

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

DATE: November 18, 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
Stephanie Lucianovic
Jeanne McCann

MEMBERS ABSENT: None.

OTHERS PRESENT: Courtney Comstock
Marta Miller
Anand Gupta
Peter Herbrich
Amy Heinz
Anush Ramodiya

1. CALL TO ORDER

Ms. Paulson called to order a regular meeting of the Encinal School Parent Teacher Organization General Membership (“*Encinal PTO*”) 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. PRESIDENTS' REPORT

Ms. Bicer and Ms. Nudd welcomed everyone to the meeting and introduced themselves as Co-Presidents of the Encinal PTO for the 2021-2022 school year. Ms. Bicer provided an overview of the meeting. Ms. Nudd thanked parent volunteers who help with after-school sports, and thanked Mr. Johnstone and Ms. Ravenscroft for preparing the budget for the meeting. Questions were asked and a full discussion ensued.

3. AUDITOR APPROVAL

Ms. Nudd then discussed formalizing the appointment of Anand Gupta as Auditor of the Encinal School Parent Teacher Organization Executive Board for the 2021-2022 school year. Ms. Paulson, as Parliamentarian of the Encinal School PTO Executive Board, then introduced a motion to formalize such appointment. 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. TREASURER'S REPORT

Mr. Johnstone provided an update on the current financials. Mr. Johnstone reviewed the categories of line items on the budget at a high level. He explained there are some items the Members have already approved to purchase with surplus funds such as the playground equipment, ping pong table, and 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 proposed Encinal PTO budget for the 2021-2022 fiscal year.

NOW, THEREFORE, BE IT RESOLVED, that a majority of the Members hereby approve and adopt the proposed budget for the 2021-22 fiscal year in the forms presented to the Members at this meeting.

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).

5. PRINCIPAL'S REPORT

Ms. Burns thanked the Members for their participation, donations and involvement. Ms. Burns thanked Mr. Vandro for his assistance and the yard duty assistants. Tomorrow is an Awesome Me assembly. Ms. Wichrowski thanked Ms. McCann for helping get the fleece jackets for the staff ready for ordering.

6. ADJOURNMENT

There being no other business to come before the Members, the meeting was adjourned.

The next scheduled meeting is the Encinal PTO executive meeting is on Tuesday, December 14, 2021 at 8:45 am via Zoom.

Amy Bagdasarian Porter
Secretary of the Meeting