

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

DATE: October 24, 2024

TIME: 8:45 am PST

PLACE: ENspire Lab, Encinal School

MEMBERS PRESENT: Francesca Baraggioli
Allison Carlson
Camelia Coupal
Eleanor de Jong
Allison Jagtiani
Chelsea Marinelli
Stacey Shirer
Lindsey Sikes
Srujana Srinath
Leah Wolf

MEMBERS ABSENT: Anand Gupta

OTHERS PRESENT: Jessica Hix
Susan Blanco
Rylee Brown
Sharon Burns
Juan Pin
Adrian Silva
Gina Watkins

1. Call To Order	Allison Carlson
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- The meeting was called to order at 8:45am by Parliamentarian Allison Carlson.
- Stacey Shirer took notes as Recording Secretary.

2. VOTE A: Motion to approve prior minutes	Allison Carlson
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- Allison Carlson moved that the September 13, 2024 minutes be approved. The motion was seconded and the notes were approved unanimously.

3. President Update	Eleanor de Jong
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- Thank you to the following PTO members:
 - Stacey & Liz: Lion King Movie Night was a success, the second movie is tomorrow night (Coco).
 - Colin: Garden had their second work day to prep garden beds.
 - Camelia and Francesca: Fall Family Fair was a lot of fun and a good turn out.
 - Allie Carlson: Volleyball is going well and basketball will be starting shortly.
 - Juan & Adrian: Safe Routes did their bike rodeos for 3-4th graders. 5th grade neighborhood bike ride event coming up soon.
 - Jessica, Jill, Ambalika & Amy: Book Fair raised about \$1,000 more than expected!
- Treasurer Srujana Srinath is stepping down from position due to personal reasons. Chelsea Marinelli will be stepping into the Treasurer role moving forward. Francesca Baraggioli will move into the co-Treasurer Role.
 - Allison Carlson read the PTO rules for replacement of positions. Allison Carlson motioned for Chelsea Marinelli and Francesca Baraggioli to be Co-Treasurers. Motion was seconded and approved by unanimous vote.
 - PTO voted to authorize Francesca Baraggioli to access the Wells Fargo account as of date of meeting - motion was made, seconded, and approved unanimously.
- Full Committee Chair updates attached (**Exhibit A**)

4. Budget Presentation	Srujana & Chelsea
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- PTO President shared proposed 2024-2025 PTO budget. (**Exhibit B**)
- Encinal raised \$10K less by the end of the OCC than last year. Since we ended last year with about \$126K total, we're expecting our budget from the OCC to be around \$116K this year. Our preliminary budget was \$119K, but fortunately we have already had some unexpected savings (i.e. lower volleyball expenses and Safe Routes grants for Bike Rodeos).
- Discussion ensued about specific budget expenses, including:
 - Custodial staff: PTO will cover this expense for PTO on-site, out of school hours events moving forward (site funds covered these costs for prior events this year).
 - Campus beautification: tentatively earmarked for a mural that Campus Monitor "B" would complete, funds dependent, as part of our goal to further a sense of belonging.

- Food for Thought: Meg has fruit at the front desk for students as needed throughout the day. Meg has been ordering 3 fruit crates a week. PTO discussed there is often extra fruit from the lunch program so trying to bring the fruit to the front office to reduce cost and food waste.
- PE for TK & Kinder: Team discussed prior idea to add this to the budget, however, the cost and the insurance of an outside vendor was greater than expected so PTO did not move forward this year. Principal Burns shared that since it would be provided by an outside vendor, a certified teacher must be present. Principal Burns shared PE is state mandated starting in 1st grade; Encinal 5th graders enjoy attending PE twice a week.
- Caring and Sharing: We will collect donations to the Holiday Fundraiser through cash, checks, Zelle, and PayPal (no Venmo at this time). PTO discussed marketing what specific donation amounts will provide, e.g. \$50 goes towards a Thanksgiving meal for a small family. We will send the first notice to the Encinal community in November and again before Winter Holidays in December if we're still in need of funds. The Holiday Fundraiser aims to cover:
 - Thanksgiving meal at school hosted by Principal
 - Grocery store gift cards for food at Thanksgiving
 - Boxes of home-baked cookies (donated by Girl Scouts)
 - Grocery store gift cards for food at the winter holidays
 - Toy store gift cards for the winter holidays (as opposed to Toy Drive)

