

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

DATE: January 19, 2024

TIME: 8:55 am PST

PLACE: EN-spired Lab, Encinal School

MEMBERS PRESENT: Eleanor de Jong
Allison Jagtiani
FangFang Paulson
May Carr
Lindsey Sikes
Leah Wolf
Sharon Burns
Ellen Kraska
Jessica Hix
Srujana Srinath
Susan Blanco
David Ackerman

MEMBERS ABSENT: Allison Carlson
Leah Wolf
Amy Hinckley
Kinga Fern
Anand Gupta

OTHERS PRESENT: Laura Wiggs
Lisa Napoli

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. DeJong presided over the meeting. She thanked Ms. Sikes for her outstanding work on the holiday Caring & Sharing drive, a great success! We are looking for a new Gardening committee co-head now that Christina Tatum has moved out of the district and Amisha is leading solo currently.

Basketball season is going well and we have had to purchase some extra equipment and resurface one of the court floors. Girls’ volleyball is going well and this is the inaugural year for the boys’ teams, as well! Thank you to Srujana and Allison for their work on the PTO classroom supply grants.

3. SCHOOL BOARD UPDATE

Mr. Ackerman introduced himself as the new Encinal MPCSD rep and a former Encinal Principal himself! The board received a report about facility conditions at Encinal at last night’s MPCSD Board meeting—down to details like energy efficiency and landscaping. School security measures were also addressed; currently the district lacks the funding for desired measures to secure our campuses. Therefore a bond will likely be approved by the Board for the ballot of the November 2024 election. Some security and facilities updates may require school building demolition and rebuilds—particularly at Lower Laurel school. In the interim, “priority fencing” of gaps in Encinal’s school perimeter will proceed.

The board approved the hire of a Theater Specialist; this should take some load off the elementary school PTOs for staging the school's major yearly 3rd-5th grade theater productions. This specialist will assist music and art teachers with overseeing productions. District may also help pay for the productions themselves through Prop 92 funding—up to this point funding has been solicited from school families year-to-year.

District boundaries for each MPCSD school were redrawn last night. Parts of Allied Arts and the land containing new apartments on El Camino Real between Ravenswood and Sand Hill were previously assigned to Encinal, but will now be districted for Oak Knoll. Children/families already enrolled at Encinal will be grandfathered in if they wish. A northern stretch of ECR previously considered for reallocation to Oak Knoll will remain districted for Encinal due to the very small existing number of children in that geographical area enrolled in MPCSD schools in general.

4. TREASURER'S UPDATE & PTO GRANT PROGRAM & SKATE NIGHT & MUSICAL

UPDATE

Ms. Jagtiani reviewed the current PTO budget. Expenditures are on track; depending on whether or not pledges are fulfilled by the end of the year, the PTO will remain within budget. There will be another Spirit Wear sale at the Spring picnic, along with ongoing online sales.

Winter PTO classroom supply checks for teachers have been issued. \$4000 dollars for the PTO Grant Program remain to be disbursed—we have four applications so far, and the deadline for submissions is 1/31/24. Ms. Burns explained PTO grants in more depth at the last Encinal Staff meeting and reception was very positive; questions asked and answered.

Encinal Skate Night is next Saturday 1/27. Posters will go up this week to spread awareness and tickets for teachers themselves will be free!

The Encinal Musical is in full swing—cast lists went out last week!

5. STAFF APPRECIATION UPDATE

Ms. DeJong provided an update. Winter Birthday celebration is coming up on 1/25/24!

6. HOT LUNCH & AFTER SCHOOL ACTIVITIES UPDATE

Ms. Wiggs provided an update. This year, we have a paid staff person for the first time helping with meal prep and staging daily in each kitchen 11 AM-1 PM, which brings our parent volunteer need from 3-4/day down to 1-2. An experienced volunteer serves as the “lead” for other volunteers each day; Monday is the only weekday we are missing a lead.

LunchMaster (LM) is our only vendor option as meals must be free per California law and LM’s status as the sole vendor contracted with the federal government in this region. Quality/taste of the food is an issue. Hillview is testing a bulk-ordering model to reduce waste and improve efficiency; children in that model choose their foods buffet style each day. If that model is successful, it may roll out at elementary schools.

This fall we started a new after-school activities scholarship program. We asked all vendors to put 10% of proceeds into a scholarship fund. This has allowed us to double the number of kids on scholarship enrolled in these programs. Encinal had 21 kids this fall on scholarship in this context, and children have their choice of program instead of a specific number of scholarships for each program. Ms. Wiggs is advocating for this approach to become a district-wide policy.

As of January 2024, the Homework Club bus can also now transport children home from after-school programs, which is a huge improvement. The lack of transportation home was previously a barrier to enrollment for scholarship kids in the District's after school programs. The Homework Club is currently offered for students in 3rd, 4th, and 5th grades and staffed by Encinal staff and is populated with students based on Encinal Leadership's review of academic data and individual student performance.

A new after-school program this year is Mathletes. Overall, 231 children at Encinal are involved in after school programs here!

7. PRINCIPAL'S REPORT

Alex C. is moving from a custodian to bus driver in the district!! Congratulations, Mr. C. The district is planning to add a 3 PM residential route to cover 3rd-5th grade students. The district will collect data on if this gets more cars off the road, and how this impacts SamTrans service previously targeting this age group. K-2 siblings will be able to wait with their older siblings for this 3 PM bus if desired!! Pricing and logistics info to come.

Spending time with campus security monitor Bea is a new MPCSD auction item this year! Another action item was making the location of the front office clearer with painted pillars and better signage.

Ms. Kraska shared that Outdoor Education will occur for 5th graders starting February 5th. Cost of outdoor ed is \$515 per student for the week. The District is covering the cost of scholarships for kids as needed—this year 14 children will attend on scholarship.

TK/K orientation will start February 1! We will find out in February/March how many TK and K/Spanish and English classes we will need to staff.

8. HRP UPDATE

We are still usually short parents for ENSpired lab slots week-to-week. Ms. Wolf will send out communications via HRPs about this. Emails also coming shortly re: Valentine’s Day parties.

For next fall, Girl Scout troops will attempt to synchronize their after-school meeting days and register formally as an after-school program, to help with Encinal Classroom space allocation after school.

9. TEACHER’S REPORT

Ms. Blanco thanked Ms. Riley for her work on Teacher Appreciation—the hot cocoa and cookies event pre-Holidays was wonderful!

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 February 26, 2024 at 8:45am in the ENSpired Lab at Encinal School.

May Carr
Secretary of the Meeting