout the school year.
- b. Incorporate efforts to maximize and diversify educational, culturally

relevant and dynamic presentations, productions, speakers, dancers and other entertainers for the school community.

- c. Coordinate and book the assemblies using allocated Encinal PTO budget. Responsibly spread budget across the year.
- d. Work with Encinal front office to coordinate dates, times and facility usage for assemblies.
- e. Work with vendors and front office to coordinate day of planning, arrival and setup.

VIII. OFFICER ELECTION

A. Election Timing & Procedure

1. Timing

- a. The Nominating Committee presents a slate of officers for elections at least fourteen (14) days prior to the last Regular General Membership Meeting each school year.
- b. The election of officers shall take place during the last Regular General Membership Meeting of the school year.

2. Election Voting

- a. All Regular Members may participate in the election at the last Regular General Membership Meeting of the school year.
- b. The Nominating Committee will call for further nominations from the floor at the last Regular General Membership Meeting of the school year.
- c. If the election slate is non-contested, the election may be by voice vote.
- d. Any contested election shall be by written ballot.

a. Terms of Office Rules

1. Term of Office

The term of each officer shall be one year, beginning on August 1 and ending on July 31 of each year.

2. No Election for Office of President, Treasurer and Parliamentarian

- a. There shall be no election for the office of President, as the Vice President shall automatically assume the position of President at the completion of the Vice President term.
- b. There shall be no election for the office of Treasurer, as the Financial Secretary shall automatically assume the position of Treasurer at the completion of the Vice President term.
- c. There shall be no election for the office of Parliamentarian, as the Parliamentarian is an appointed position by the President.

3. Multiple Terms of Office

A Regular Member who has previously served as an Executive Board Officer, may be elected to the same Officer position or a different Officer position.

4. Transition Period

After the election of the new Officers and before the new term of office, the Vice President may call meetings of the new Executive Board to ratify the committee chairpersons appointments and to make plans for the next school year.

b. Nominating Committee

The membership of the Nominating Committee is defined at Section IX. The Nominating Committee is responsible for the following:

- i. Receives all suggestions for persons to serve as officers.
- ii. Contacts all persons who will be nominated to confirm their willingness to serve.
- iii. Ensures all nominees are Regular Members and otherwise eligible to serve in the office.
- iv. Presents a slate of officers for election to the Executive Board.
- v. Presents the slate of officers for election to the General Membership at least fourteen (14) days before the Regular General Membership meeting.

c. Selection

A majority of the votes cast by the Regular Members shall be necessary for election. Should no person receive a majority of the votes cast, a run-off between the two (2) persons who received the largest number of votes shall immediately be held.

d. Vacancies

- i. Any vacancy in office because of death, resignation, inability to serve or for any other reason shall be filled by the Executive Board for the unexpired portion of the term.
- ii. Should a vacancy occur in the office of President, the Vice President shall immediately assume the office of President.
- iii. Should a vacancy occur in the office of Vice President for any reason, the vacancy shall be filled by election at the next Regular General Membership meeting, consistent with the procedures as defined by these Bylaws.

IX. STANDING AND SPECIAL COMMITTEES

a. Nominating Committee

The Nominating Committee is a standing committee of the organization and shall carry out its responsibilities as described in Section IX. Officers Election, C. Nominating Committee of these Bylaws.

1. The Nominating Committee shall be composed of five (5) persons who shall be selected by the Executive Board, which shall include the Vice President and the Parliamentarian, at least two months prior to the last Regular General Membership meeting of the school year.
2. The Vice President shall serve as one of the five (5) committee members.
3. The Principal of Encinal or a faculty member appointed by the Principal shall serve in an advisory capacity.
4. The Parliamentarian shall serve as one of the five (5) committee members.

b. Establishing a Standing Committee

A Standing Committee shall be created for a specific task which is recurring each school year. A Standing Committee shall cease to exist when the Executive Board deems it appropriate.

1. The Executive Board may establish a standing Committee as it deems necessary and advisable.
2. The President shall appoint the chairpersons of all Standing Committees
 - a. Standing Committee Chairpersons shall serve as ex-officio member of the Executive Board without voting privileges.
 - b. Only Regular Members may serve as chairpersons.
3. The committee chairperson shall recruit the members for the committee
4. Any Regular or Honorary members may serve as a committee member.
5. The Chairperson shall report the plans and activities of the committee to the Executive Board, which must approve all such reports.

a. Establishing a Special Committee

A Special Committee shall be created for a specific task unique to the specific school in which it's established. A Special Committee shall cease to exist when the task is completed or at the end of the school year.