5. VOTE B: Motion to approve budget	Allison Carlson
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- Allison Carlson motioned for the 2024-2025 budget to be approved. The motion was seconded and approved unanimously.

6. Discussion: OCC Campaign Review	Everyone
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- The OCC funds the majority of the PTO budget (outside of the small income from spirit wear and book fair). Early next year we will review and discuss the process for the 2025-2026 campaign.
- PTO President showed a graph of the past 5 years of OCC at Encinal
- Events at Encinal during this year's OCC included:
 - Campaign launch at BTSN (all the specialists were on stage and the PTO President spoke on stage) - this was a later launch than in prior years
 - Pop-up Coffees every Friday (5 total) in front of Encinal
 - TK/K EnSpire Lab Night
 - Movie Night (EnSpire Lab and Garden open for tours)
 - 3 in a Row Bingo Game during Fall Family Festival
 - Plus signs around campus, car stickers (no car line), and many notes and messaging out to families electronically
- Discussion:
 - Liked the shorter campaign
 - TK/K EnSpire Lab Night was a success
 - Need to help parents better understand what OCC funds. Opportunities for better and early education for new families include:
 - TK/Kinder orientation and playdates
 - New Family orientation
 - Registration
 - Ideas for how to improve education next year:

- Use HRPs to help message out to their individual classrooms? Feedback also discussed preserving that role as the HRP only and not seeking funds for OCC.
- Trifolds to show different PTO committees and funding use for OCC money
- MPAEF Donor Event success (with Hillview Jazz band) could inspire us to consider having the 5th grade band at an Encinal event or an Art Night displaying student work
- Marketing:
 - Liked the “Made possible by OCC” stickers around campus
 - Continue the marketing throughout the year to help families understand all the contributions
 - OCC t-shirts were good, but maybe a cape/hat could be worn more often?
 - The magnets were not widely displayed on cars - some parents might have felt uncomfortable displaying it and it was difficult for all to go into the office to get it.
- Participation:
 - 40% of the school did not donate this year to the campaign
 - We have 12% families under caring/sharing so should we be careful with marketing around participation?

7. Open Forum	Everyone
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- Susan Blanco thanks the PTO for all the treats during conference week - thanks to Staff Appreciation team, Liz Riley and Rylee Brown!

8. Principal Update	Sharon Burns
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- Every Friday there is an ENTV segment produced by 5th graders. Principal Burns shared a recent special video from 10.15.24 that highlighted safety in the EnSpire Lab.
- Principal Burns discussed that the Science curriculum has lots of worksheets so Encinal is partnering with Raft to create kits that are linked to the curriculum to provide our students with more hands-on activities.

9. Adjourn	Allison Carlson
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- The meeting adjourned at 10:10am.
- The next scheduled meeting is scheduled for November 15, 2024 as an Encinal PTO Executive Board Meeting at 8:45am in the ENspire Lab at Encinal School.
- Attachments to these minutes:
 - Exhibit A: Monthly PTO Committee Chair updates
 - Exhibit B: 2024-2025 Budget

Stacey Shirer
Secretary of the Meeting

Exhibit A

Committee Chair Updates

One Community Campaign (OCC)

Eleanor de Jong

- Campaign ended on 9/27, all eChecks have been processed, the majority of Corporate Match will not be released until end of October
- Funds raised as of 10/22 overall: \$3,383,486.35 (90% towards \$3.75M goal)
- Funds raised to date for Encinal specifically: \$93,415.40 (78.5% towards \$119K goal; 60% participation)

