

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

DATE: October 20, 2023

TIME: 8:45 am PST

PLACE: ENspired Lab, Encinal School

MEMBERS PRESENT: Allison Carlson
Eleanor de Jong
Allison Jagtiani
Francesca Baraggioli
May Carr
Srujana Srinath
Susan Blanco
Sharon Burns
Anand Gupta

MEMBERS ABSENT: Amy Hinckley
FangFang Paulson
Scott Saywell
Lindsey Sikes
Leah Wolf

OTHERS PRESENT: Lisa Napoli
Kinga Fern
Ellen Kraska
Jessica Hix
Liz Riley
Kim Novello

1. CALL TO ORDER

Ms. DeJong 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. DeJong 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. Carr acted as Secretary of the meeting.

2. APPROVAL OF PRIOR MINUTES

The Members then reviewed the minutes of the September 22, 2023, 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 22, 2023, Encinal PTO Executive Board meeting be, and they hereby are, approved as submitted to the members at this meeting.

3. PRESIDENT’S WELCOME

Ms. Carlson reminded the group that next month’s meeting will be the Board’s General Meeting and will be moved from Friday November 16 to Thursday November 17 to accommodate those traveling for the Thanksgiving week. Upcoming community events include the year’s first Family Movie Night tonight 10/20/23. Conferences and minimum days went well, and Halloween is around the corner—the Board will host a pop-up coffee event on Halloween morning.

4. OCC UPDATE

Ms. Napoli provided an OCC update. The campaign started a week earlier than last year and was shortened by a week overall. Lots of events took place to promote the campaign: collaboration with other committees (Garden and Events, for example) got more parents involved. We had lots of signage around campus with our OCC messaging—signage highlighted different pledging options and corporate match—as well as little touch points, including in the Teacher’s lounge. Match Day was a big success – the campaign brought in 266 families and unlocked the match with \$680K in pledges and matching, the second largest donation day in OCC history. Donations have reached 87.4% of our PTO goal—more pledges this year vs last year. Pledges count towards our goal, but funds have not actually arrived yet. OCC participation is a bit down year over year but tracking. Ms. Napoli thanks all Board and community members for their collaboration and support on this enormous effort.

Ms. Carlson introduced Ms. Novello, who is the new MPAEF liaison for the board. Kim’s role continues on throughout the year beyond OCC, and includes Giving Tuesday, Auction, and the Schoolhouse Rocks Run. Ms. Novello shared that this year the MPAEF goal is to raise ~\$3.8M; as of mid-October, MPAEF has reached 82% of its fundraising goal and 65% family participation.

5. TREASURER’S REPORT

Ms. Jagtiani provided an update on the PTO budget now that OCC funds have been delivered. Fall Picnic came in under budget and Book fair yielded a small profit! Basketball registration is open with a large number of registrations so far. Overall, we are still \$18,000 short of our goal budget so the PTO Treasurer has adjusted our preliminary budget accordingly. Ms. Baraggioli detailed the budgetary changes, including modest reductions in Assemblies/Outside Vendor spending and Campus Beautification while maintaining/increasing allocations for classroom supply grants,

ENSpired Lab funding, Staff Appreciation, and other programs. The budget will go to a vote at our general meeting Thursday, November 16, 2023.

Ms. Srinath provided an update on classroom supply grants, funds disbursement to teachers, and pace of teacher receipt submissions for reimbursement.

6. AUDITOR'S REPORT

Mr. Gupta summarized the audit of the Encinal School PTO financials for the year ended July 31, 2023; all categories tied out. Ms. Carlson thanked the Treasury Team for meticulous record keeping and organization, which made this year's audit quite smooth.

7. STAFF APPRECIATION UPDATE

Ms. Riley provided an update. Conference Week events went well with food provided daily for the Teacher's Lounge. Upcoming events include seasonal birthday celebrations for teachers, with a bigger spread each season highlighting the teachers with birthdays in that season. HRPs will solicit parent donations to supplement PTO funds. The next event will take place November 8 (Fall birthdays); Ms. Riley is working with Ms. Wolf to engage HRPs in this effort. Ms. Riley continues to look for a vendor from whom we can source appropriate Yearly Teacher Gifts.

8. HRP UPDATE

Ms. Carlson shared an update sent in by Ms. Wolf. A meeting was held earlier this week with all HRPs for Q&A and general support. Ms. Blanco reiterated how important it is for HRPs and parents to run by Head Teachers any event that is taking place *at school*. Anything taking place outside of school should not require teacher input.

The group discussed a general need for additional parent volunteers to supervised ENSpired Lab time at the lower grade levels. The group brainstormed ways to loop HRP's into parent recruiting to fill open volunteer slots.

The next major set of HRP communications will be around Holiday Parties and end-of-calendar-year teacher gifts.

9. BOOK FAIR OVERVIEW

Ms. Carlson summarized revenue from the Book Fair, as well as dollars allocated for Caring and Sharing. Book fair profit increased from last year.

10. ENSPIRED LAB UPDATE

Ms. Fern provided an update. ENSpired lab leaders are trying to implement a theme each month; for October the theme is Halloween and the kids are making small ghost in Lab. Leaders have been going through the supply closet to assess all materials available for use; parents have also donated materials. New tools include wood burners, microscopes. Discussion ensued re: sources for additional cost-effective lab materials.

11. ASSEMBLIES UPDATE

Ms. Jagtiani provided an update on the extensive list of planned Science Assemblies and Cultural Experiences for the 2023-24 School Year. There are 1-2 experiences planned in each month of this school year!

12. PRINCIPAL'S REPORT

Ms. Burns highlighted the school's Special Olympics Day today for Encinal's AIM Program. All children and staff wear the same MPCSD shirts and participate in a Bay-Area wide slate of sporting events taking place at various sites: Gunn High, Sacred Heart, ice rinks to name a few.

Principal Burns shared that all MPCSD principles were presenting their annual Single Plan for Student Achievement to the school board on 10.26.23. Highlights of the plan include site work on a sense of belonging, strength-based approaches to student learning, and academic precision.

13. ADJOURNMENT

There being no other business to come before the members, the meeting was adjourned. The next scheduled meeting of the Encinal PTO Executive Board is scheduled for November 16, 2023 at 8:45am in the Teacher Education Resource Center (TERC) at Encinal School.

May Carr
Secretary of the Meeting