

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

DATE: February 16, 2024

TIME: 8:55 am PST

PLACE: ENSpired Lab, Encinal School

MEMBERS PRESENT: Allison Carlson
Eleanor de Jong
Allison Jagtiani
FangFang Paulson
May Carr
Francesca Sanday
Susan Blanco
Lindsey Sikes
Amy Hinckley
Anand Gupta
Ellen Kraska

MEMBERS ABSENT: Leah Wolf
Sharon Burns
Srujana Srinath

OTHERS PRESENT: Jessica Hix
Kim Novello

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. Carr acted as Secretary of the meeting.

2. PRESIDENT’S WELCOME

Ms. Carlson welcomed the group and explained the meeting agenda. She thanked the PTO for a great recent movie night and highlighted the need for parent volunteers for the upcoming Science Fair, being run by Lisa Buda. School children will be asked to register as participants this year, in order to facilitate adequate supplies and volunteer support.

Ms. Carlson explained that during One Community Campaign (OCC) fundraising each year, there is often a pool of anonymous donation, usually in the form of corporate matching that isn’t clearly tied/traced to individual donors. Current policy is to divide that money among MPCSD PTOs. This year MPAEF did not meet its total fundraising goals and so that organization is proposing a change in policy, where any anonymous funds would revert to MPAEF itself, rather than be distributed among the schools up front as in years prior. MPAEF is also considering pivoting marketing strategies for OCC: in past years OCC has focused on percent participation, but that focus has not actually resulted in higher participation levels. Going forward OCC will focus on suggested donation size and encouraging larger donations from individuals, families, and businesses where possible.

Five Encinal basketball teams are headed to the playoffs! Boys Volleyball is in the structuring phase now—team may be mixed groups of Encinal, Oak Knoll, and Laurel students.

3. TREASURERS REPORT

We've spent about 72% of our budget so far this year and are on track for expenses. SportsHouse Skate Night was an awesome event; the event cost \$5500 but ticket sales fell short of incurred expense by \$2500. We've collected \$2800 for the school musical; all those funds will go directly to costumes, sets, decoration, programs, etc.

Today is our Lunar New Year assembly with dancing lions; we're looking forward to another Movie Night, an interactive African drums assembly for Black History Month.

Donations and corporate matching from MPAEF continue to trickle in.

This year the Encinal PTO is allocating \$4000 to teacher grants beyond standard classroom supply grants. Some grant submissions met criteria to be covered by Encinal site funds; the remaining 12 submissions were reviewed by the group. Discussion ensued before submissions were put to a vote.

4. MPAEF UPDATE

MPAEF Quarterly meeting was Wednesday. March 4 will be another First Monday at BareBottle in Menlo Park. On Wednesdays, 20% of proceeds will be donated to MPAEF from those who diner at Neighborhood Pizza Guy.

Get excited for the MPAEF Auction on March 9—as of Wednesday 2/14 still 79 tickets available! There will a great dinner, cocktails, and some excellent items up for sale!

This year, MPAEF is targeting “Students as Scientists.” The organization is aiming for >/\$100,000 for STEM related efforts: science kits, tools, curriculum, and special speakers.

MPAEF funds 29 teachers in Art, Music, PE; librarians at each school site; school counselors; “cutting edge” STEM curriculum, and more. Info is available at supportMPCSD.org.

5. PRINCIPAL’S REPORT

Ms. Kraska provided an update. This month we said farewell to Mr. C, who is transitioning from a custodian role to a bus driver role for Encinal! We have a new custodian, Israel deCosta, who is transitioning from a nighttime shift role to daytime.

Our basketball courts are always packed; the after-school program is clearly driving basketball proficiency and student involvement at school recess times, as well!

Ms. Kraska and Ms. Burns has had focus groups of students from each grade come to sit in the Office and share what they love about Encinal and what could improve. The third-grade focus group took place this week and students were especially clear about loving specialists—Art, Music, PE teachers.

Encinal is also looking forward to receiving the results of the MPCSD Panorama Survey. PTO members had questions about how to provide formal feedback for specialist teachers as well as homeroom teachers.

6. TEACHER’S REPORT

Ms. Blanco thanked the PTO for providing additional project funding grants beyond classroom supply grants! She also emphasized how much teachers have enjoyed the birthday and hospital celebrations!

7. 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 March 15, 2024 at 8:45am in the ENspired Lab at Encinal School.

May Carr
Secretary of the Meeting