

**MINUTES OF THE 2024-2025 EXECUTIVE BOARD MEETING OF THE
ENCINAL SCHOOL PARENT TEACHER ORGANIZATION**
195 Encinal Avenue, Atherton, CA 94027

DATE: August 23, 2024

TIME: 8:45 am PST

PLACE: ENspired Lab, Encinal School

MEMBERS PRESENT: Eleanor de Jong
Lindsey Sikes
Srujana Srinath
Chelsea Marinelli
Anand Gupta
Allie Carlson
Leah Wolf
Allison Jagtiani
Camelia Coupal
Sharon Burns

MEMBERS ABSENT: Francesca Baraggioli
Susan Blanco

OTHERS PRESENT: Margaret Cooper
Jessica Hix
Andrea Nudd
Gina Watkins
Rylee Brown
Pui-Yun Sha
Kinga Fern
Liz Riley
Laura Wiggs

1. Call To Order	Allison Carlson
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- The meeting was called to order at 8:45am by Parliamentarian Allison Carlson.
- Andrea Nudd acted as Recording Secretary.

2. President’s Welcome	Eleanor de Jong
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- President Eleanor de Jong welcomed the Board and thanked several attendees for their work over the summer and during the first week of school: Lindsey Sikes for organizing the Back To School Coffee, Francesca Baraggioli and Camelia Coupal for overseeing the kinder playdates, Colin Billings for work on the garden program, Kinga Fern and Margaret Cooper for revamping the ENspired Lab, Rylee Brown and Liz Riley for teacher and staff appreciation efforts, the Safe Routes team for organizing the Encinal to Hillview bike ride, and Srujana Srinath and Chelsea Marinelli for managing the PTO bank accounts.
- Principal Sharon Burns thanked Eleanor for the teacher and staff lounge redesign over the summer.
- Reminder about the difference between PTO executive board and general meetings. Executive board meetings require quorum and executive board members are the only voters. At general membership meetings all PTO members may vote.
- Monthly Treasurer’s Report
 - The PTO is hoping to raise and spend about \$120,000 this year, \$119,000 of which would be raised during the One Community Campaign (OCC). The OCC launches at Back To School Night on 8/29 and ends on 9/27.
 - The PTO ended the 2023-2024 school year with an \$8,000 surplus due to higher than expected OCC fundraising. The surplus was distributed across an ENspired lab refresh, staff lounge improvements, understage storage in the large multi, and the purchase of new spiritwear.
 - The expense reimbursement link can be found on the PTO website.

3. VOTE A: motion to approve Standing Rule amendments	Eleanor de Jong and Allison Carlson
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- Per the Encinal School PTO ByLaws, a regular member of the PTO must pay membership dues to qualify as a voting member. The Encinal School PTO Standing Rules state that annual membership dues are \$15.00.
- Several proposed updates to the Standing Rules were reviewed including, removing the membership dues section, removing the monthly meeting schedule preferred day of Thursdays, amending the Vice President role description to

exclude the book fair and spiritwear, amending the Recording Secretary role description to exclude tracking volunteer time, amending the Community Chair role to exclude cultural arts days, and amending the Communications Coordinator role to exclude distributing flyers to teacher mailboxes.

- Allison Carlson motioned that the Amended and Restated Standing Rules of the Encinal School Parent Teacher Organization be adopted and approved, as presented by President Eleanor DeJong and attached hereto as Exhibit A. Eleanor seconded the motion. The motion was approved by unanimous vote.

4.	VOTE B: motion to make 9/13 a Special General Meeting to consider a PTO endorsement of the Facilities Bond	Eleanor de Jong and Allison Carlson
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- Eleanor provided an overview of the Facilities Bond in Measure U and asked the Board to consider whether the PTO should endorse Measure U. The actual vote on whether to endorse needs to take place during a separate, general meeting.
- Measure U would fund more secure campuses across all schools. Encinal was the first elementary school in the District to get new fencing. Measure U would fund additional fencing at other schools, air conditioning in classrooms, seismic upgrades, upgraded fire alarm systems, and modern technology updates (refreshing smart boards, etc.).
- Allison motioned that the Encinal PTO Board meeting set for September 13, 2024 be restructured to a Special General Meeting in order to accommodate a General Meeting vote regarding the PTO endorsement of a school district bond. Eleanor seconded the motion. The motion was approved by unanimous vote.

