

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

**DATE:** May 17, 2024

**TIME:** 8:55 am PST

**PLACE:** TERC, Encinal School

**MEMBERS PRESENT:** Sharon Burns

Allison Carlson  
May Carr  
Eleanor de Jong  
Anand Gupta  
Amy Hinckley  
Allison Jagtiani  
FangFang Paulson  
Francesca Baraggioli  
Lindsey Sikes  
Srujana Srinath  
Leah Wolf

**MEMBERS ABSENT:** Susan Blanco

**OTHERS PRESENT:** David Ackerman

Laura Wiggs  
Jessica Hix  
Lisa Buda  
Chelsea Marinelli

**1. CALL TO ORDER**

Ms. Paulson called to order the final 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. Carr acted as Secretary of the meeting.

## **2. PRESIDENT'S WELCOME**

Ms. Carlson welcomed the group and explained the meeting agenda. Ms. Carlson thanked the board for its work during this school year and detailed the extra effort recently put forth by the PTO on Teacher Appreciation Week and Family Science Night! Ms. Carlson previewed the Volunteer Appreciation Breakfast on 6/11 and the Fifth Celebration Event on 6/13 and also called attention to the success of the Encinal boys' volleyball team, which had 12 participants and will continue for Fall 2024!

## **3. TREASURER'S REPORT**

Ms. Carlson segued into this part of the meeting by recalling the need for a storage system under the Encinal Multi-space stage; this storage system will hold PTO sports equipment. Some leftover money in the PTO budget this year will be spent on this—construction to occur over the summer.

Ms. DeJong is also working on a proposal to beautify the teachers' lounge! Ms. Baraggioli went over the status of PTO budget spending—we are right on track and will have a bit of surplus heading into the 2024-25 school year.

Ms. Jagtiani recalled the NASA assembly, which was a huge success, and the Cinco de Mayo celebration. The Science Fair also came in on/under budget. Sports jerseys have been purchased and will be reused year to year. There is recent revenue from spirit wear sales, and all upcoming expenses are expected to fall within the current budget.

#### **4. FIN SECRETARY UPDATE/PRELIMINARY BUDGET**

Ms. Srinath shared recent work on the preliminary budget for the 2024-25 year (Appendix A). There are no major expected changes and student enrollment is looking stable for the upcoming school year, so the allocations will look much like this year's 2023-24 budget (amounts will remain level for classroom supplies, community events, etc). PTO is considering with school administrators spending some of the PTO budget to give the Encinal School Counselor funds to expand her programming, and contracting with an outside vendor to provide PE classes for TK. Of note, Prop 28 money will now fund the school musical; hopefully obviating need for parent donations in future.

Ms. Paulson moved to approve the 2024-25 preliminary PTO budget. Ms. Carlson seconded the motion to and the budget was put to a vote, unanimously passing. The preliminary budget is now approved. Ms. Paulson then presented a motion to transition signatories on the PTO's Wells Fargo bank account from the previous finance team to the current; that motion was also seconded and approved.

#### **5. HRP UPDATE**

Ms. Wolf asked for some extra budget to cover gifts for classroom professionals aside from homeroom head teachers and aides. The board discussed various strategies for making sure no staff member is missed at gifting times, holidays, and birthdays. Members made suggestions about more complete photo taking and collection from each class for the yearbook.

## **6. SCIENCE FAIR UPDATE**

Ms. Buda recapped the very successful Family Science Night that took place last week 5/10. ~100 students submitted projects, and mentoring was very efficient. However, the large Multi space was very loud during the festival and many families were unwilling to migrate out of the Multi after their planned mentoring shifts. Board members discussed potentially staging mentoring earlier in the day, vs displaying projects/posters in classrooms or along school breezeways to spread out foot traffic and lower the noise level. Dr. Buda also discussed with the group workflow challenges at this Science night (parent volunteers knowing where to go and when, etc) and ideas to address them next year.

## **7. SPRING PICNIC UPDATE**

Encinal Olympics will take place this year with the help of Hi Five Sports, in honor of this year's summer Olympics! Children will get medals, paper laurel wreaths, fun prizes. There will be food trucks (crepes, pizza, more)! EnTV will interview Ms. Preston, who was an Olympic swimmer.

## **8. MOTION TO REMOVE BOARD POSITION**

Ms. Carlson presented a motion to remove the Communications Chair role from the slate of Board positions. To this point, the Comms Chair role has been part of the newsletter committee. Ms. DeJong shared that PTO President already discharges many of the functions nominally assigned to the Comms role, and it may be simpler to eliminate this role altogether. As

Assemblies Chair is a possible proposed for *addition* to the Executive Board, the number of voting positions would not

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be altered with this change. Ms. Paulson moved to approve, Ms. Carlson seconded, and the motion was adopted.

## **9. NOMINATING COMMITTEE AND SLATE**

Ms. DeJong introduced the Executive Board Candidate slate (Appendix B). Book Fair, Garden, Basketball Leads, Hot Lunch, and Newsletter are still looking for additional parent representatives. Ms. DeJong thanked people continuing in their positions for another year or taking on new responsibilities. Ms. Carlson thanked the nominating committee. The group voted on and approved the slate of Executive Board Officers first, then the slate of nonvoting roles.

## **10. BOARD REPORT**

We're adding 11 parking spaces to Encinal's back parking lot and moving the dumpster location to make the area safer for all. What the MPCSD has been working on most is a bond for the November 2024 ballot to fund necessary updates to school facilities throughout the district, including. Funds will be generally allocated into buckets: security measures, seismic updates, Climate Resilience/HVAC, and new construction for Laurel lower school. ~\$155M in improvements are needed. ~\$30M can likely be funded with other grants, so the bond proposed will likely be for ~\$120M—the exact amount has not yet been determined.

## **11. ADJOURNMENT**

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

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May Carr  
Secretary of the Meeting







## **APPENDIX B**

