

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

DATE: December 13, 2024

TIME: 8:45 am PST

PLACE: ENspire Lab, Encinal School

MEMBERS PRESENT: Camelia Coupal
Allison Carlson
Francesca Baraggioli
Chelsea Marinelli
Stacey Shirer
Lindsey Sikes
Leah Wolf
Anand Gupta
Eleanor de Jong
Susan Blanco

MEMBERS ABSENT: Allison Jagtiani

OTHERS PRESENT: Sharon Burns
Liz Riley

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| 1. | Call To Order | Allison Carlson |
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- The meeting was called to order at 8:52am by Parliamentarian Allison Carlson.
- Stacey Shirer took notes as Recording Secretary.

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| 2. | VOTE A: Motion to approve prior minutes | Allison Carlson |
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- Allison Carlson moved that the November 15, 2024 minutes be approved. The motion was seconded and approved unanimously.

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| 3. President Update | Eleanor de Jong |
| <ul style="list-style-type: none"> No major updates shared. We will be reviewing Mini Grants and Caring and Sharing will be shared out later in the meeting. | |
| 4. Finance Update | Chelsea Marinelli |
| <ul style="list-style-type: none"> Checking account is \$41,000, savings account \$20,000 We have spent about 36% of our budget so far. This month we had expenses for: Caring and Sharing Thanksgiving meal, Movie Night 3, basketball pass throughs, and Holiday Caring and Sharing gift cards. Projected expenses for next month: Mini Grants, Bingo Night on January 24th, Cultural Assembly, and Staff Winter Birthdays on January 23rd. | |
| 5. PTO Mini Grant Applications | Eleanor de Jong |
| <ul style="list-style-type: none"> There was a total of \$3,300 for the Mini Grant requests. We had a budget of \$4,000 so we are able to approve all Mini Grants. Since we were under budget, PTO did not need to vote on the specific items. President PTO reviewed the applications. See Exhibit A. | |
| 6. HRP Update | Leah Wolf |
| <ul style="list-style-type: none"> Teachers and HRPs were surveyed about how things are going. Discussion was around ensuring appropriate boundaries and communication with the classroom teacher about what's occurring in the classroom. HRPs will be reminded about what is posted on ParentSquare vs outside communication such as WhatsApp and following the teacher's lead on activities. Discussed trying to include all staff members who are in the classroom such as interns, IA, and paraeducators in staff appreciation efforts. Winter parties are under way at Encinal! | |
| 7. Staff Beanie Hats for Outdoor Ed | Eleanor de Jong |
| <ul style="list-style-type: none"> Beanies will be given to all staff members who will be attending Outdoor Ed as a small token for their hard work and extra hours. There are two options for the beanie which the PTO will vote on. Vote: 7 pompom, 3 non pompom, 9 for both options Write Encinal on them. Need to purchase in bulk and will sell remaining hats with rest of spirit wear. | |
| 8. Movie Nights Update | Stacey Shirer and Liz Riley |
| <ul style="list-style-type: none"> December's PTO Movie Night was a great success! We piloted selling \$1 Costco pizza slices: sold 12 pizzas in less than 30 minutes! We had \$147 in cash, \$8 from Zelle, \$3 on PayPal (total \$158). Pizza cost \$131.19 and with 168 slices, we should have brought in \$168. There were wifi connection issues so next time we will do cash only. | |

- Flyers were successful in communicating with families to promote. We will continue to send home 1/34 page flyers with students to get the word out to families.
- Budget - have spent \$1057.26 out of \$1800 budget. Does not include \$200 custodial fee from December's movie night. We have enough popcorn, bags, and glowsticks for the rest of the school year for March movie night and Bingo Night and Science Fair.
- Friday, March 28th is the next scheduled Encinal PTO Movie Night! Looking to host two movies: one in the small multi and one in the large multi. Will increase the number of pizzas based on the December feedback.
- We will let the 5th graders pick/vote the movie for one of the movies and Trolls for the other movie.

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| 9. | Caring & Sharing Update |
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| | Andrea Joseph & Lindsey Sikes |
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- Our Caring and Sharing Drive is coming to a close. We had 63 families donate this year and 74 (anonymous to us) families receiving.
- November: Admin distributed Safeway gift cards and boxes of homemade cookies donated by Girl Scout families at the school-hosted Thanksgiving meal.
- December: Target gift cards are being handed out tomorrow by Flor to families for their winter holiday meal and gift shopping.
- We were just short of our fundraising goal with \$11,500 to date. Our goal was \$15,000. We are providing \$3,500 from the PTO budget.

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| 8. | Principal & Teacher Update |
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| | Sharon Burns & Susan Blanco |
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- Mrs. Merk has announced her retirement at the end of next year.
- Susan Blanco thanked the PTO for the hot chocolate and cookies in the staff room yesterday.
- Our 3rd graders are practicing and preparing for the upcoming Lion King Musical. This is Encinal's first year with the 3rd grade musical! They are practicing and learning during music class as well during lunch.
- February 1st: Students will be performing at Hillview. Prop 28 enabled this at Encinal.
- Frozen Jr auditions are starting in January for our 4th and 5th graders.
- Party auction items for the Foundation are starting to be collected such as grade level parties. The Auction will be at Hillview and the theme is Diamond and Denim.

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| 9. | Adjourn |
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| | Allison Carlson |
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- The meeting adjourned at 10:06am.
- The next scheduled meeting of the Encinal PTO Executive Board is scheduled for 1/24/2025 at 8:45am in the ENspire Lab at Encinal School.
- Attachments to these minutes:
 - Exhibit A: Mini Grant Request

Stacey Shirer
Secretary of the Meeting

Exhibit A

PTO Mini Grants

2024-2025

Applicants and Awardees

1. Growing Tomorrow's Engineers Today - Larra Olson (TK)
2. Warhol for Wee Ones - Larra Olson (TK)
3. Spunky Sprouts - Sydney Merk (TK)
4. Playful Possibilities - Sydney Merk (TK)
5. Shining Gems--Treasures In Play - Sydney Merk (TK)
6. Quail Hatching: Fostering Early Learning through Hatching - Sydney Merk (TK)
7. Helping Kindergarteners Prepare for Writing: Developing Fine Motor Skills - Michelle Betancourt (Kindergarten)
8. Pop-Up Soccer Goals - Ozzy Garcia (Kindergarten)
9. All Hands on Math! - Michelle Betancourt (1st, 2nd, 5th Grade)
10. And the Caldecott Medal Goes to... - Esme Collier (3rd Grade)
11. Guided Reading Biography Set - Christine Reuter (3rd Grade)
12. Glow Stick Geometry - Maggie Sanchez (4th Grade)
13. Five Fifths Smoothie Shop - Chelsea Overfelt (5th Grade)
14. Scales for Science - Rachel Naishtut (5th Grade)
15. Life Skills/Economics - Calli Stamates (AIMS)
16. Campus Conversation & Connection Boards - Radmila Popovich (All Students)