5.	Principal's Welcome	Sharon Burns
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- Principal Burns announced a new set of strategic directions to guide decision making and priorities over the next 6 years based upon input from teachers, staff and the community. Those strategic directions include:
 - *Growing student sense of belonging.* The District aims to increase school pride and sense of belonging at school. Current examples of related work include Gina Watkins’ school chants taught on the first day of school, and the Community Reads Program, which will include a choice of books (focused on identity and inclusion) for teachers and a maker space project (e.g., name bracelets) to support students in expressing their identity.

- *Strengthening academic excellence.* Encinal recently adopted new phonics curricula and upgraded reading assessments, including iReady. The new social studies and science curricula are launching this year.
- *Creating inspiring environments.* We want students to feel nurtured and inspired by the physical spaces at school (e.g., the ENspired Lab, outdoor learning spaces).
- All school site plans will align with these strategic directives.
- Superintendent Kristen Gracia also launched a new vision for the District: “Educating and empowering students while embracing childhood and adolescence.”

6.	Discussion: How can our PTO support Encinal’s Strategic Vision for 2024-2025?	Everyone
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- Attendees held an open discussion on how the PTO can align to and support the priorities of 1) growing student belonging, 2) strengthening academic excellence, and 3) creating inspiring environments.
- The PTO could consider funding bigger bucket items that support each of these initiatives over the next 6 years.
- Vice Principal Gina Watkins encouraged considering both big and small ways the PTO can provide support.
- Growing student belonging
 - Allison Jagtiani suggested that the PTO’s role in school assemblies could support student belonging by incorporating programming that represents students’ cultures.
 - Student artwork could be displayed at events and around campus.
 - Eleanor suggested displaying students’ ENspired Lab creations at Science Night (e.g., a “Made by Eagles” table). ENspired lab lunch clubs will start around the end of September. Teachers are also encouraged to sign up for class sessions in the lab, and classroom parent leads will be recruited through HRPs.
 - Fall Family Fair and movie nights could also include an art or ENspired Lab creation display area.
 - Students could submit artwork for display at these events or even for display at the public library in a process similar to that used for artwork on the school musical programs.
 - PTO will connect with Ms. Noon about opportunities.
 - Classrooms could organize an art exchange.

- Creating inspiring environments
 - PTO funds can support future improvements and supplies in the ENspired Lab.
 - Laura Wiggs suggested the Art in Action program could be an opportunity for additional student creations to be displayed around campus. Funding and classroom volunteers would be needed to support the program.
 - In past years Ms. Noon set up an art show with student works during Open House. Could the PTO help support a similar event?
 - The PTO could fund new art enclosures to display student work on non-mural walls.
 - PTO could fund additional murals or wall painting around campus
 - A new door was installed at the back of the office this summer. Principal Burns suggested the PTO could paint the outside of the door and surrounding area to coordinate with the existing wall mural.
 - Security Monitor B could paint eagle wings at different heights for kids to pose with on one of the exterior walls. Principal Burns is considering this for the area on the small multi wall next to the bike racks. PTO could support this by purchasing the paint.
 - The wall opposite the mural in the closed hallway could also be painted.
 - PTO could fund a new mural on the ball wall each year. Fifth graders could participate, and there could be an annual “big reveal” each year.
 - Eleanor suggested that the budget for campus beautification could support the creation of outdoor learning spaces or a lunchtime outdoor reading space.

