

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

DATE: November 15, 2024

TIME: 8:45 am PST

PLACE: ENspire Lab, Encinal School

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

MEMBERS ABSENT: Anand Gupta
Leah Wolf

OTHERS PRESENT: Jessica Hix
Sharon Burns
Susan Blanco

1. Call To Order	Allison Carlson
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- The meeting was called to order at 8:57am 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 October 24, 2024 minutes be approved. The motion was seconded and approved unanimously.

3. President Update	Eleanor de Jong
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- PTO Treasurers presented a financial update. Highlighted expenses from October/November include: Halloween Coffee, Assemblies, Staff Appreciation Fall Birthday Celebration, and October Movie Night. Income includes Bookfair.
- PTO Mini Grant application forms have been shared with all the Encinal teachers and flyers were put in all teacher boxes. Due date is 12/2/24. Applications will be reviewed at the 12/13 Executive Board Meeting. Results will be shared with applicants the week of 12/16. To date, we have 6 applications. Susan Blaco shared that last year the mini grants were very exciting for staff but it's a challenging time right now since it's report card season so that might be the low number of applications so far. PTO shared the form was designed to be short and easy for staff and teachers don't have to fully give all the details on form and can provide information later as needed too. Reminders will be sent before Thanksgiving break.

4. Movie Nights Update	Stacey Shirer and Liz Riley
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- October Movie night was successful with a good turn out. A parent survey was sent out in the recent Encinal Newsletter for feedback. Parents said they would be interested in purchasing food items so we will be providing pizza for purchase at the next movie.
- PTO discussed moving the movie night from 12/6 to 12/5 due to the Menlo Park Tree Lightning. PTO agreed on one movie for 12/5 and will do two movies on 3/25.
- PTO Movie Night presented 8 different movie options with their rating and Common Sense ratings. **(Exhibit A)** PTO selected Ice Age for December movie night.

5. Caring & Sharing Update	Lindsey Sikes & Chelsea Marinelli
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- Caring and Sharing was kicked off in the Encinal Principal newsletter on 11/3. A breakdown was provided of what donations at each level would provide. We have Zelle and PayPal for money collection. We have collected just over \$6,000 so far with our target goal being \$15,000.
- Safeway gift cards and Girl Scout homemade boxes of cookies will be given to families on November 21st at their Thanksgiving meal at school hosted by Administration.
- Holiday gift cards will be distributed in December.

6. Assemblies Update	Allison Jagtiani
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- Assemblies have been focused on Sciences and Cultural experiences. The digital tattoo was conducted for our 5th graders recently. We have drums coming in January, an Environmental Show in February, and SkyDome Plantarum in April. PTO discussed the possibility of having an evening event for the Sky Dome with hot chocolate for families. The Mariachi band is probably coming in May. PTO discussed possible Mad Science assembly for later in the year. They will be coming out for the Science Fair again, too.
- To date, we have sold \$4,756 dollars in Encinal Spirit Wear. The new shirts designed by staff member B have been very popular and are now available in long shelves.

7. Sports Update (Volleyball & Basketball)	Allison Carlson
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- We have the highest number of girls playing volleyball this year, 58 girls across 5 teams. We brought in \$6,800 in registration fees. Uniforms were \$1,100 and other items such as volleyballs and equipment were \$3,000 so we have surplus to be spent across sports programming this year, e.g. Understage Storage and coach stipends.
- Basketball practice starts early next week. Basketball registration fees brought in \$19,000. The registration fee was slightly raised this year. \$1,800 were used for new jerseys and league registration was \$9,200. We have 13 teams this year. We had lower enrollment in 5th grade this year with only one girl team.
- PTO discussed that there are kids currently on the waitlist due to the number of parent volunteer coaches who have signed up and max of 10 kids per team (as is consistent with other schools). PTO discussed we can pay a coach a stipend of \$595 to add a team. We currently have 5 5th grade boys and 1 4th grade boy not on a team.
- Allie will send a message on ParentSquare to parents about adding a team to get kids off the waitlist.
- Principal Burns will email Encinal staff to see if anyone wants to coach for a stipend. The commitment is two practices a week and one game on the weekends/Friday night. The season runs December 6-March 12th.
- There is the possibility of adding a Spring Flag Football league. Team discussed there is currently Bulldogs Flag Football that is an afterschool activity for students in the fall.

8. Principal Update	Sharon Burns
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- Video was shared with the PTO of some of our students heading out to a recent Special Olympics event with their Encinal peers silencing cheering for the players.
- Trifolds were discussed in the past PTO meeting for the school to have out at events to display different events and activities. Principal Burns shared an example of the Awesome Me board that Encinal put together. PTO discussed Garden, movie night, Enspire Lab, sports events, etc could be great trifolds.
- There are no kids on campus during Thanksgiving week, but our teachers will be for Professional Development. Monday will focus on literacy and Tuesday will focus on Math Frameworks.
- Encinal is still collecting the plastic bags/film so bring in your plastic bags! PTO will pull out the boxes for collection. We have earned three benches total through our plastic bag collections in years past.

9. Adjourn	Allison Carlson
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- The meeting adjourned at 10:05am.
- The next scheduled meeting of the Encinal PTO General Membership is scheduled for 12/13/24 as a General Meeting at 8:45am in the ENspire Lab at Encinal School.
- Attachments to these minutes:
 - Exhibit A: **December 2024 Movie Night**

Stacey Shirer
Secretary of the Meeting

Exhibit A

December 2024 Movie Night:

- Propose a date change due to MP Tree Lighting
- Food Items:
 - Adding pizza for families to purchase at \$1 a slice from Costco
 - Different flavored popcorn - free for attendees
 - Hot Chocolate - free for attendees
 - Small bottle waters offered for free
- Two movies to encourage more family participation - Older student targeted movie (Small Multi) and younger student targeted movie (Large Multi) - seeking PTO feedback on movie selections

Younger Movie (target audience TK-2nd graders)

- Ice Age
 - Duration: 85 minutes
 - Rated: PG
 - Common Sense Rating: 6+ : Clever, funny, touching; like a great road movie.
- Happy Feet
 - Duration: 108 minutes
 - Rated: PG
 - Common Sense Rating: 8+ : Well-meaning animation has sexual innuendo; scary moments.
- Frozen I
 - Duration: 102 minutes
 - Rated: PG
 - Common Sense Rating: Age 5+ : Wintry Disney musical is fabulous celebration of sisterhood.
- The Grinch
 - Duration: 90 minutes
 - Rated: PG
 - Common Sense Rating: Age 6+ : Pratfall-heavy take on holiday tale is fun, mostly gentle.

Older Movie (target audience 2nd-5th graders)

- Inside Out 2
 - Duration: 100 minutes
 - Rated: PG
 - Common Sense Rating: Ages 6+ : Growing up is emotional in thoughtful sequel; some peril.
- Home Alone
 - Duration: 103 minutes
 - Rated: PG
 - Common Sense Rating: Ages 10+ : Family comedy has slapstick violence and language.
- Elf
 - Duration: 90 minutes
 - Rated: PG
 - Common Sense Rating: Ages 8+ : Peppy holiday favorite for both kids and parents.
- How the Grinch Stole Christmas
 - Duration: 105 minutes
 - Rated: PG
 - Common Sense Rating: 8+ : Live-action take on classic has some crude, scary moments.