

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

195 Encinal Avenue, Atherton, CA 94027

DATE: April 18, 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
Allison Jagtiani
Francesca Baraggioli
Susan Blanco
Anand Gupta

MEMBERS ABSENT:

OTHERS PRESENT: Gina Watkins
Jessica Hix
Liz Riley
Melissa Oller
Lisa Buda
Rylee Brown
Juan Pinzon

1. Call To Order	Allison Carlson
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- The meeting was called to order at 8:53am 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 March 21, 2025 minutes be approved. The motion was seconded by Allison Jagtiani and approved unanimously.

3. President Update	Eleanor de Jong
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- MPAEF SchoolHouse Rock Run is coming up on May 18th! Lawn signs are available. We are looking for someone to wear our Eddie the Eagle mascot outfit for the event.
- Lots of thank yous:
 - Double movie night - huge hit, great success having the two different movies to increase appeal to more families.
 - Crossing Guard appreciation week: thank you, Safe Routes team! A Bike Bus to school is coming for Earth Day.
 - Astronomy Night: thank you, Allison Jagtiani, for organizing such a fun event. Low budget, high reward. Hot chocolate and glow sticks were a fun addition.
 - Frozen Jr. Musical: thanks Leah and Liza for co-chairing the program. Thanks Lindsay for the costumes! Opening night was last night, a huge hit!
- PTO is putting together trifolds for Open House. Please share photos to highlight all the wonderful events, activities, and programs at Encinal as a “thank you” to our parent donors for our MPAEF spring event. To be displayed in front of the kitchen where cookies will be distributed by Sharon/Gina.
- Upcoming Events:
 - 4/17 - 4/19: Encinal Frozen Jr. Performances at Hillview PAC
 - 4/22: Bike Bus to School for Earth Day
 - 4/24: Spring Staff Birthday Celebration
 - 5/2: Science Night: student registrations due by 4/28, please sign up to volunteer
 - 5/23: (Final!) PTO General Meeting - Last meeting of the year
 - 5/29: Open House

4. Treasurer’s Report	Chelsea Marinelli/Francesca Baraggioli
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- Checking account is \$66,797 and savings account is \$20,022 - total cash available - \$88,819
- Our 4th disbursement from MPAEF for the OCC will get us close to our \$116k budget.
- We recently received a direct donation from the Atherton Police Department!
- Reviewed projected and recent expenses.

5. Science Night	Lisa Buda / Melissa Oller
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- Students will be presenting from 4-5pm in the Large Multi - we have 87 students signed up!
- Students that signed up received an email saying they could pick up a trifold in the office to use for their project.

- Vendors for the 5-7pm portion of the event open to the whole community include: Science Made Fun and JR Museum - new vendors for Science Night this year. Mad Science, Maker Mobile, Robotics Club from M-A will also be present (as in past Science Nights).
- We are still looking for volunteers and mentors so please sign up.

6.	Frozen Jr. Musical Update	Leah Wolf / Liza Zassenhaus
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- Opening Night was last night! So much fun, amazing performance!
- There was a great group of parent volunteers that helped bring the event together.
- There are still online tickets available for those interested in attending. Tickets are also sold at the door. There are currently 51 seats left for tonight's event. Discussion around what time to close ticket sales online before the events.
- Encinal had a practice rehearsal on Wednesday at Encinal for students.
- This year all ticket sales go back to the District, not the PTO, for Hillview PAC maintenance.

7.	Staff Appreciation	Liz Riley / Rylee Brown
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- Upcoming Spring Staff birthday celebration is on April 24th. This is our last seasonal birthday celebration.
- This is our second year doing seasonal Staff Appreciation birthday events.
- Next year Liz Riley will not be doing Staff Appreciation, Rylee Brown will be continuing on with another team member.
- PTO currently organizes a monthly celebration (PTO funded) and the seasonal birthday celebration (parent supported by donations). PTO discussed how the staff have shared they feel really valued through these celebrations. Susan Blanco shared that the Encinal staff love all the events and treats the PTO provides staff. However, parents have been slower to sign up to bring in treats.
- Liz Riley discussed there was higher parent participation last year so wondering the difference between the two years. Discussed how to increase parent participation - education (i.e. we're aiming to celebrate all staff, not only teachers who have HRPs/classrooms) and awareness (i.e. ParentSquare blasts by President).
- PTO discussed other options to parent food donations: asking parents to provide funds if they don't want to sign up to bring in food items, but want to financially support. PTO also discussed the possibility of just adding this to our PTO budget and covering the cost of these birthday celebrations as with the other monthly treats.
- Staff Appreciation Week is May 5-9th : Flyer was posted in the staff lounge to let the staff know all the events happening:
 - Monday - Breakfast
 - Tuesday - Coffee and Card
 - Wednesday - Lunch
 - Thursday - Fruit and Flowers
 - Friday - Gift from the PTO
- PTO discussed purchasing reusable vases that teachers can return and be used every year or asking teachers if they want to donate them back to the PTO to be used in the future. Susan Blanco will communicate with the teachers to bring any unused vases to bring to the staff lounge this year

8. Principal Update	Gina Watkins
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- Gina shared that Principal Burns was disappointed to be missing the meeting but shared her excitement about the first Frozen Jr. performance last night. Principal Burns will be present at all four Frozen performances.
- RAFT Maker Mobile is coming! 1st and 2nd graders will be doing some STEM activities with kits that align with Science curriculum/standards..
- John Ashfield will be doing a mini musical with our 2nd graders, more coming soon!
- Bike to School is on Tuesday! Juan Pinzon shared that a Bike Bus is coming to school on Tuesday for Earth Day. We have volunteers signing up. Oak Knoll and Laurel have been doing this event for years so excited to bring this to Encinal this year. PTO discussed sharing a blast out to parents to share the communication and sign ups.

9. Adjourn	Allison Carlson
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- The meeting adjourned at 10:07am
- The next scheduled meeting of the Encinal General Board is scheduled for May 23, 2025 at 8:45am in the ENspire Lab at Encinal School.
- No attachments to these minutes.

Stacey Shirer
Recording Secretary of the Meeting