Assemblies

Allison Jagtiani

- DONE: 9/10: Astronaut on campus! (Through last year's Fund a Need at the MPAEF Auction)
- DONE: 9/20: Lawrence Hall of Science wildfires
- 10/23: Foothills College Physics Show
- Nov 8: Calpulli Tonalehqueh Aztec performance
- Nov 4, 6, 11, 13: 5th grade Digital Tat2 online awareness
- 1/31: Taiko Chinese new year celebration
- 2/28: EarthCapades H2O
- March/April: TBD
- May: Mariachi Band

Community Events

Francesca Baraggioli & Camelia Coupal

- Good feedback from the survey we provided after the fall fair. The quantity of face painters and food trucks were a common positive comment amongst responses. Bounce houses seem to be a dividing point amongst the community.

HRP

Leah Wolf

- Preparing for Halloween parties

Staff Appreciation

Liz Riley & Rylee Brown

- DONE: Aug 22- 1st day of school treat: "we'd be muffin without you!"
- DONE: Sept 19- Summer Staff Birthdays celebration
- DONE: Conference week:
 - Tues- yogurt parfaits
 - Wed- pizza
 - Thurs- soda bar
 - Fri- "Orange you glad it's Friday" orange colored snacks
- Coming up: Nov 7 - Fall Staff Birthdays celebration

Garden

Colin Billings

Garden Updates from the Last Month:

- Second work day complete 9/21
- TBD: garden beds for TK - on MOT's to do list (wood gathered, still need to assemble)

ENspire Lab

Kinga Fern & Margaret Cooper

- Opened in late September for "lunch clubs" on Tuesdays, Wednesdays (3-5th grades only) and Thursdays
- Trained all classes on ENspire Lab rules and safety
- ENTV created a safety video & presented to each classroom
- Halloween themed crafts are added to the general options for the month of October

Volleyball: 4/th-5th grade girls

Brittney Perry & Allie Carlson

- Registration fees brought in about \$6,600, expenses to date total about \$4,500 (league registration, jerseys, accessories, new volleyballs, events); remainder to be spent on any unexpected final expenses, used across sports for other seasons that have lower registration, and cover understage storage of volleyball/basketball equipment (on MOT's to do list).
- Successful MA event on 10/17

Basketball: 3rd.4th/5th grade girls & boys

Allie Carlson & Dave Lee

- Mandatory zoom: 10/30
- Evaluations: 11/3
- Currently recruiting coaches, will waitlist any kids until have another coach for another team of 10
- Optional "practice jersey" will be available for purchase at registration

Hot Lunch

Laura Wiggs

- Bringing over fruit not-taken at lunch to Meg's desk for kids to grab from the office

Safe Routes

Adrian Silva, Juan Pinzon

- DONE: August 17: practice ride to Hillview
- DONE: September 19/20: 3rd and 4th Grade Bike Rodeos
- DONE: October 2: International Walk to School Day
- DONE: October: 5th grade bike lessons during library - 10/7 and 10/21

Our fifth graders have been very receptive to the bike safety lessons. They are engaged with the material and asked important questions.

We are exploring the idea of doing a bike safety presentation for parents, this would serve to inspire parents to ride and help them reinforce safety skills with their children.

- 10/29: 5th grade neighborhood bike ride day
- 11/14: 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: October 15 - 18 (*during minimum days/conference week*)

Jessica Bayliss, Ambalika Sudan, Jill Vizas, Amy Hinckley

- Revenue from fair totaled just over \$16K. Encinal receives 25% so about \$4K. Expenses (Caring & Sharing eWallets) came in at just over \$1,500, bringing in about \$2,500 as income for Encinal PTO.
- Online fair open until 10/27

Movie Nights:

Stacey Shirer & Liz Riley

- DONE: 9/13: The Lion King
- 10/25: Coco - Flyers made & given to all classrooms
- 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 or Inside Out 2?

