

**MINUTES OF THE 2023-2024 EXECUTIVE BOARD MEETING OF THE  
ENCINAL SCHOOL PARENT TEACHER ORGANIZATION**  
195 Encinal Avenue, Atherton, CA 94027

**DATE:** September 1, 2023

**TIME:** 8:45 am PST

**PLACE:** ENspired Lab, Encinal School

**MEMBERS PRESENT:** Allison Carlson  
Eleanor de Jong  
Allison Jagtiani  
Francesca Sanday  
FangFang Paulson  
Srujana Srinath  
Susan Blanco  
Sharon Burns  
Lindsey Sikes  
Amy Hinckley  
Leah Wolf

**MEMBERS ABSENT:** May Carr  
Anand Gupta

**OTHERS PRESENT:** Lisa Napoli  
Jessica Hix  
Kinga Fern  
Andrea Nudd  
Lisa Napoli  
Amisha Oza  
Katherine Bicer  
Liz Riley  
Kristin Hansen  
Astrid Sandsor

### **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 2023-2024. 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. Nudd acted as Secretary of the meeting.

### **2. APPROVAL OF PRIOR MINUTES**

The Members then reviewed the minutes of the April 20, 2023 Encinal PTO Executive Board meeting and the minutes of the May 18, 2023 General Membership meeting. Upon motion duly made, seconded and unanimously approved, the Members adopted the following resolution:

**RESOLVED**, that the minutes of the April 20, 2023 Encinal PTO Executive Board meeting and the minutes of the May 18, 2023 General Membership meeting be, and they hereby are, approved as submitted to the members at this meeting.

### **3. PRESIDENT’S WELCOME**

Ms. Carlson welcomed the Board and thanked several attendees for their work in getting the school year off to a great start, including Ms. Sikes for organizing the kindergarten and transitional kindergarten playdates, the newsletter team for publishing the weekly PTO newsletters, Ms. Napoli for organizing the One Community Campaign (OCC) coffee pop-up on August 31<sup>st</sup>, Ms. Paulson for arranging Walk and Bike to School Day also on August 31<sup>st</sup>, Ms.

Jagtiani for managing spirit wear sales, Amy Coolican for getting the girls volleyball season off to a good start and Ms. de Jong for organizing the successful Back to School Coffee event on August 23<sup>rd</sup>.

Ms. Carlson announced that the PTO's focus for this year will be making new connections within the Encinal community. She encouraged attendees to branch out and get to know new people on campus.

#### **4. TECHNOLOGY UPDATE**

All Executive Board members should have received PTO email addresses and have access to the PTO's shared Google Drive. Please reach out to Ms. Bicer with any questions related to accessing or using the new accounts. She and Amy Hinkley are also working on updates to the PTO website.

#### **5. MOVIE NIGHTS UPDATE**

Ms. Bicer is planning three movie nights at Encinal this year. The first movie night will be in October with a Día de Los Muertos theme under consideration. The second movie night will likely fall around early February, and the third movie night is tentatively scheduled for March 15<sup>th</sup> and may include a book adaptation to celebrate National Reading Month. Ms. Bicer is looking for a movie night co-chair. Interested volunteers can reach out to her directly for more information.

#### **6. SCHOOL BOARD UPDATE**

Mr. Saywell was not available to provide an update.

## **7. TREASURER'S REPORT**

Ms. Jagtiani provided a review and summary of the PTO's 2022-2023 finances. PTO-funded projects completed over the summer included the new climbing wall in the large multi and a mural added to the walls of the tunnel. Sources of PTO income expected this year are similar to last year and include OCC donations, book fair proceeds and spirit wear sales.

Ms. Sanday shared a new form to display income and expenses at monthly Board meetings. The PTO has incurred a few expenses already, including kinder playdates, the back to school coffee, insurance and teacher supply grants. Teacher supply grants were increased to \$300 this year, and teachers should have received envelopes to collect supply grant receipts. Ms. Sanday requested that receipts be returned in those envelopes by January.

Ms. Srinath requested that attendees submit any additional expenses incurred so far this year. The reimbursement process is going fully digital and will use an online form and corresponding QR code.

## **8. OCC UPDATE**

Ms. Napoli announced that the OCC is in full swing and will run through September 29<sup>th</sup>. The campaign is aiming for 100% participation with an additional emphasis on corporate matches this year. Ms. Napoli noted that, similar to family donations, the first \$250 of corporate matches will also go to the PTOs. The campaign is pairing its marketing efforts with other events on campus, such as Walk and Bike to School Day and coffee pop-ups. The next coffee pop-up will

be on the morning of September 8<sup>th</sup>, and a car line event is planned for the morning of September 28<sup>th</sup>, near the close of the campaign. Board members are encouraged to bring their kids to participate in the car line, and Ms. Burns noted that any requests for music and speaker equipment for the event may be submitted to Ms. Hix.

The Menlo Park-Atherton Education Foundation is looking for a PTO liaison to help organize volunteers for OCC events on campus. Interested volunteers can reach out to Ms. Napoli.

There is a QR code for the OCC donation website in students' green folders this year. The campaign team is also planning additional signage along the car line and Encinal Avenue. Ms. Fern offered to assist with graphic design work for the signs.

## **9. COMMUNITY EVENTS UPDATE**

Ms. Sikes announced that the four kinder and transitional kindergarten playdates were well-attended. She is currently assembling a committee to help with PTO-organized community events like the Fall Picnic, which is scheduled for September 29<sup>th</sup>.

