

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

**DATE:** October 21, 2021

**TIME:** 8:45 am PST

**PLACE:** Zoom

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

**MEMBERS ABSENT:** Stephanie Lucianovic

**OTHERS PRESENT:** Courtney Comstock  
Marta Miller  
Anand Gupta  
Ralph Vandro

**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. APPROVAL OF PRIOR MINUTES**

The Members then reviewed the minutes from the September 16, 2021 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 September 16, 2021 Encinal PTO Executive Board meeting be, and they hereby are, approved as submitted to the members at this meeting.

## **3. APPOINTMENT OF COMMITTEE CHAIRS**

Ms. Paulson, as Parliamentarian of the Encinal School PTO Executive Board, reviewed a proposal to appoint Suzette Maile, Matt Heinz and Billy Ho as After School Basketball committee chairs 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:

After School Basketball	Suzette Maile, Matt Heinz, Billy Ho
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## **4. PRESIDENTS' REPORT**

Ms. Bicer and Ms. Nudd thanked committee chairs for all the activities that have happened on campus thus far. On November 18, there will be the General Meeting. Questions were asked and a full discussion ensued.

## **5. OCC UPDATE**

Ms. Carlson led a discussion on OCC fundraising status. The campaign ended on October 12 and they will continue to collect donations through the year. As of October 12, 2021, Encinal collected around \$92,000 in donations and received \$18,000 in pledges. There were 322 Encinal families who participated, which is a 68.2% participation rate. Each grade level will get extra recess time since the participation rate was so close to 70%. Questions were asked and a full discussion ensued.

## **6. TREASURER'S REPORT**

Mr. Johnstone provided an update on the current financials and reviewed the categories of line items on the budget at a high level. An increase in the recess equipment line item was discussed for making sure there is sufficient equipment for the students to use at all times since there will be no lunch clubs anymore for the students. Mr. Johnstone discussed a proposal to use \$9,700 of the surplus for new basketball jerseys. Suggestions for lower cost jerseys, and buying a portion of the jerseys needed, among other things, was discussed to reduce the spend amount. Ms. Burns proposed using funds from the disaster preparedness line item to purchase high visibility rain jackets for yard duty to wear on the rainy days.

Ms. Bicer made a proposal for the PTO to spend up to \$2,400 of surplus funds for the purchase, shipping, and installation of one (1) ping pong table and accessories identical to existing two ping pong tables. She also made a proposal for the PTO to spend up to \$3,600 total of surplus funds for the purchase, shipping, and installation of new bookshelves for the library. Questions were asked and full discussion ensued. After discussion, and upon motion duly made, seconded and unanimously approved, the following resolutions were adopted:

**WHEREAS**, a majority of the Members have reviewed and evaluated the Encinal PTO budget for the 2021-2022 fiscal year and the proposed use of surplus funds to spend (i) up to \$2,400 for the purchase, shipping, and installation of one (1) ping pong table and accessories to be used for recess equipment; and (ii) up to \$3,600 total of surplus funds for the purchase, shipping, and installation of new bookshelves for the library.

**NOW, THEREFORE, BE IT RESOLVED**, that the Members hereby unanimously approve the proposal for the use of (i) up to \$2,400 for the purchase, shipping, and installation of one (1) ping pong table and accessories to be used for recess equipment; and (ii) up to \$3,600 total of surplus funds for the purchase, shipping, and installation of new bookshelves for the library.

**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).

#### **7. PRINCIPAL'S REPORT**

Mr. Vandro provided the Principal's report on behalf of Ms. Burns and thanked the board Members for their hard work. He discussed a purchase order the office received from Miracle Play Systems for play equipment. Questions were asked and a full discussion ensued.

#### **8. TEACHER'S REPORT**

Ms. McCann thanked the special guest that appeared at the Awesome Me assembly. Questions were asked and a full discussion ensued.

#### **9. ADJOURNMENT**

There being no other business to come before the Members, the meeting was adjourned. The next scheduled meeting is the General Encinal PTO executive meeting on Thursday, November 18, 2021 at 8:45 am via Zoom.

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Amy Bagdasarian Porter  
Secretary of the Meeting