

**MINUTES OF THE 2024-2025 ENCINAL PTO EXECUTIVE BOARD  
MEETING OF THE ENCINAL SCHOOL PARENT TEACHER  
ORGANIZATION**

195 Encinal Avenue, Atherton, CA 94027

**DATE:** January 24, 2025

**TIME:** 8:45 am PST

**PLACE:** ENspire Lab, Encinal School

**MEMBERS PRESENT:** Eleanor de Jong  
Chelsea Marinelli  
Lindsey Sikes  
Leah Wolf  
Anand Gupta  
Allison Jagtiani  
Allison Carlson

**MEMBERS ABSENT:** Francesca Baraggioli  
Stacey Shirer

**OTHERS PRESENT:** Sharon Burns  
Gina Watkins  
Liz Riley  
Lisa Buda  
Priscilla Udell

<b>1. Call To Order</b>	<b>Lindsey Sikes</b>
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- The meeting was called to order at 8:53am by Acting Parliamentarian Lindsey Sikes.
- Parliamentarian Allison Carlson is absent from today's meeting. Lindsey Sikes will be acting Parliamentarian for today's meeting.
- Recording Secretary Stacey Shirer is absent for today's meeting. Chelsea Marinell took notes for today's meeting.

<b>2. VOTE A: Motion to approve prior minutes</b>	<b>Lindsey Sikes</b>
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- Lindsay Sikes moved that the December 13, 2024 minutes be approved. The motion was seconded by Eleanor de Jong and approved unanimously.

<b>3. President Update</b>	<b>Eleanor de Jong</b>
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- Camelia Coupal has left Encinal and resigned her position on the Executive Board. Francesca will continue to lead Community Events individually.
- Staff Appreciation team: thank you for another successful winter staff birthday celebration.
- Outdoor Ed: beanie hats and care package gifts for staff was hugely successful thanks to 5th grade parent support. Will be distributed to staff on Jan 31.
- Bingo Night: tonight Jan 24, Sharon and Gina will be the MC's.
- Jan 31: volunteer recruitment event for MPAEF, District Council, and PTOs. See newsletter for more info and link to RSVP.

<b>4. Treasurer's Report</b>	<b>Chelsea Marinelli</b>
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- Checking account is \$114,500 and savings account is \$20,000
- We have spent 55% of the budget thus far
- This month's primary expenses are mini grants, basketball, staff winter birthdays
- Projected expenses for next month: Outdoor Ed t-shirt purchase, mini grants continued, basketball equipment, cultural assembly
- Lion King expense discussion on how budget is used and what Prop 28 covers
- OCC disbursement discussion

<b>5. OCC MOU Update</b>	<b>Eleanor de Jong</b>
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- Discussions happening now to revise MOUs for next year's OCC. Opportunity to provide feedback and ask questions.
- District does not support raising the ask for the next year, but is committed to helping educate parents about OCC.
- Adding questions to panorama survey to gather feedback on the OCC from parents.
- Timeline for OCC will likely be similar to this year: launch at back to school night and finish at end of September.
- Anonymous donations will likely be the same (pro rata) as voted on last year

<b>6. Musicals (2) Update</b>	<b>Allison Jagtiani / Leah Wolf</b>
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- Lion King (3rd graders) - Allison J:
  - 19 kids cast for two groups, all practice has been happening during school during music time and recess times
  - Show next Friday Jan 31
  - Shows are at Hillview next Saturday (Feb 1), tickets open to everyone this Sunday
  - Major props to Allison for all her hard work in organizing this production
  - Sharon Burns: evaluating instructional minutes that are missing from in school rehearsals.
  - Discussion over costume storage
  - All 3rd graders get t-shirts
- Frozen Jr. (4th & 5th graders) - Leah Wolf:
  - Just started rehearsals, getting scripts printed
  - Cover Art contest parent would like to move forward with that ASAP (whole school contest)
  - Lindsey Sikes doing costumes for Frozen

<b>7.</b>	<b>Science Night</b>	<b>Lisa Buda</b>
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- Currently working to gather Vendors, create Google Forms for parent volunteer sign ups, and update the website this year for Science Night on May 2nd.
- Presentations will be from 4-5pm (prior to when Science Night genuinely starts). Kids will sign up for time slots. After presenting, kids need to go to the blacktop (not lunch table area where we'll be setting up)
- Will set up in morning so classes can come through and view them (no earlier than 10am)
- Trying to get more Parent experts to lead their own tables.
- Vendors include: Mad Science (3 tables), Jr Museum (1 table), Science Made Fun (2 tables), Maker Mobile, and MA Robotics team.
- Discussion around Smitten ice cream company (bring 100 ice creams donations), \$650 for logistics and staffing for demonstrations
- Sell pizza and water.

<b>8.</b>	<b>LA Fires - Relief Discussion</b>	<b>Priscilla Udell</b>
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- Looking at helping kids in LA fires and locally - how to keep kids "whole" and feeling normal
- Working with Laurel Elementary to host a drive at Burgess focusing on sports and art to give back a level of play and community to the kids impacted by the fires.
- Foster the idea that our kids are powerful and can impact change for others
- Idea: have a table at Lion King performances selling flowers to parents as donation to the cause?
- Many logistics to consider - more discussions to follow.

<b>8.</b>	<b>Principal &amp; Teacher Update</b>	<b>Sharon Burns &amp; Susan Blanco</b>
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- Gina Watkins is officially Assistant Principal - welcome!
- Next Community Read "When Words have Power" - what you say is important. Impact vs Intent
- Gina has been doing a lot of work on "hate speech", teaching the difference between the

- reporting vs. tattling.
- Kids will do street art of positive words on blacktop and will work with B to add some art to the Wall Ball
- TK and Kinder orientations for new families on 1/30
- Registration in February

<b>9. Adjourn</b>	<b>Lindsey Sikes</b>
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- The meeting adjourned at 10:11am
- The next scheduled meeting of the Encinal PTO Executive Board Meeting is scheduled for February 28, 2025 at 8:45am in the ENspire Lab at Encinal School.
- No attachments to these minutes.

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Chelsea Marinelli  
Substitute Recording Secretary of the Meeting