7.	Adjourn	Allison Carlson
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- The meeting adjourned at 10:00am.
- The next scheduled meeting of the Encinal PTO General Membership is scheduled for September 13, 2024 as a Special General Meeting at 8:45am in the ENspired Lab at Encinal School.
- Attachments to these minutes:
 - Exhibit A: Amended and Restated Standing Rules of the Encinal School Parent Teacher Organization
 - Exhibit B: Monthly PTO Committee Chair updates

Andrea Nudd
Secretary of the Meeting

Exhibit A

ENCINAL SCHOOL PARENT TEACHER ORGANIZATION

STANDING RULES

Standing Rules Purpose

The Encinal School Parent Teacher Organization (Encinal PTO) Standing Rules are detailed operational addendums to the Encinal PTO Bylaws. The Standing rules are to be used in conjunction with the Bylaws. The Standing Rules are secondary to the Bylaws and in the event there are any discrepancies between the Encinal PTO Bylaws and Standing Rules, the Bylaws will prevail.

Standing Rules Revisions

The Standing Rules may be revised at any time with a unanimous approval vote by the Encinal PTO Executive Board (“Executive Board”).

RULE I: Fundraising

Each school year the Encinal PTO Executive Board will assist with fundraising efforts of the Encinal PTO. These efforts may be made in conjunction with other entities, such as the Menlo Park Atherton Education Foundation, the PTOs of other schools in the Menlo Park City School District, or any entity created for the purposes of joint fundraising between these organizations, and such fundraising efforts include, but are not limited to, the One Community Campaign.

The Executive Board is responsible for participating in any joint fundraising efforts, including, but not limited to, providing volunteers to accept, track, and/or report donations, solicit donations, and communicate messaging to solicit donations.

RULE II: Meetings

A. Regular General Membership Meetings

In accordance with the Encinal PTO Bylaws, at least two (2) Regular General Membership meetings shall be held during the school year.

1. Timing of Regular General Membership Meetings

The two Regular General Membership Meetings are required by the Bylaws. The Executive Board has determined one will be held in Fall, after the close of

the membership drive, and one in late Spring.

2. Budget Approval at the Fall Regular General Membership Meeting

The Treasurer will present the results of the prior fiscal year and budget for the current fiscal year for approval by a majority vote of the Voting Members.

3. Officer Election at the Late Spring Regular General Membership Meeting

The late Spring General Membership Meeting shall include the annual election ratification of the slated Executive Board for the next school year.

4. Preliminary Budget Approval at the Late Spring Regular General Membership Meeting

The late Spring General Membership Meeting shall, to the extent possible, approve a preliminary budget for the following year.

B. Executive Board Meetings

1. The Executive Board shall meet monthly during the school year.
2. The first meeting shall take place in September and the last in June. It is the option of the President to call an Executive Board meeting in August.

RULE III: Officer Responsibilities

The following responsibilities are addendums to the Encinal PTO Bylaws, Section VIII. Officers, C. Officer Responsibilities.

The following Officers are members of the Encinal PTO Executive

Board. A. President

1. Heads the organization as the principle executive officer, subject to the control of the Executive Board and the direction of the membership.
2. Presides at all Executive Board and General Membership meetings when present.
3. Represents the organization as a member of the Menlo Park City School District Council ("District Council".)
4. Selects and appoints the Parliamentarian and all Standing and Special Committees chairpersons, subject to approval by the Executive Board.
5. Serves as an ex-officio member of all Encinal PTO committees.
6. Perform other duties as may be prescribed in the Bylaws or assigned by the organization.
7. Provides oversight, support and direction to committees and initiatives.

8. Can sign checks on behalf of the Encinal PTO as second signatory on Encinal PTO checks.

B. Vice President

1. Performs the duties of the President, in the absence of the President. 2. Represents the organization as a member of the District Council. 3. Participates on the Encinal PTO Nominating Committee. 4. Performs such other duties as are assigned by the President or Executive Board or as described in the Bylaws. 5. Becomes the President automatically, after serving the Vice President term. 6. Provides oversight and direction to committees and initiatives.

