

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

**DATE:** December 15, 2023

**TIME:** 8:55 am PST

**PLACE:** EN-spired Lab, Encinal School

**MEMBERS PRESENT:** Allison Carlson  
Eleanor de Jong  
Allison Jagtiani  
FangFang Paulson  
May Carr  
Lindsey Sikes  
Leah Wolf  
Kinga Fern  
Christina Tatum

**MEMBERS ABSENT:** Susan Blanco  
Sharon Burns  
Ellen Kraska  
Jessica Hix  
Amy Hinckley  
Anand Gupta  
Srujana Srinath

**OTHERS PRESENT:**

**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. Ms. Carlson thanked Ms. Sikes for running Movie Night 12/8—it was a big hit. Ms. Carlson also explained the need to replace Encinal School’s damaged volleyball net and potential funding sources to cover this expense. Basketball has 15 teams enrolled this year; this year we have been working on streamlining registration and payments. The fourth-fifth grade musical will be “Sponge Bob”—tryouts will be 1/10, 11, 12. On 1/31 there will be a sing-through with Mr. Ashfield and some script distribution for children to practice over the break. We are looking for a preferably fourth-grade parent(s) to help coordinate the musical—props, scheduling, ticketing, etc.

For next year, Encinal is considering making the ENSpired lab a specialty like Art or Music. This would require hiring a dedicated teacher, etc. Ms. DeJong discussed that because MPCSD protocol stipulates that resources at one district school must be available at all, one potential solution would be a teacher who rotates among all three schools (Encinal, Laurel, Oak Knoll), with parent/staff support.

We are accepting PTO classroom grant applications; we have \$4000 to distribute, on top of the \$300 each teacher automatically receives for their classroom supplies from the PTO. Ms. Carlson discussed the potential need for a parent volunteer to help teachers write their grant applications, which have been daunting for teachers to submit due to lack of time and ideas about what to seek funding for.

### **3. TREASURER’S REPORT & CARING & SHARING UPDATE**

Ms. Jagtiani explained that the final round of OCC checks are in – including \$29,482 of corporate matching! Ms. Jagtiani then recounted the Caring and Sharing expenses from fall 2023, including gift cards and the community dinner. The Giving Tree has also been a huge success, effectively facilitating community donations outside of the aforementioned budget. Ms. Jagtiani explained that requirements for gift cards and Giving Tree gifts funded by PTO have increased along with the number of Caring and Sharing families at Encinal—expenses this year exceed budget. This year, Book Fair revenues will likely cover our budget overage, but Ms. Sikes explained that for next year we may need to refine criteria for funding vs change the types of gifts given (e.g. gift cards for all instead of specific toys).

Ms. Baraggioli explained remaining pledges to OCC yet to be collected. Deadline for submissions for the PTO classroom grant applications will be end of January 2024.

Ms. Smith explained to the group that 21 teachers still need to submit receipts for Fall 2023 classroom supply grants in order to receive their Spring 2024 funds. 6 teachers did not deposit checks at all this fall; those checks will likely be voided and funds reallocated for other classroom needs.

### **4. EN-SPIRED LAB UPDATE**

Ms. Fern and Ms. Baraggioli described remaining funding and supply needs for the EN-Spired lab this year.

## **5. GARDEN UPDATE**

Ms. Tatum described the extensive Garden progress this year—including programming for all grades and plans for raised bed construction in the TK outdoor area. Ms. Tatum is moving out of the district at the end of this trimester, so discussion ensued about how to recruit a replacement parent volunteer to take her position.

## **6. HOME ROOM PARENT UPDATE**

Ms. Wolf explained that HRPs are working on Holiday parties and gift collection. There are some challenges with identifying classrooms where certain substitute teachers are present on a routine basis—weekly or twice weekly. Those teachers should receive appropriate holiday gifts, so Ms. Wolf is working with school administration to identify all such classrooms and professionals.

## **7. OTHER BUSINESS**

There have been challenges with the room reservation system (Master Library) at Encinal, and various groups attempting to reserve campus rooms for after-school use.

As several board members arrived late, quorum was achieved after the start of the meeting. Therefore, at the end of the meeting, Ms. Paulson motioned for approval of the October and November 2023 Executive PTO Board meeting minutes.

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

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May Carr  
Secretary of the Meeting