

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

**DATE:** March 15, 2024

**TIME:** 8:55 am PST

**PLACE:** ENspired Lab, Encinal School

**MEMBERS PRESENT:** Allison Carlson  
Eleanor de Jong  
Allison Jagtiani  
Francesca Sanday  
Srujana Srinath  
FangFang Paulson  
May Carr  
Susan Blanco  
Sharon Burns  
Lindsey Sikes  
Jessica Hix  
Amy Hinckley  
Leah Wolf  
Sharon Burns  
Ellen Kraska  
Anand Gupta

**MEMBERS ABSENT:**

**OTHERS PRESENT:** Chelsea Marinelli  
Kinga Fern

## **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.

“As presiding parliamentarian, I will now call to order the General meeting of the Encinal School Parent Teacher Organization (Encinal PTO) for the school year 2023-2024. I would like to confirm that everyone can hear and be heard, if you cannot hear what is being said please raise your hand. Now that I have confirmed that everyone can hear and be heard in this meeting, I will proceed. I declare that a quorum of members is present and that the meeting is duly noticed and convened and is ready to proceed with its business.”

## **2. PRESIDENT’S WELCOME**

Ms. Carlson welcomed the group and explained the meeting agenda. On April 26, there will be a 10:30 AM meeting for Encinal parents to ask questions of MPCSD Superintendent Kristen Gracia about home MPAEF funds are raised and allocated to schools.

Family Movie Night is tonight! Film is “How to Train your Dragon.” We have another staff appreciation birthday party coming up on 4/18 for Spring birthdays!

Ms. Carlson described some proposed changes to the Encinal PTO Executive Board—namely, the addition of an Assemblies Chair role and some modifications to the Communications

Chair role. The former role administers \$23,000 of the PTO budget throughout the year, and the latter role needs a fresh job description as external communications are no longer a significant part of the position.

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

Five projects were funded with ~\$4,000 worth of Teacher Grant dollars from the Encinal PTO. Supplies range from sensory books in the library to adaptive PE equipment to a computerized Weather Station!

Ms. Smith described distribution of the year's second classroom supply grants. Deadline is 4/30 for teachers to submit receipts for supplies. This form of funds distribution and receipt submission will continue in school year 2024-25 at Encinal; Ms. DeJong sought feedback about the process from teachers. Discussion ensued about how to streamline funds delivery and maintain accountability for spending.

We have another ~\$8,000 coming from OCC Corporate Match. We are also spending on upcoming Spring Party and Science Fair, as well as more wonderful assemblies (assemblies run roughly once monthly)!

### **4. AUDIT REPORT**

Mr. Gupta walked us through his audit of the Encinal PTO budget, which was clean. Pass-through items (items with no dollars budgeted but still listed as expenses) include things like Encinal Sports and the school musical; we collect registration fees for these activities, which are then used to fund associated expenses (facility time, insurance, sports equipment and theater sets, etc).

## **5. ENCINAL SPORTS UPDATE**

Ms. Carlson described that we now have three seasons of sports:

Girls' Volleyball in fall (4 teams this year!), which required some spending for new equipment and for professional coaching to relieve the coaching burden on parents.

In Winter we had 15 basketball teams from Encinal, which required spending for refs at every game. Of note, next year there will be more training for parents at the beginning of the next season about basketball rules, etiquette and behavior, and coaching principles.

In Spring we will have boys' volleyball, with 12 boys signed up so far!

Next year, Encinal will likely benefit from a small pre-allocated budget for Encinal Sports (as opposed to solely pass-through funding), to give some cushion/cover incidentals: for example, this year the volleyball program needed a new net!

## **6. SCIENCE FAIR UPDATE**

Fair will be May 10. Ms. Sikes and Ms. Buda are working with Atherton Library Outreach, which is a portable maker-space that will provide activities for the Fair (in addition to other vendors Mad Science, etc). We will need 35 parent volunteers to run the fair.

## **7. PRINCIPAL'S REPORT**

Ms. Burns described how every 5<sup>th</sup> grader gets a chance to serve as an ENTV anchor. As a complement to parent and family feedback from our February Panorama Survey, students were asked to share feedback about Encinal on ENTV this month. They report they love AwesomeMe assemblies, serving as Eddie the Eagle and ENTV anchors, working in the ENSpired lab and, in

general, their teachers. Areas for improvement: apparently, many children do not flush the school toilets after use. Administration is brainstorming solutions to change this behavior!

Ms. Burns thanked all for MPAEF Auction participation at Upper Laurel! Online auction is live until 9 PM tonight 3/15. That event raised \$300,000 and unlocked a speaker opportunity: Jose Hernandez will come speak to children in the district!

The group discussed the school Lost and Found—what is the optimal location and donation schedule for all these lost clothing items, lunch boxes, and supplies? That led to a discussion of supply storage in general; at Hillview there is a slide-out storage structure under the theater stage; large quantities of seating and sports equipment can be stored there and slid out as needed.

Second trimester report cards go home today! Our AIMS program has always been at Encinal; new programs just started at Hillview and Laurel. There was a community-building even last night where families utilizing this program got to connect and take supplies home for their special-needs children.

## **8. TEACHER'S REPORT**

Ms. Blanco thanked the PTO for the special-project Teacher Grants funded this year, as well as for Teachers' Lounge supplies—really improves the workplace environment for staff.

## **9. OTHER BUSINESS**

Ms. Marinelli expressed concern that a group of residents who are zoned for Lower Laurel School will not have the opportunity to vote on ballot measures affecting MPCSD because they reside in unincorporated Menlo Park. Scott Saywell will be available to address this question at the upcoming April 26, 2024 town hall described above.

## **10. 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 April 19, 2024 at 8:45am in the ENspired Lab at Encinal School.

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May Carr  
Secretary of the Meeting