

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

195 Encinal Avenue, Atherton, CA 94027

**DATE:** March 21, 2025

**TIME:** 8:45 am PST

**PLACE:** ENspire Lab, Encinal School

**MEMBERS PRESENT:** Eleanor de Jong  
Chelsea Marinelli  
Lindsey Sikes  
Allison Carlson  
Stacey Shirer  
Leah Wolf

**MEMBERS ABSENT:** Allison Jagtiani  
Anand Gupta  
Francesca Baraggioli

**OTHERS PRESENT:** Sharon Burns  
Gina Watkins  
Jessica Hix  
Susan Blanco  
Liz Riley  
Ashley Carroll  
Liza Zassenhaus  
Adrian Silva  
Prachi Parvin

<b>1. Call To Order</b>	<b>Allison Carlson</b>
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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.	<b>VOTE A: Motion to approve prior minutes</b>	<b>Allison Carlson</b>
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- Allison Carlson moved that the February 28, 2025 minutes be approved. The motion was seconded by Chelsea Marianelli and approved unanimously.

3.	<b>President Update</b>	<b>Eleanor de Jong</b>
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- President welcomed new faces and reviewed some procedures and protocol for the Board Meeting. The next Executive Board meeting is 4/18, and the next General Meeting is 5/23.
- Volunteer mixer happened in early March. We had a good turn out and great success.
- MOU with MFEA will be approved soon.
- Auction is currently open and closes tonight at 9pm so don't forget to bid and purchase tickets for class and incoming class parties.
- Thursday, April 3rd is Astronomy Night from 7:30-8:45pm - Planetarium assembly will be at school the day before. Looking for volunteers to serve hot chocolate during the event.
- Parent asked if Spanish Immersion can be on the agenda for today's meeting. President shared that one of the PTO's purposes is to facilitate communication between the school and parent/teachers, but this topic is not on today's agenda. Principal shared this discussion is at the Superintendent level. The Principal did note the District is hopeful all students who are interested will get into the program and is happy to schedule a meeting with any concerned parents.
- Upcoming Events:
  - Tuesday, March 18th - Friday, March 21st @ 9pm: MPAEF Online Auction
  - Friday, March 21st: 4th/5th Grade Boys Volleyball Evaluations
  - Friday, March 28th: DOUBLE Movie Night - Trolls & Sonic!
  - Monday, March 31st - Friday, April 4th: Crossing Guard Appreciation Week
  - Friday, May 2nd: Science Night

4.	<b>Treasurer's Report</b>	<b>Chelsea Marinelli/Francesca Baraggioli</b>
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- 98.7% of our budget received
- Checking account is \$65,167 and savings account is \$20,022
- Upcoming expenses: district invoices (Awesome Me items, Outdoor Ed), basketball end of season parties, invoice for Recess Equipment, crossing guard appreciation week gift cards, Frozen Jr. musical, and the next movie night. Upcoming income: volleyball registration.
- Gardening reimbursement process has been messaged out to parents, many parents seemed unaware that they could seek reimbursement. PTO discussed issuing gift cards at the beginning of the year to Garden leads that can be used throughout the year for supplies. Team discussed many parents have shared that they are okay donating their resources towards the garden beds. PTO wants to encourage all parents to seek reimbursement as the expectation is not for parents to financially pay for the garden beds when they sign up as the volunteer.

5.	<b>Movie Night Update</b>	<b>Stacey Shirer/Liz Riley</b>
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- Last movie night of the year! We will be showing two movies this movie night: Sonic 3 (Small Multi) and Trolls (Large Multi). Popcorn and treats will be provided and pizza will be sold for \$1 cash only. Seeking 2 volunteers for help.

- Marketing: Principal Burns will be sharing about Movie Night during the Awesome Me assembly next week. Flyers were sent home with parents and will be posted around campus.

6. <b>Frozen Jr. Musical Update</b>	<b>Leah Wolf</b>
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**Frozen Jr. Musical Updates - Leads:** Liza Zassenhaus & Leah Wolf