Science Night: May 2nd, 5-7pm

Lisa Buda and Melissa Oller

- New format: presentations 4-5pm in the large multi before the Night begins outside to reduce noise and enable presenters to enjoy the activities
- Will have a welcome table out front (manned by Eleanor and Lindsey) to help welcome and direct people (including volunteers)
- Vendors: Atherton library Makermobile, Menlo Robotics, Mr. Powell, Mad Science. New vendors for this year: Science Made Fun, Junior Museum
- Trying to get trifold posters and headers donated, \$550 cost

Caring & Sharing

Andrea Joseph

- Only asking for monetary donations from parents to give C&S families gift cards this year at the holidays (instead of toy drive) - piloting this new approach!
- Will launch in November

Teacher Mini Grants

- \$4K total
- Application window will open 11/4 (after Jeanie Ritchie Grant recipients have been notified) and close right before Winter Break?
- Recipients finalized at December PTO meeting & announced thereafter

Exhibit B

Encinal PTO Budget 2024/2025 Approved on 10/24/24

	2024/25 Prelim Budget May meeting	2024/25 Budget
Donations	119,600	116,000
Parent Donations	95,000	94,000
Corporate Matching Donations	24,000	22,000
Membership Drive Expenses	(900)	(2,500)
Book Fair	2,000	3,000
Book Fair Income		
Book Fair expense		
Spiritwear	500	500
Spiritwear Expenses		0
Spiritwear Income		0
Interest & Other Income	30	30
	121,230	117,030

	2024/25 Prelim Budget	2024/25 Budget
Student School Supplies	20,000	20,000
Classroom Supply Grants	17,100	17,100
PTO special grant	4,000	4,000
TK classroom grant		0
Recess Equipment & Activities	1,500	1,500
Art Supplies	1,750	1,750
PE Supplies	500	500
Counselor Supplies	300	300
TK/K outside PE Vendor	1,500	0
Disaster Preparedness Supplies	0	0
Garden Supplies	1,750	1,750
ENspire Lab	3,000	3,000
Bike / Pedestrian Safety Supplies	2,400	1,000
	53,800	50,900

Assemblies and Outside Vendors	20,000	20,000
Fifth Grade Celebration Day	5,000	5,000
Volunteer Appreciation	1,500	1,500
	26,500	26,500

Science Night	5,000	5,200
Fall Family Fair	4,500	4,416

Spring Picnic	2,000	2,200
Community Events/Movie Nights	1,500	1,800
TK and Kinder Playdates	600	331
Back to School Coffee Mixer	1,500	1,350
Membership Hospitality	1,000	1,300
	16,100	16,597
Basketball, & Volleyball (passthroughs)	1,000	0
Basketball expenses	16,000	16,000
Basketball revenue	-16,000	(16,000)
Volleyball expenses	7,000	6,000
Volleyball revenue	-6,000	(6,000)
Outdoor ED Passthrough:	0	0
Outdoor ED T-Shirt Expense		
Outdoor ED T-Shirt Revenue		
Bingo Night Passthrough	0	200
Bingo Night expense		
Bingo Night Revenue		
Musical (passthrough)	1,000	1,000
Musical Expense		
Musical Revenue		
Food for Thought	3,500	2,500
Anti-Bias / Anti-Racist Curricula	300	0
Yearbook (passthrough)		500
ENTV	250	0
	6,050	4,200
Caring & Sharing Expenses	18,500	18,500
Caring & Sharing Donations	-15,000	(15,000)
	3,500	3,500
Campus Beautification	1,500	1,703
Staff Appreciation	7,460	7,460
Admn Expenses (Insurance, Fees)	4,800	4,800
Paypal fees	20	20
District Speaker Series	1,500	1,350
	15,280	15,333
Total Expenses	121,230	117,030
Net Operating Income (Expense)	0	0