

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

DATE: April 19, 2024

TIME: 8:45 am PST

PLACE: ENspired Lab, Encinal School

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

MEMBERS ABSENT: May Carr
Anand Gupta
Francesca Baraggioli

OTHERS PRESENT: Ellen Kraska
Jessica Hix
Andrea Nudd

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. Nudd acted as Secretary of the meeting.

2. APPROVAL OF PRIOR MINUTES

The Members then reviewed the minutes of the March 15, 2024 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 March 15, 2024 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 welcomed the members and provided an update on the spring teachers and staff birthdays celebration. Parents brought in lots of treats for teachers and staff to enjoy in the lounge. On Friday, April 26th at 10:30am, there will be a fireside chat with Superintendent Gracia, David Ackerman and a representative from the Menlo Park-Atherton Education Foundation (MPAEF) to answer questions about the One Community Campaign. Encinal's SpongeBob The Musical performances start on Thursday, April 25th. Ms. Kraska has arranged for the whole school to visit Hillview next Thursday to see part of the musical. Ms. Carlson also thanked the administrators for arranging for the fifth graders to visit Hillview's campus prior to their graduation from Encinal.

Ms. Carlson then presented copies of two proposed changes to the Bylaws. The first proposed change includes the addition of Assemblies Chair to the Executive Board Officer roles and descriptions. Ms. Burns suggested adding the language “in collaboration with site administration” to the proposed Assemblies Chair task of “responsible for the selection and coordination of Encinal’s school assemblies throughout the year.” The second proposed change amends the Communications Coordinator responsibilities to more accurately reflect the current role. The current description is very extensive and implies that the Communications Coordinator is in charge of all marketing for every event. The proposed change more clearly describes the role as primarily a representative of the newsletter team, in addition to providing oversight of the website.

The Board discussed the changes, and there being no more questions, proceeded with a vote to amend the Bylaws with the new Assemblies Chair Executive Board position and updated Communications Coordinator role description. Upon motion duly made, seconded and unanimously approved, the Board unanimously approved the following resolution:

WHEREAS, the Executive Board members have reviewed and evaluated the Amended and Restated Bylaws of the Encinal School Parent Teacher Organization as presented by president Allison Carlson;

NOW, THEREFORE, BE IT RESOLVED, that the Amended and Restated Bylaws, in the form attached hereto as Exhibit A, be, and hereby are, adopted and approved.

Ms. Jagtiani then asked about removing the \$15 membership requirement in the Standing Rules. Discussion ensued and board members agreed that it should be removed pending further discussion and a vote at the May meeting.

4. TREASURER'S REPORT

Ms. Jagtiani provided an update on the PTO's current financials. There is about \$42,000 in the PTO checking account and \$20,000 in savings. The PTO has reached 99.1% of its annual fundraising goal with some pledges left to come in, and approximately 70% of the annual budget has been spent to-date.

Upcoming events and expenses include a NASA scientist presentation over Zoom for interested classrooms on May 1st, a mariachi band on campus on May 3rd and the June 7th school picnic.

5. FINANCIAL SECRETARY UPDATE

Ms. Srinath provided an update on the PTO's draft budget for the 2024-2025 school year. Next year's fundraising goal will be lower - \$95,000 in family donations from approximately 60% of Encinal families donating. The fundraising goal is subject to change based on enrollment and discussions with administration. Ms. Srinath then presented a few highlights of next year's draft budget. Classroom supply grants will remain the same. The additional Transitional Kindergarten classroom grants will be removed now that the classrooms are established. The fifth grade celebration budget will increase by \$1,000. The volunteer appreciation budget is decreased. There is now a small budget for after school sports added to cover new jerseys, equipment, etc. The Board is considering moving away from the holiday giving tree and providing Caring & Sharing families with holiday gift cards instead. The budget for staff appreciation is decreased, and a new line item for District Speaker Series is added. Ms. Kraska noted that the Safe Routes grants are not issued until later in the year, so there is a possibility that

bike rodeos would need to be covered with PTO funds. Those, along with crossing guard gift cards and walk / bike safety events would require a budget of around \$4,000.

6. HRP UPDATE

Ms. Wolf provided an update on teacher appreciation week, which will take place during the week of May 6th. Yearbook will need photos from throughout the school year from all classrooms, and a request will be sent out through HRPs. Ms. Wolf noted that Lisa Buda is still looking for about 34 more volunteers for Science Night on Friday, May 10th at 5:00pm. HRPs will be sending messaging out to their classes to rally volunteers. Volunteer shifts are 30 minutes and include mentor roles and supervising interactive stations. No science background is needed to volunteer.