C. Treasurer

1. Manages basic accounting practices as income posting from deposits, NSF collections and Expense validation, bank transfers and account reconciliations. 2. Check Signatory (2 of 2) and Posting Review. Reviews expenditures prepared by the Financial Secretary to ensure proper posting. Can sign as second signatory on Encinal PTO checks. 3. Manages Paypal administration, buttons and transfers. 4. Prepares a Monthly Financial Analysis and Presentation to the Executive Board. 5. Prepares the annual budget with input from the President, Vice President and Committee Chairs. 6. Presents the results of prior year fiscal year and proposed annual budget of the current year to the General Membership at the Fall Regular General Membership Meeting. 7. Prepares and manages files that are necessary report forms required by the PTO, insurances, and tax returns as required by government agencies. 8. Prepares and manages all documentation for the audit. 9. Maintains all Vendor Forms that are legally binding agreements between Encinal PTO and the Vendor. 10. Maintains accurate records of all Accounting Systems, including record of all receipts and authorized expenditures of the organization. 11. Reports financial receipts and disbursements at each Regular General Membership Meeting and at other times as requested by the Executive Board. 12. Reconcile funds deposited with the membership committee and their database. 13. Provides oversight and direction to committees and initiatives.

D. Financial Secretary

1. Facilitates check writing and expense posting, obtains proper approval for expenditures, prepares checks and signs the first of two signatures. 2.

- Check Custody and Check Signatory (1of 2) - Signs as first signatory on Encinal PTO checks and maintains custody of all Encinal PTO checks. 3. Maintains all Paypal reporting.
4. Receives all monies due and payable to the organization from all sources and deposits such funds in such banks or other financial institutions as selected by the Executive Board.
 5. Performs other duties as may be requested by Treasurer.
 6. Becomes the Treasurer automatically after serving the Financial Secretary term.
 7. Provides oversight and direction to committees and initiatives.

E. Secretary

1. Prepares and maintains accurate minutes of the proceedings of the General Membership and Executive Board.
2. Keeps current copies of all organizational documents and records. 3. Performs other duties as may be prescribed in these Bylaws or assigned by the President or organization.

F. Community Coordinator

1. Responsible for oversight of PTO efforts to build a sense of community among all students and families.
2. Coordinate efforts to provide additional support to students/families as needed. 3. Provides oversight, support and direction to committees and initiatives, including but not limited to Caring and Sharing, Fall Family Picnic, spring social(s), 5th grade celebratory events, education fairs (such as science fair or engineering day) and kindergarten playdates and direction to committees and initiatives.

G. HRP Coordinator

1. Responsible for head room parent selection for Encinal at the beginning of the year.
2. Responsible for the training and coordination of the head room parents. 3. Oversees the communication between head room parents and PTO Executive Board.
4. Provides oversight, support and direction to committees and initiatives, including art, garden, library and staff appreciation.

H. Auditor

1. Audits the books and records of the organization for the six (6) month fiscal periods ending in January and July.
2. Prepares and presents a report of such audits to the Executive Board. 3. Audits the books and records upon the resignation of the

Treasurer or Financial Secretary or at any other time deemed advisable by the Executive Board.

4. Provides oversight and direction to committees and initiatives.

I. Parliamentarian

1. Attends all Executive Board and General Membership meetings and gives necessary advice in parliamentary procedure when requested.
2. Presides over all Nominating Committee meetings to provide procedural guidance and participates as a member. For further description of Officer Election and Nominating Committee, see Bylaws, Section IX. Officer Election and Section X. Standing Committees, A. Nominating Committee.
3. Conducts the election of the officers at the last General Membership meeting.
4. Reviews the Bylaws and Standing Rules annually and update as necessary.
5. Maintains all PTO documentation (Bylaws, Standing Rules, etc).
6. Provides oversight and direction to committees and initiatives.

