

**MINUTES OF THE REGULAR 2021-2022 EXECUTIVE BOARD OF
ENCINAL SCHOOL PARENT TEACHER ORGANIZATION**
195 Encinal Avenue, Atherton, CA 94027

DATE: August 26, 2021

TIME: 9:00 am PST

PLACE: Zoom

MEMBERS PRESENT: Katherine Bicer
Andrea Nudd
Amy Porter
Andrea Nudd
Reed Johnstone
Christine Wichrowski Goudey
Nicole Carvalho-Lee
Sharon Burns
Stephanie Lucianovic
FangFang Paulson
Yin Ravenscroft
Leah Wolf
Allison Jagtiani
Jeanne McCann

MEMBERS ABSENT: None

OTHERS PRESENT: Courtney Comstock
Anand Gupta
Azadeh Rasmussen
Sherwin Chen
Marta Miller
Perihan Bozok Hendrickson
Pricila Ayala Udell
Kinga Fern
Allison Carlson
Beatrice Schooley
Melissa Oller
Peter Herbrich

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 2021-2022 via Zoom. 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. Porter acted as Secretary of the meeting.

2. PRESIDENT’S WELCOME

Ms. Bicer and Ms. Nudd welcomed everyone to the meeting and thanked various parents for helping with back to school activities, including the kinder and first grade play dates, the staff breakfast, and snacks for the staff.

3. APPROVAL OF PRIOR MINUTES

The Members then reviewed the minutes from the June 3, 2021 Encinal PTO Executive Board meeting, and the minutes from the June 9, 2021 Encinal PTO General meeting. Upon motion duly made, seconded and unanimously approved, the Members adopted the following resolution:

RESOLVED, that the minutes of the June 3, 2021 Encinal PTO Executive Board meeting, and the minutes from the June 9, 2021 Encinal PTO General Meeting be, and they hereby are, approved as submitted to the members at this meeting.

4. COMMITTEE CHAIR ELECTION

Ms. Paulson, as Parliamentarian of the Encinal School PTO Executive Board, then reviewed a proposal to elect Nora Dunn as Encinal Eagle Spiritwear committee chair and Jazmin

Navigato as Garden committee chair for the 2021-2022 school year. Upon motion duly made, seconded and unanimously approved, the Members adopted the following resolution:

RESOLVED, that the following persons be, and each of them hereby is, appointed as chair of the committee set forth opposite their respective name to serve until his or her successor is duly appointed or until his or her earlier resignation or removal:

Encinal Eagle Spiritwear

Nora Dunn

Garden

Jazmin Navigato

5. BANKING RESOLUTIONS

Ms. Bicer next led a discussion about allowing Andrea Nudd and Katherine Bicer (Co-Presidents), Reed Johnstone (Treasurer) and Yin Ravenscroft (Financial Secretary) to be authorized signatories of the Encinal PTO's existing bank accounts held by Wells Fargo as of August 1, 2021, and to remove Christine Goudey and Josh Lee. 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 each of Andrea Nudd, co-President of the Encinal PTO, Katherine Bicer, co-President of the Encinal PTO, Reed Johnstone, Treasurer of the Encinal PTO, and Yin Ravenscroft, Financial Secretary of the Encinal PTO, to be an authorized signatory for such bank accounts (collectively, the "**Bank Accounts**") effective as of August 1, 2021; and

WHEREAS, the Board has determined that it is advisable and in the best interests of the Encinal PTO to remove each of Christine Goudey and Josh Lee as previously authorized signatories for the Bank Accounts and terminate their debit cards for the Bank Accounts each effective as of August 1, 2021.

NOW, THEREFORE, BE IT RESOLVED, that the Encinal PTO hereby authorizes and appoints Ms. Nudd, Ms. Bicer, Ms. Ravenscroft, and Mr. Johnstone as authorized signatories for the Bank Accounts effective as of August 1, 2021, and removes and/or revokes the authority of each Christine Goudey and Josh Lee with respect to the same effective as of August 1, 2021.

RESOLVED FURTHER, that each officer of the Encinal PTO be, and each such officer hereby is, authorized and directed, on behalf and in the name of the Encinal PTO, to make all such arrangements, to do and perform all such acts and things, to execute and deliver all such instruments, documents, certificates and other documents as they may deem necessary or appropriate in order to effectuate fully the purpose of the foregoing resolution (hereby ratifying and confirming any and all actions taken heretofore and hereafter to accomplish such purposes, all or singular).