7. SCIENCE FAIR UPDATE

Ms. Carlson provided a further update on Science Night. Student participation is low so far this year, and there is still time for students to register. The Menlo-Atherton Robotics team, the Atherton Library maker-mobile, and Mad Science will be there. Science Night will fall on Mother's Day weekend and Mother's Day in Mexico. Ms. Burns suggested having a floral photo backdrop for families at the event. The Board is also considering having a spiritwear table.

8. SPRING PICNIC UPDATE

Ms. Sikes announced that the Encinal School spring picnic will have an Olympics theme and be held on Friday, June 7th. The event will feature field day activities led by High Five

Sports, including different sport stations and music. She anticipates having three food trucks on site - possibly empanadas, hot dogs, pizza, or California Crave. The Atherton Police Department and Menlo Fire will also have representatives at the event to meet with kids and families. There will be a medal podium with backdrop for photos and Eddie the Eagle will be in attendance. The event will also include a scavenger hunt, temporary tattoo station and gold medal party favors. Ms. Sikes has an inflatable obstacle course on reserve but is considering canceling it because the cost is high and parent monitors would be needed.

9. SAFE ROUTES UPDATE

Ms. Paulson announced that Earth Day is April 27th and May is a bike month, so there will be bike to school days on April 27th and possibly May 3rd. The City of Menlo Park is hosting an event in collaboration with the Menlo Park Library and Safe Routes on May 16th in the afternoon. Ms. Paulson is interested in whether a group from Encinal would like to form a bike bus to the library after school. Ms. Jagtiani mentioned that the police department has also suggested running a bike bus led by their motorcycles. The last Safe Routes event for the year will be a practice bike ride to Hillview for incoming 6th graders on Saturday, August 17th. A save the date will appear in the newsletter. Ms. Paulson also plans to send a description of the event to Ms. Kraska, who will push it out to fifth grade families.

Ms. Paulson raised the issue of safety at the crosswalk near the District Office. The crosswalk here is frequently ignored by drivers. There has been some discussion about green bike lanes on Encinal Avenue, but it will likely take many years for this to be implemented.

Safe Routes leads for next year are still needed. The role includes attending four meetings during the year with Atherton and Menlo Park city planners, police, council members.

10. NOMINATING COMMITTEE & SLATE

Ms. DeJong distributed an updated Slate for the 2024-2025 school year and asked the Board to provide any feedback before the vote next month.

11. PRINCIPAL'S REPORT

Ms. Burns announced that a new Spanish Immersion teacher has been hired, and the interview process is underway for a second one. More TK teachers will also be hired for next year. The school is looking into improvements to the carline pick-up process next year and is considering color-coded stations that kids would report to along carline when their ride arrives, as well as ground marking indicating where students should wait for carpool and bus pick-up.

Encinal is trying out temporary fencing around the school right now prior to the installation of permanent gates. Administrators are also considering adding a door to the back of the office, so kids can enter the office from the school side. The Maintenance, Operations and Transportation department will be constructing a large cart under the stage for sports equipment, etc. over the summer. Fourth and fifth grade music students will have concerts on May 22nd. Each third grade class will present a mini musical inspired by Yefferson Actually in their classrooms with John Ashfield. The District used funds from Proposition 28 to hire Bill

Hairston, the Hillview drama teacher, to organize elementary grade programming for next year. Kathy Murdock will be moving from elementary strings to lead the Hillview orchestra.

12. TEACHER'S REPORT

Ms. Blanco thanked the PTO for organizing the spring birthday celebration treats. She then presented information she had gathered on the success of the new distribution approach for classroom supply grants this year. Based on Ms. Blanco's survey with 21 respondents, 80% of teachers really like the new system of receiving supply grant funds up front. Additional feedback included a question about whether receipts can be uploaded digitally and whether there is a mechanism to confirm when receipts have been received. Ms. Blanco also raised the idea of redirecting funds from teacher appreciation gifts to instead make updates to the staff lounge or add bathroom amenities for the teachers. Ms. Carlson noted that expenses in the staff appreciation budget were saved this year by asking parent volunteers to bring food instead of using PTO funds for staff appreciation food.

13. OTHER BUSINESS / QUESTIONS

There was no other business raised.

14. ADJOURNMENT

There being no other business to come before the members, the meeting was adjourned. The next scheduled meeting of the Encinal PTO General Membership is scheduled for May 17,

2024 at 8:45am in the ENspired Lab at Encinal School.

Andrea Nudd

Secretary of the Meeting

Exhibit A