1. The Executive Board may establish a Special Committee as it deems necessary and advisable.
2. The President shall appoint the chairpersons of all Special Committees.
 - a. Special Committee Chairpersons shall serve as ex-officio member of the Executive Board without voting privileges.

- b. Only Regular Members may serve as chairpersons.
3. The committee chairperson shall recruit the members for the committee.
4. Any Regular or Honorary members may serve as a committee member.
5. The Chairperson shall report the plans and activities of the committee to the Executive Board, which must approve all such reports.

X. FINANCES

A. Fiscal Year

The fiscal year of the organization shall begin August 1st and end July 31st of each year.

B. Fiscal Year Budget

At the first Regular General Membership meeting of the school year, the Executive Board shall present a budget of anticipated revenue and expenses.

1. The budget shall be used to guide the Executive Board activities and operations during the year.
2. Any substantial deviation from the budget must be approved in advance by the Regular Membership.

C. Financial Obligations

1. The Executive Board may authorize any officer(s) to enter into contracts or agreements for purchase of materials or services on behalf of the organization.
2. The officer(s) shall not have the authority to enter into such agreements on behalf of Encinal School or the school district and shall not represent themselves to have such authority.

D. Loans

No loans shall be made by the organization to its officers or members.

E. Commercial Paper

All checks, drafts or other orders for money payment on behalf of the organization shall be signed by at least two of the following: Treasurer, the President or the Financial Secretary, or by any other person as authorized in writing by the Executive Board.

F. Deposits and Disbursements

1. The Financial Secretary shall deposit all funds of the organization to the credit of the organization in such banks, trust companies or other depositories as selected by the Executive Board.
2. The Treasurer shall make disbursements as authorized by the Executive Board in accordance with the budget adopted by the Regular Membership.

3. All deposits and/or disbursements shall be made within a maximum of thirty (30) days from the receipt of the funds and/or payments.

G. Financial Reports

1. General Membership Meeting Report

The Treasurer shall present a financial report at each Regular General Membership Meeting.

2. Audit Report

- a. The Auditor shall audit the fiscal year's financial report and the accounts at a minimum of two (2) times a year: first 6 month period ending January 31 and second 6 month period ending July 31st.
- b. Upon Resignation of the Treasurer or Financial Secretary, or any time deemed advisable by the Executive Board, the Auditor shall conduct an audit of the financial report and the accounts.

H. Joint and Sole Fundraising

The Encinal PTO and other joint fundraising organizations or entities created to support the MPAEF and school PTO organizations within the MPCSD (including for the avoidance of doubt, the One Community Campaign (OCC)) may conduct joint fundraisers during the year as mutually agreed upon. This does not preclude the Encinal PTO from conducting its own individual fundraisers.

XI. AMENDMENTS

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the Regular Members at any Regular or Special General Membership Meeting.

XII. STANDING RULES

Standing Rules for operation of the organization that do not in conflict with these Bylaws may be approved by the Executive Board and the Parliamentarian shall keep a record of the Standing Rules for reference.

XIII. DISSOLUTION

The organization may be dissolved with previous notice of at least fourteen (14) calendar days and a two-thirds (2/3) vote of those present at any Regular or Special General Membership meeting. Upon dissolution of the organization, its assets remaining after payment, or provision of payment, of all debts and liabilities of the organization shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Internal Revenue Code Section 501(c)(3).

XIV. PARLIAMENTARY AUTHORITY

“Robert’s Rules of Order” shall govern meetings when they are not in conflict with these Bylaws.

XV. AUTHORITY

If any of the Bylaws shall conflict with the decisions, policies, or procedures adopted by the Menlo Park City School Board, they shall be deemed null and void.

Approval by the Encinal School PTO General Membership

These revised and updated Bylaws were approved by the Encinal School PTO Regular Members by a majority vote during the Regular General Membership meeting, properly called on September 13, 2024 and shall take effect immediately.

Allison Carlson
Encinal School PTO Parliamentarian