6. PARCEL TAX UPDATE

Azadeh Rasmussen and Sherwin Chen led a discussion concerning Measure B, which renews the expiring parcel tax. If Measure B passes, it should generate \$55 million over the course of 12 years. Ms. Rasmussen and Mr. Chen are seeking approval from the Encinal PTO Executive Board to provide an endorsement to be used in printed materials, on the website and in social media for Measure B. They are asking the Encinal PTO Executive Board to provide communications in Encinal newsletters and through HRPs to educate and build up awareness concerning Measure B.

[Ms. Rasmussen and Mr. Chen then left the meeting.]

Ms. Bicer then led a discussion regarding Ms. Rasmussen's and Mr. Chen's presentation and gathered thoughts concerning endorsing Measure B. Questions were asked and a full discussion ensued. Upon motion duly made, seconded and unanimously approved, the Members adopted the following resolution:

WHEREAS, the Encinal PTO Executive Board has determined that it is advisable and in the interests of Encinal School and the Menlo Park City School District to support Measure B in our capacity as Encinal PTO Executive Board Members and allow the pro-Measure B campaign to publish the endorsement of the Encinal School PTO Executive Board (for the avoidance of doubt not to include any reference to the full Encinal PTO) in their printed marketing materials and web/social media campaign during the duration of the campaign period provided that the Encinal PTO Executive Board preapproves all proposed endorsements.

NOW, THEREFORE, BE IT RESOLVED, that the Encinal PTO Executive Board Members hereby agree to allow the pro-Measure B campaign to publish the endorsement of the Encinal PTO Executive Board (for the avoidance of doubt not to include any reference to the full Encinal PTO) in their printed marketing materials and web/social media campaign during the duration of the campaign period; provided that the Encinal PTO Executive Board preapproves all proposed endorsements.

7. BACK TO SCHOOL UPDATE

Ms. Jagtiani provided a summary of back to school events. New Encinal lawn signs are complementary for all Encinal families. Questions were asked and a full discussion ensued.

8. OCC UPDATE

Ms. Carlson discussed fundraising season. The current Encinal participation rate is at 11.1%. Ms. Carlson discussed efforts to get the message out and distributing fun paraphernalia out to students such as popcorn and footballs. There will be two car lines in September to help with efforts. There will also be a walk to school and bike to school day on Sept. 16th where they will put the message out again. Questions were asked and a full discussion ensued.

9. PRINCIPAL'S REPORT

Ms. Burns gave an update on how excited students are to be back in the classrooms. Ms. Healy is leading the ISP program while Ms. Pindar helping in the library this year. The new ping pong tables are assembled and the first Awesome Me assembly will be Friday. With all COVID procedures, the assemblies will be hosted outside at the picnic tables at lunch. Reminders of carpool rules and logistics will be sent out again. Teachers are anxious to get the garden program started after a year of not having gardening. Questions were asked and a full discussion ensued.

10. TREASURER'S REPORT

Mr. Johnstone provided an update on the draft budget for the 2021-2022 Encinal school year. We ended last year with \$31,000 left over (separate from our savings account which has \$21,000

as required by our charter for reserves). We need to think as a board about how we want to allocate that cash balance, as it has not been included in the budget (it's not profit or loss).

Questions were asked and a full discussion ensued.

11. TEACHER'S REPORT

Ms. McCann thanked the PTO for providing support to the teachers this year and discussed the outcome of the Lion King musical. Questions were asked and a full discussion ensued.

12. OTHER BUSINESS

Ms. Lucianovic led a discussion on the upcoming Scholastic Book Fair, which will be open September 22 – September 25, including during the Fall Family Social. Ms. Goudey provided an update on the Fall Family Social which will take place on Friday, September 24. Questions were asked and a full discussion ensued.

13. ADJOURNMENT

There being no other business to come before the Members, the meeting was adjourned. The next scheduled Encinal PTO executive meeting is on Thursday, September 16, 2021 at 8:45 am via Zoom.

Amy Bagdasarian Porter
Secretary of the Meeting