## **10. BOOK FAIR & COMMUNICATIONS UPDATE**

Amy Hinckley announced that the weekly PTO newsletter has been up and running since the beginning of August. Newsletter submissions are due by noon on Wednesdays for distribution on the following Sunday. The Back to School Coffee resulted in additional newsletter volunteer sign-ups.

The Scholastic Book Fair will be in October during the same week as parent-teacher conferences. The book fair team is hoping to make funds available for Caring & Sharing students, as well as all classroom teachers, to use at the book fair again this year.

## **11. HRP UPDATE**

Ms. Wolf announced that HRP recruitment is going well. Classrooms are limited to two HRPs and training is mandatory this year. Ms. de Jong announced that library and art volunteer opportunities will be posted on ParentSquare in the coming month. HRPs will post additional volunteer opportunities in their classrooms on Back to School Night.

Ms. Hix shared that the teacher preference lists are being updated and will be available to HRPs. Ms. Blanco asked that the PTO and HRPs include instructional aides and support staff in their appreciation efforts, so they feel included the community.

## **12. ENSPIRED LAB UPDATE**

Ms. Sanday announced the the ENspired Lab is serving as a shared space with world language this year, so the lab will be open to students during the lunch hour on Mondays and Fridays only. Additional parent volunteers are needed to support the kids in the lab and oversee set-up and clean-up each session.

The group hopes to open the lab on September 18<sup>th</sup>. Ms. Fern is designing activities based on materials currently available. Ms. Burns mentioned that Hillview has a woodshop that may provide free wood scraps for use in the lab. A \$1,000 budget is allocated to the ENspired Lab this year. Suggested uses included a new cardboard cutter and a classroom cart with lab activity materials.

### **13. GARDEN UPDATE**

Ms. Oza shared that some of the garden beds were destroyed during the summer construction project. She would like to organize a large volunteer clean-up effort in the gardens, potentially with high school students, Encinal students or Scouts troops.

The garden program still needs parent volunteers. Ms. Oza will send a write-up on the garden program to Ms. Wolf, so the information and volunteer request can be distributed directly to classrooms via HRPs. Ms. Napoli suggested that a garden program table be included at one of the OCC coffee pop-ups to increase awareness and volunteer interest.

The garden program budget is \$1,750 this year and includes reimbursements to classroom garden volunteers. Ms. Oza requested that attendees send her any additional ideas for the garden budget. Suggestions included a greenhouse and year-end planting. Encinal's Charlie Cart is available to prepare garden produce to eat and can be signed out by classroom teachers.

### **14. PRINCIPAL'S REPORT**

Ms. Burns thanked Ms. Hix for her work during summer school and the opening of the school year. She also thanked the Board for all they did behind the scenes to get the school year off to a great start. Professional development sessions for teachers prior to the start of school were focused on the new science curriculum, English language learners, and how Encinal's learner aims translate to the classroom. Back to School Night is on September 7<sup>th</sup> and will include an introduction from Ms. Burns and Ms. Carlson.

Encinal launched its transitional kindergarten (TK) program this year. Classroom construction was completed over the summer, but work continues on the outdoor learning space. Gates and fencing are installed and furniture and lunch tables will arrive soon.

Encinal's first Awesome Me assemblies of the year will take place today. Awesome Me assemblies are held once a month by grade level and serve as an opportunity to review the Encinal way. This year's Encinal musical will be Sponge Bob Square Pants. ENTV is continuing this year. Fifth grade students have the opportunity to anchor ENTV, and new episodes are released each Monday. Encinal is launching the golden and silver backpack awards this year. Prizes, such as extra recess and popsicles, are awarded for good citizenship and campus cleanliness.

#### **15. TEACHER'S REPORT**

Ms. Blanco shared that teachers are supportive of the new supply grant process this year. She will relay to teachers that they need to submit their supply grant receipts in the PTO-supplied envelopes. She also asked the PTO to consider whether there might be \$500 available in their budget to provide supplies for instructional aides.

#### **16. APPROVE NEW CHAIRPERSONS**

Ms. Paulson then took the opportunity to recognize the new Encinal 2023-2024 PTO committee chairs and leads added since the May 18, 2023 meeting. Upon motion duly made, seconded and unanimously approved, the Members adopted the following resolution:

**WHEREAS**, the Encinal PTO Bylaws provide that the committee chairpersons of the Encinal PTO shall be appointed annually, subject to a vote by the members of the Encinal PTO Executive Board;



**NOW, THEREFORE, BE IT RESOLVED**, that the following persons be, and each of them hereby is, appointed as chair of the Encinal PTO committee set forth opposite their respective name commencing on August 1, 2023 to serve until his or her successor is duly appointed or until his or her earlier resignation or removal;

Caring & Sharing Chairs: Lindsey Sikes & Neng Bing Doh

Garden Chairs: Amisha Oza & Christina Tatum

Science Night: Lisa Buda

ENspire Lab Chairs: Kinga Fern, Christina Courtney & Francesca Baraggioli

## **17. OTHER BOARD BUSINESS**

Ms. Paulson announced that she attended a recent Menlo Park City Safe Routes to School Task Force meeting, where she learned about a process at Oak Knoll to coordinate bike-to-school groups via a Google Sheet. Ms. Paulson is hoping to connect Encinal families who may want to bike together or carpool. She plans to include a form in an upcoming PTO newsletter for interested families to sign up.

## **18. ADJOURNMENT**

There being no other business to come before the members, the meeting was adjourned. The next meeting of the Encinal PTO Executive Board is scheduled for September 22<sup>nd</sup>, 2023 at 8:45am in the ENspired Lab at Encinal School.

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Andrea Nudd  
Secretary of the Meeting