

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

195 Encinal Avenue, Atherton, CA 94027

DATE: February 28, 2025

TIME: 8:45 am PST

PLACE: ENspire Lab, Encinal School

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

MEMBERS ABSENT: Leah Wolf
Allison Jagtiani
Anand Gupta

OTHERS PRESENT: Sharon Burns
Gina Watkins
Jessica Hix
Susan Blanco
Liza Zassenhaus
Liz Riley

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 January 24, 2025 minutes be approved. The motion was seconded by Chelsea Marianelli and approved unanimously.

3.	President Update	Eleanor de Jong
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- **Encinal Bingo Night Recap**
A huge thank you to the Encinal Administration for supporting our Bingo Night! We had an incredible turnout of around 200 people, making it a great success.
 - PTO Sales: 12 pizzas sold out in the first 30 minutes
 - Spirit Wear: \$240 in sales
 - Materials: Borrowed from Laurel
 - Event Costs: Prizes were the only expense, including Spirit Wear items, Baskin Robbins gift cards, and Cheeky Monkey gift cards as the grand prize.
- **Lion King 3rd Grade Musical**
 - Special thanks to Allison Jagtiani for all her hard work organizing!
 - Huge success and we're excited to do it again next year!
- **Upcoming Encinal & PTO Events**
 - H2O Assembly – Happening today
 - Hillview PTO [nomination form](#) – Due TODAY, 2/28/25
 - Encinal Volunteer Mixer – Saturday, March 8th, 4–6 PM @ Barebottle
 - MPAEF Auction – Saturday, March 15th
 - *Encinal tickets are selling slowly—spread the word! We'd love to see more Encinal representation.*
 - Movie Night – Friday, March 28th: *We're showing TWO movies this time!*

4.	Frozen Jr. Musical Update	Liza Zassenhaus
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Frozen Jr. Musical Updates - Leads: Liza Zassenhaus & Leah Wolf

- **Budget Shortfall:**
 - Potentially short despite PTO Budget (\$600 remaining in Musicals budget line item after Lion King) and Prop 28 funds (\$3K allocated to Encinal for production costs)
 - Discussion on covering the budget gap:
 - Ticket revenue—Can these funds be used? Where does the money go?
 - No registration fee this year (\$75 in past years helped fund the musical).
 - Parent donations for “extras” (e.g., shirts, props).
 - PTO budget review
 - Concession sales at performances
- **Prop 28 Funding Discussion:**
 - Funds must be used to cover all production costs, but we need clarity on what is in and what is not in that list

- Principal Burns suggested creating an FAQ & one-pager to educate the PTO and community on funding restrictions.
- Question raised: Does Prop 28 funding have a sunset date or does funding continue indefinitely?
- **Next Steps:**
 - PTO requested Leah & Liza to submit a proposed budget, which will help determine if we need to discuss allocating more PTO funds or not
 - Anticipating increased participation next year due to 3rd graders enjoying the Lion King performance wanting to continue in 4th grade.
 - Frozen Jr. is open to all 4th & 5th graders.
 - Rehearsals have started—students already know their songs!

5.	Principal Update	Sharon Burns & Gina Watkins
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- **Bond Interviews:** Interviews for the school bond initiative are currently underway. Principal Burns is participating in the interviews.
- **Fire Drills:**
 - Fire Drill scheduled for today @ 10:45am
 - Upcoming Drill – March 14th @ 11:00am
 - Assistant Principal Watkins has requested PTO support in practicing the emergency student pick-up process. If an actual emergency requires parents to pick up their children from school, teachers need to be prepared for a smooth handoff process.
 - PTO is asking for at least one parent per class to participate in this drill, allowing teachers to practice reviewing the procedure and ensuring an effective system is in place. HRPs will be contacted to help with communicating with parents for this practice.
- **Priority Registration for 2025-2026 School Year:**
 - Today is the last day for priority enrollment. Once priority registration closes, the site principal and District Office Administration will work together to determine staffing and classroom needs, such as the number of kindergarten classrooms for next year.
 - Teacher recruitment at Encinal will take place as needed based on enrollment numbers.
 - Golden Oak Retirement: Sydney Merk will be retiring and recognized for her years of service.
- **Report Cards & Academic Updates:** The second trimester ends in mid-March, marking the end of this academic period. Report cards will be distributed shortly after the trimester concludes.
- **State Testing:** Scheduled for May, with preparations already underway. Encinal staff participated in a state testing training session yesterday to ensure all procedures are followed correctly.
- **Teacher Liaison Update:** The new 2025-2026 Teacher Liaison will be officially announced at the next meeting.
- **Outdoor Ed Recap:**
 - Despite rainy weather, Outdoor Ed was a great success!
 - PTO care packages for staff were greatly appreciated by those who attended.
 - All AIMS students participated in some capacity. Two students stayed overnight, while the rest attended at least one day.
 - Both students and staff had a fantastic experience despite (or even because of!) the

challenging weather conditions.

6.	Treasurer's Report	Chelsea Marinelli/Francesca Baraggioli
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- 98.7% of our budget received
- Checking account is \$67,288 and savings account is \$20,021
- We have spent 59% of the budget thus far
- Projected expenses: recess equipment, Awesome Me prizes, Frozen musical expenses, and Outdoor Ed t-shirts invoice

7.	OCC MOU Update	Eleanor de Jong
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- **Updates for Next Year**
There are not many expected changes for next year. The MOU has been completed and will be signed in the coming weeks.
- **Key Updates Reviewed by the PTO President:**
 - Updated dates
 - Reviewed and updated steering and operations committee members and their roles
 - Clarified handling of anonymous donations pro rata by organization at the end of the year
 - First disbursement date moved up—first \$25,000 will be distributed on August 15th
 - Campaign marketing plan is still to be determined, but the budget for the campaign is capped at \$12,000

8.	Nominating Committee Update	Allison Carlson / Lindsey Sikes
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- Allison reviewed protocol for nominating PTO members.
- Nominating Committee: Allison Carlson, Lindsey Sikes, Francesca Baraggioli, Leah Wolf, and Allison Jagtiani
- Using the Barebottle Encinal Volunteer Mixer to try and recruit more members (currently have 19 attendees RSVP)

9.	Adjourn	Allison Carlson
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- The meeting adjourned at 9:42am
- The next scheduled meeting of the Encinal PTO Executive Board Meeting is scheduled for March 21, 2025 at 8:45am in the ENspire Lab at Encinal School.
- No attachments to these minutes.

Stacey Shirer
Recording Secretary of the Meeting