

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

DATE: November 16, 2023

TIME: 8:55 am PST

PLACE: TERC, Encinal School

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

MEMBERS ABSENT: Anand Gupta
Francesca Baraggioli

OTHERS PRESENT: Ellen Kraska
Jessica Hix
Scott Saywell
Chelsea Marinelli

1. CALL TO ORDER

Ms. Paulson called to order the General meeting of the Encinal School Parent Teacher Organization (Encinal PTO) 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. Carr acted as Secretary of the meeting.

2. PRESIDENT’S WELCOME

Ms. Carlson welcomed the group and explained the meeting agenda. She noted that meeting minutes for October and November Executive and General Board meetings, respectively, will be approved at the December meeting.

Ms. Carlson thanked the Coupal family for donating all the coffee for the Encinal Halloween Festivities! Basketball season is in full swing this year with 15 teams total, 5 from each grade! We now have coaches for all teams. Big thanks to Liz Riley and Leah Wolf for hosting our first Staff birthday celebration on November 8. On December 1, Movie Night will show “Frozen 2.”

3. SCHOOL BOARD UPDATE

Mr. Saywell provided an update on Encinal Board business. He explained that MPCSD Superintendent Kristen Garcia is focusing on a few major items in her first full year as superintendent.

- Visioning Process—where the district is going as an educational organization. Mr. Saywell invited all to email or call Kristen with questions, and to attend MPCSD Board meetings to learn about the district vision.
- Facilities Updates – The main topics covered at last week’s MPCSD Board meeting were the Local Control and Accountability Plan (LCAP) and Site plans: what needs to be done across the district to update and modernize our infrastructure. Including but not limited to earthquake code compliance, HVAC updates (for example, at Hillview, where classrooms without A/C can get very hot over the school day) and obtaining space to accommodate the increasing number of children coming into the school district. Funding sources for these large capital expenditures will likely include a bond issue in the next several years. Ms. Garcia and the Facilities committee will present a summary of the bond process at tonight’s open session Board meeting at the TERC building at Encinal.

PTO members asked questions about:

- Security measures at Encinal: fencing of the entire campus, a single entry/exit point, etc. Mr. Saywell recalled the security audit of MPCSD campuses completed in 2022 and noted that the simplest and lowest cost measures (electronic check-in systems for all visitors, walkie talkie purchase and use by school administrators, Lock Blok installations, the establishment and staffing of Campus Safety Monitor positions) have already been adopted. Infrastructure changes (fencing, surveillance systems) are higher cost but are a top priority in longer term school district plans.

- Potential facilities update for Encinal, including potential additional space for Transitional Kindergarten and Kindergarten classrooms--now that TK is so well enrolled.
- Better traffic flow and parking options for bicycles at Encinal School. Mr. Saywell encouraged Board Members to advocate at the City Council level regarding bike safety and traffic flow measures on city streets.

4. TREASURER'S REPORT

Ms. Jagtiani shared that we are now over 100% of OCC fundraising goal due to stellar corporate matches at the end of the campaign. All of the MPCSD schools have met their OCC goals for the year. Completed and pending donations come to \$123, 574--over the Encinal goal of \$122,500. Ms. Jagtiani then summarized the 2023/24 New Encinal PTO Budget. Increased allocations vs last year include but are not limited to more funds for individual classroom supplies, Transitional Kindergarten supplies, playground/recess equipment, garden supplies, and materials for the ENspire Lab.

Ms. Paulson then presented a motion to approve the 2023-24 budget. Ms. Carlson seconded the motion, and a vote was taken with the budget unanimously approved.

5. CARING & SHARING UPDATE

Ms. Sikes summarized progress of the 2023-24 Caring & Sharing Program. This year we have 75 families, 10 more than last year. Currently the Thanksgiving Drive in progress; for this drive, each Caring & Sharing family receives a homemade box of goodies plus \$50-75 Safeway

gift card. The Holiday gift drive starts tomorrow 11/17 and will be posted on ParentSquare. Families are encouraged to donate throughout the year as well.

6. PRINCIPAL'S REPORT

Ms. Burns recounted the community meal held November 14 with 130 people in attendance. Administrators met with families while staff members ran activities for the children present. Community circles solicited feedback from families; feedback was that families feel very connected to and supported by the Encinal community and staff. Barriers to participation in Encinal events include events held on worknights (M-Th) and lack of parking at school, prompting concerns/worries about the possibility of parking tickets when parking in surrounding neighborhoods. Teacher PD days 11/20-21 will focus on math, science and ELA curricula.

Ms. Kraska summarized the Community Reads program efforts so far this school year. The featured book this fall was "My Bindi" and classrooms have engaged in cultural appreciation activities related to the book after reading it. Ms. Kraska shared a video from yesterday's Diwali assembly at Encinal featuring the Cal Bhangra dancers from Cal Berkeley.

7. OTHER BOARD BUSINESS

Ms. Wolf thanked Ms. Carlson for running the Encinal Basketball program this year in addition to her PTO President duties. Thank you, Allison!

8. 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 December 15, 2023, at 8:45am in the ENspired Lab at Encinal School.

May Carr
Secretary of the Meeting