J. Assemblies Chair

1. In collaboration with site administration, responsible for the selection and coordination of Encinal's school assemblies throughout the school year.
2. Incorporate efforts to maximize and diversify educational, culturally relevant and dynamic presentations, productions, speakers, dancers and other entertainers for the school community.
3. Coordinate and book the assemblies using allocated Encinal PTO budget. Responsibly spread budget across the year.
4. Work with Encinal's front office to coordinate dates, times and facility usage for assemblies.
- e. Work with vendors and front office to coordinate day-of planning, arrival and setup.

K. Teacher Representative

1. Attends Executive Board and General PTO meetings.
2. Participates in meetings with all rights and voting privileges, including the right to make motions, debate and vote.
3. Acts as liaison between Encinal PTO and teaching staff.

L. Principal

1. Attends Executive Board, General PTO, and Room Parent meetings.
2. Participates in meetings with all rights and voting privileges, including the right to make motions, debate and vote.
3. Participates in the Nominating Committee process in an advisory capacity.

Rule IV: Executive Board

A. Executive Board Responsibilities

The Executive Board responsibilities shall include, but are not limited to, the following:

1. Transacts Encinal PTO operations and activities consistent with the organizational purpose, in accordance with the Standing Rules and Bylaws.
 - a. Receives the Treasurer's financial report at each Executive Board meeting.
 - b. Authorizes purchases and approves expenditures.
 - c. Reviews and approves all merchandise/items with the Encinal School name and/or mascot prior to production and/or sale.
2. Reports on Encinal PTO operational and financial activities to the General Membership at the bi-annual General Membership meetings.
3. Must be Encinal PTO Voting Members and in good standing.

B. Transitional Period

After the spring General Meeting election of the incoming Executive Board, the incoming President may call a meeting of the new Executive Board to begin planning for the next school year, but no financial business shall begin until the beginning of the new term.

Rule V: Committees

A. Committee Overview

1. Committees are established to carry out the work of the organization.
2. The President appoints Chairpersons to serve during the President's term, subject to approval by the Executive Board.
3. Committee Chairpersons must be Encinal PTO Voting Members in good standing (i.e. Encinal PTO member who has paid the donation dues for the current school year).
4. In the event a Committee Chairperson is not fulfilling the responsibilities of the position or engaged in conduct potentially injurious to the organization, the Chairperson may be asked to resign by the Executive Board. The request for resignation must be approved by a majority vote of the Executive Board.
5. There is no limit of years a person may serve as a committee

chair. **B. Committee Chairperson Responsibilities**

1. Submits any committee funds raised to the Encinal PTO Financial Secretary, according to the Encinal PTO Financial Guidelines (Cash Policy), see Exhibit I.
2. Provides all committee procedures and operations documentation to the Executive Board.
 - a. Returns any pre-existing documentation received at the beginning of the school year.
 - b. Presents all plans of work to the Encinal PTO Executive Board for approval. No work shall be undertaken without the approval of the Executive Board.
 - c. Prepares documentation of any changes in committee procedures and operations.
 - d. Prepares a chairperson's report, including committee objective, number of volunteers involved, and funds raised, if applicable.
3. Prepares any newsletter and flier notices, obtains Principal's approval, and submits to Communications Coordinator.
 - a. Considers newsletter publishing schedule to ensure notices are communicated to Encinal school community in a timely manner.
 - b. Photocopies any necessary hardcopy flyers in the Encinal school office, using the Encinal PTO access code
4. Reports committee updates to the assigned Executive Board liaison when called upon.
5. Reports to Executive Board when called upon.
6. Serves on committee for the school year. In the event the chairperson cannot serve for the year, the chairperson serves, or finds someone to serve, until a successor is appointed by the Executive Board.

Rule VI: Fiscal Guidelines

A. Fiscal Year

The Encinal fiscal year will begin August 1 and end July 31. The Treasurer is required to complete the financial and audit responsibilities associated with the fiscal year of their term, requiring them to complete financial transactions and the audit after their Executive Board term has ended.