- Ticket sales will start next week - sold online and messaged out through the Newsletter.
- Cast T-Shirts arrived.
- Budget was reviewed and reduced whenever possible. PTO reviewed that registration fees were not collected this year so needed to reduce the budget for the production, despite \$3K from Prop 28 funds for production costs.
- One way of reducing costs might be to have a commentative program for cast members and contest winners only with another smaller program / digital option for audience members. Examples were shared and approved.
- Reviewed some additional budget items:
  - \$500 - Cast Party
  - \$250 - Lobby Decor
  - Seeking additional \$150 that we are short with the budget
- Concession sales are expected to bring in at least \$800 to help cover costs. We made over \$500 last year but there is an increase in performances this year so we hope for more profit during concession and flower sales.
- Some portion of ticket sales might go to Encinal (rather than 100% going to Hillview for PAC maintenance) in order to support the budget shortfall, TBD.
- There was concern raised regarding recent rehearsals. At one rehearsal marked mandatory, families were informed upon arrival that the rehearsal was only for select cast members—not the full cast. At another rehearsal, the staff was absent, which left the costume lead parents to step in. As a result, costume fittings and preparations could not be completed as planned.
- The PTO is advocating for more rehearsal time at the Hillview PAC and requesting scheduling priority for Encinal students to ensure equitable opportunities across the schools. A suggestion was made to stagger performances across the district to allow more practice time for all school groups.
- Encinal students will see a snapshot of the performance during school hours on Thursday, April 17th. The cast will wear their Frozen T-shirts. TBD if the performance will be at Hillview (requiring Encinal students to be bussed over) or in the Encinal large multi (requiring help setting up the tech in the space).
- PTO discussed ensuring all students are fully listed on the program as there were some students missed last year. PTO discussed that some parents might have waived out their child’s name or photo being used in general at enrollment so double checking with parents if they can be on the program.

7. <b>Sports Update</b>	<b>Allison Carlson</b>
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- 58 Girl Volleyball participates this year - biggest ever.
- 146 kids for basketball - 14 teams - increased registration fee slightly but still lowest among the MPCSD sites and have scholarships for students. Practice jerseys were given this year.
- There was a minimum cost under \$500 for equipment. We did have to pay some coaches for the first time this year: two MPCSD staff members.
- \$540 have been submitted for reimbursement to date for 5 separate team end of the season parties. Basketball brought in about \$5000.

- Boys volleyball is kicking off today with evaluations and a meet-and-greet for 4th and 5th grade boys. So far, 20 boys have registered for the program. Practices began on March 27th, and the season will include six weeks of games. Jerseys have already been ordered, though there's interest in exploring reusable jerseys for future seasons to help manage costs. The program's cost will be supported by surplus funds from the basketball season. This year, the league is expected to include five teams across Laurel, Encinal, and Oak Knoll, with hopes of adding La Entrada in the future to further grow participation. Encinal has also welcomed a new family to the community, one of whom coaches Stanford beach volleyball. They are generously offering boys volleyball clinics every Sunday. Currently, there is no boys volleyball team at Menlo-Atherton (M-A) High School—only Woodside offers a program—but there is growing interest in seeing M-A establish a team in the future.

<b>8. Principal Update</b>	<b>Sharon Burns &amp; Gina Watkins</b>
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- Annual feedback surveys were distributed to families in February. Students in grades 3–5 shared many highlights from this school year, including longer recess and lunch periods, rainy day bingo, movie nights, a strong sense of school inclusivity and kindness, access to a school counselor, support with injuries, ENTV, afterschool clubs, hot lunch, the Gold Backpack and Sneaker recognition program, and garden classes.
- Students also offered suggestions for improvement, such as having more PE, additional field trips, extended time for specials and Enspire Lab, more buddy activities, and enhancements to the hot lunch program. When asked why some students don't participate in afterschool activities like musicals or sports, common responses included being too busy, lack of interest, transportation challenges, parental restrictions (noted by two students), and financial constraints (mentioned by one student).
- Students were also asked if they could name an adult at school they feel comfortable going to and several were mentioned. When it comes to handling conflict on the playground, students reported using strategies like talking it out, walking away, or seeking help from an adult.
- Parent feedback highlighted appreciation for the school's celebration of diversity and inclusion, community-building events, engaging extracurricular opportunities, and a safe and welcoming environment. Areas for improvement noted by parents included increasing access to hands-on Science/STEM activities (the school has partnered with RAFT to support this), reducing screen time, and improving carpool and drop-off procedures.
- Looking ahead, there will be two open School Site Council positions—one for a staff member and one for a parent. These roles carry a two-year term, and both groups are encouraged to participate.

<b>9. Adjourn</b>	<b>Allison Carlson</b>
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- The meeting adjourned at 10:13am
- The next scheduled meeting of the Encinal PTO Executive Board Meeting is scheduled for April 18, 2025 at 8:45am in the ENspire Lab at Encinal School.
- No attachments to these minutes.

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Stacey Shirer  
Recording Secretary of the Meeting