

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

DATE: September 16, 2021

TIME: 8:45 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
Stacey Jones
Anand Gupta
Marta Miller
Allison Carlson

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 August 26, 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 August 26, 2021 Encinal PTO Executive Board meeting be, and they hereby are, approved as submitted to the members at this meeting.

3. AUDITOR APPOINTMENT

Ms. Paulson, as Parliamentarian of the Encinal School PTO Executive Board, then reviewed a proposal to elect Anand Gupta as Auditor of the Encinal School Parent Teacher Organization Executive Board for the 2021-2022 school year. Upon motion duly made, seconded and unanimously approved, the Members adopted the following resolution:

RESOLVED, that Anand Gupta be, and hereby is, appointed as Auditor of the Encinal School Parent Teacher Organization Executive Board for the 2021-2022 school year, to serve until such time as he is reconfirmed by a vote of the General Membership, or his successor is duly appointed or until his earlier resignation or removal.

4. PRESIDENTS' REPORT

Ms. Bicer and Ms. Nudd thanked various volunteers for all their efforts in helping to get

the school year off to a wonderful start. Everyone was reminded everyone to donate to the OCC. On October 15, students will get an extra 15 minutes of recess time if Encinal reaches 70% campaign participation. A call out for basketball team coordinators was made.

Ms. Jagtiani provided an update on Spirit Wear. There is a pre-sale form out for tie-dye that went out in the newsletter. There are free Encinal tee-shirts for all volunteers and HRPs.

5. OCC UPDATE

Ms. Carlson led a discussion on OCC fundraising status. We are at 39.5% participation rate currently and doing well for the year. Pledges are slightly higher when compared to previous years. Ms. Carlson asked for text-a-thon volunteers, which will be taking place on October 1. There will also be a car line on September 30 to promote fundraising efforts. Questions were asked and a full discussion ensued.

6. TREASURER'S REPORT

Mr. Johnstone provided an update on the current financials. We ended last year with \$34,000 in the checking account and over \$21,000 in savings. He reviewed the current budget and actual spending to date, although he has not received many reimbursement requests. They have received first OCC check for \$25,000 from the District. We re expecting around \$120,000 of donations this year. Questions were asked and a full discussion ensued.

7. PRINCIPAL'S REPORT

Ms. Burns gave an update on Ms. Kollmann and assistance provided during her absence. The ENTV studio is set up in the office, and there will be a guest from the Atherton Police Department for the first show. Students will have the opportunity to help with ENTV. Ms.

Burns reported that outdoor education will take place this year and Encinal students will participate with parent permission in April. Ms. Burns discussed the re-designed Awesome Me assemblies, which the students are really enjoying. Parents will be able to nominate staff members to receive special recognition during these assemblies for their hard work. Tomorrow will be the first fire drill of the school year. Encinal is looking to hire a crossing guard for 2:30-3pm every day after school. Questions were asked and a full discussion ensued.

8. TEACHER'S REPORT

Ms. McCann thanked the PTO for the classroom stipends and reported that the teachers are very excited to have the Scholastic Book Fair come back this year. The teachers are happy to be back on campus with school running more like normal. Questions were asked and a full discussion ensued.

9. FALL FAMILY SOCIAL UPDATE

Ms. Goudey and Ms. Carvalho-Lee provided an update on the Fall Family Social, which will take place on Friday, September 24 from 4pm – 7:30pm. Families will attend in one of two time slots according to their last name. There will be no food at the event and masks will be required. There will be student volunteers from Menlo-Atherton High School to help manage the field and inflatables. Questions were asked and a full discussion ensued.

10. SCHOLASTIC BOOK FAIR UPDATE

Ms. Lucianovic led a discussion on the upcoming Scholastic Book Fair, which will take place September 22 – September 25. There will not be teacher book baskets this year, but there will be many books available to families to purchase. There is a great need for volunteers, specifically for Friday night during the Fall Family Social. Scholarships for e-wallets are being

coordinated. Families are encouraged to use the e-wallet students to avoid exchanging money between hands and keeping a healthier environment during COVID. Questions were asked and a full discussion ensued.

11. OTHER BOARD BUSINESS

Ms. Jones thanked volunteers who are helping with Measure B campaign efforts and asked for more help with the tremendous effort. She also encouraged everyone to get involved in the housing element.

12. 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, October 21, 2021 at 8:45 am via Zoom.

Amy Bagdasarian Porter
Secretary of the Meeting