B. Expenditure Limits

Each annual budget shall include a Carry-Forward Reserve of \$20,000. This reserve

fund is separate from the rest of the budget and cannot be spent during the fiscal year except as otherwise provided for herein and must be replenished annually if used during a fiscal year, whereas the rest of the budget is intended to direct that funds be spent in the same year they are collected. The Carry-Forward Reserve is to be used at the beginning of the next fiscal year to pay for start-up costs that arise before the fundraising can fund them.

The Encinal PTO budget is approved by the Encinal PTO Voting Members at the Fall General Membership meeting. Any unbudgeted expenditures greater than \$5,000 in the aggregate (or in a series of related transactions) require additional approval as follows:

1. Unbudgeted expenditure greater than \$5,000 in the aggregate (or in a series of related transactions) shall require approval by two-thirds of the voting members of the Executive Board.

2. Unbudgeted expenditure greater than \$10,000 in the aggregate (or in a series of related transactions) shall require a majority vote of the Voting Membership at a meeting.

C. Payments of Other Organizational Dues

The Executive Board is authorized to pay District Council dues and all other appropriate organizational annual dues as approved by the Executive Board.

Rule VII: Nominating

The nominating committee shall be composed of up to 5 members (with one alternate selected to replace an elected member who cannot be present) all of whom shall be members in good standing of the Encinal PTO, which shall include the Vice President and the Parliamentarian. The Encinal School Principal shall serve in an advisory capacity. The President shall not serve ex-officio or be elected to the nominating committee.

The alternate may attend meetings and would be a voting member if another member is not present. In the event that a member cannot fulfill the duties, the alternate becomes a permanent member with full voting rights until such time the committee is discharged of its duties (i.e., at the time of election).

Approval by the Encinal School PTO Executive Board

These Standing Rules were updated and approved by the Encinal School PTO Executive Board by a vote, properly called on August 23, 2024, and shall be effective immediately.

Exhibit B

Committee Chair Updates

One Community Campaign (OCC)

Eleanor de Jong

- Campaign Dates: launches Aug 29th (BTS Night) and ends Sep. 27th (Fall Family Fair)
- Goal: \$3.75M (and 100% participation)
- Campaign activities: Weekly pop-up tables with themes to match programming at Encinal
the OCC supports: Spirit Wear, Assemblies, ENspire Lab, Garden, Fall Family Fair
 - Stickers around campus highlighting things at Encinal funded by the OCC
 - Scavenger hunt at Fall Family Fair
 - Aiming for a Lion King movie night and an ENspire lab TK & Kinder event

Assemblies

Allison Jagtiani

- 9/20: Lawrence Hall of Science wildfires
- 10/23: Physics Show (Foothills College)
- Nov: TBD
- Nov: 5th grade Digital Tat2 online awareness
- Dec: RSM Interactive Math Games
- 1/31: Taiko Chinese new year celebration
- 2/28: EarthCapades H2O
- March: TBD
- April: TBD
- May: Mariachi Band (date TBD)

Spirit Wear

Allison Jagtiani

- New TK and K spirit wear from play dates before school started: \$895
- Sales at first day coffee: \$9155
- Will order more t-shirts and sweatshirts to have ready for fall family picnic

Community Events (see calendar attached)

Francesca Baraggioli & Camelia Coupal

- Completed: TK/Kinder play dates before school started. Suggestion for next year: reduce play dates to only 1 hour 9am-10am on 1 day. THANK YOU to Sharon, Gina, Israel, Jessica, Ignazia, Chelsea, Eleanor, Lindsay, Kinga for all the help!
- Coming up: Fall Family Fair on Friday 9/27. We took feedback from past events and replicated what was appreciated by the community. We'll have food trucks, activities with Hi Five, petting zoo, Fireman & Police department present, face painters, live band, art activities, atherton library and more. Please be on the lookout for volunteering invitation for board members.

HRP

Leah Wolf

- Recruitment in process

- Scheduling in-person orientation
- Coordinating with Garden, Yearbook, and ENspire Lab (new!) Leads

Staff Appreciation

Liz Riley & Rylee Brown

- First day of school treat for teachers- Muffins & fruit (We'd be MUFFIN without you!)
- First birthday celebration - Summer Bdays: Sept 19th (send out PS sign up by 9/9)
- Dates for other bday celebrations - Fall: 11/7; Winter: 1/23; Spring: 4/24
- Teacher gift idea: Encinal Tote Bags

Garden

Colin Billings

- Before school started: cleaned & organized the shed, removed all non-garden materials
- Fall Work Days - 2 to be scheduled:
 - Work Day 1: Basic Grounds Care (preparing the common pathways, identifying a cost effective ground cover solution to keep grass growth minimized)
 - Work Day 2: Gardening Support (organizing and adding some basic gardening infrastructure to help classrooms complete all of the different gardening tasks)
- In process: helping HRPs secure leads for each class
- TBD: garden beds for TK - on MOT's to do list

ENspire Lab

Kinga Fern & Margaret Cooper

- Calendar of lunchtimes for each class still in progress, opening mid-late September
- New format for volunteers this year: establish class leads (as we have for Garden) with help from HRPs
- Revitalizing the space (including new storage bins) to improve access
- Rebranding with a new logo to better highlight what we stand for: creativity, imagination, innovation, energy, inspiration.

Volleyball: 4/th-5th grade girls

Brittney Perry & Allie Carlson

- 8/25: Registration opens on TeamSnap & call for parent coaches! (we have a little PTO budget if we need to hire Hi Five coaches to run practices)
- 8/27: Mandatory zoom for parents with children participating
- 8/28 @3:15pm: Evaluations after school to ensure teams are even (4 teams of around 9-10 girls each)
- 9/2 or 9/9 week: Practices begin (two teams Mon/Wed, two teams Tues/Fri, approx 3:15-4:30pm subject to coach availability)
- 9/23 week: Games begin (usually Thursday evenings)
- TBD: MA Varsity Event

After School Activities

Laura Wiggs

- Registration opened 8/18 and programs begin 9/3

Hot Lunch

Laura Wiggs

- Encinal is piloting a new “first come, first serve” optional lunch system for the MPCSD elementary schools this year! (Piloted at Hillview last year and went well)
- Parents do NOT place the order ahead of time
- Every child may go to the kitchen for breakfast (before school) or at the start of lunch and choose from the daily options (this eliminates our need to print and stick labels on each food selection in advance every day!)
- Every child then must “check out” by entering the first 3 letters of their last name into the computer system (younger children will need help- please sign up to volunteer!)

Safe Routes

Adrian Silva, Kenneth Mah, Juan Pinzon

- August 17: practice ride to Hillview - done!
- September TBD: 3rd and 4th Grade Bike Rodeos
- October 2: International Walk to School Day
- October TBD: 5th grade bike lessons during library - maybe 10/8, 10/15, or 10/22
- October/November TBD: 5th grade neighborhood bike ride day - maybe 10/29
- November 14: Ruby Bridges Walk to School Day
- Spring TBD: 5th Grade Assembly
- March TBD: Crossing Guard Appreciation Day
- April 22 (Earth Day): Bike to School Day

Book Fair

Jessica Bayliss, Ambalika Sudan, Jill Vizas

- Book fair scheduled October 15-18, during conferences
- Book fair will be in the large multi (note: this will affect volleyball practice that week)

Movie Nights:

Stacey Shirer & Liz Riley

- 9/13: The Lion King
- 10/25: Coco
- 12/6: Frozen and maybe a second (might be a good date to pilot having a movie for both younger(*TK-2nd*) & older(*3rd-5th*) kids)
- 3/28: Trolls (and maybe another for older kids)

Science Night: May 2, 5-7pm

Lisa Buda and Melissa Oller

- Hoping to recruit parent scientists to run their own tables in addition to vendors used in the past (Mad Science, MA Robotics, Library Makertruck etc)
- Will likely change the timing and/or location of poster presentations to improve the experience since many complained it was very loud and difficult to hear in the large multi.