

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

DATE: May 23, 2025

TIME: 8:45 am PST

PLACE: ENspire Lab, Encinal School

MEMBERS PRESENT: Eleanor de Jong
Chelsea Marinelli
Lindsey Sikes
Stacey Shirer
Leah Wolf
Francesca Baraggioli
Susan Blanco
Anand Gupta
Juan Pinzon

MEMBERS ABSENT: Allison Carlson
Gina Watkins
Allison Jagtiani

OTHERS PRESENT: Sharon Burns
Margaret Cooper
Kinga Fern
Jessica Hix
Liz Riley
Parch Parvin
Kris Lencioni
Calli Stamates
Radmila Colic-Popovich

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| 1. Call To Order | Francesca Baraggioli |
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- The meeting was called to order at 8:55am by Sub Parliamentarian Francesca Baraggioli.
- Stacey Shirer took notes as Recording Secretary.

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| 2. VOTE A: Motion to approve prior minutes | Francesca Baraggioli |
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- Francesca Baraggioli moved that the April 18, 2025 minutes be approved. The motion was seconded by Eleanor de Jong and approved unanimously.

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| 3. President Update | Eleanor de Jong |
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- **Staff Appreciation Updates** - Thank you to Liz and Rylee for all the Staff Appreciation Week long treats/events as well as the Spring Birthday celebration. Liz shared there will be one more treat day for staff for the last week of school.
- **Bike Bus Update** - Adrian and Juan have organized two bike buses since the last PTO meeting: one on Earth Day and a second for Safe Routes students, which had approximately 40 student riders. The PTO discussed ways to support the bike bus effort by teaching bike safety to students, especially around the “right hook” turn. While Encinal hosts various bike safety events during the year, there is currently no bike bus–specific safety session. There was also discussion about making the Encinal Bike Rodeo more inclusive for all students and community members to learn bike safety skills. The bike bus always has an adult leading at the front and another at the back for safety. Juan noted that both drivers and bikers are not always clear on the rules of the road. The PTO suggested creating handouts and/or videos to share with families and to show on ENTV. Juan also shared that there are ongoing efforts to lower the speed limit to 15 mph around the campus. Concerns were raised about the lack of sidewalks and how the afternoon car drop-off line impacts the bike lane. Juan confirmed that they are working with MPCSD and the city to develop safe routes and maintain community safety.
- Encinal hosted new families for a tour escorted by Encinal 5th grade students to welcome our new families. It was a new event with great success!
- Upcoming Events:
 - Thursday, May 29th: Open House
 - TK - 2 5:30 pm - 6:30 pm
 - 3rd - 5th 6:45 pm - 7:45 pm
 - Specialists' Rooms Open 6:00 - 7:00 pm
 - Friday, June 6th: Spring Picnic 5-7pm - if you're able, [please sign up to volunteer here](#)
 - Saturday, June 8th: PTO End of Year Party
 - Tuesday, June 10th: Volunteer Appreciation Breakfast 7:45am - 9:30am
 - Thursday, June 12th: 5th Grade Clap Out

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| 4. 5th Grade Clap Out: June 12th | Kris Lencioni |
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- PTO is helping with the 5th grade party.

- Kris explained plans of the upcoming 5th grade Clap Out. After the Clap Out, there is a fun day of activities for students on the field with bounce houses, pizza, and Mr. Softee. There will be volunteer sign ups for parents to help with the Clap Out and the party.
- PTO discussed having a checklist for students to ensure everyone gets their Mr. Softee but no repeats or non 5th graders get into the line.
- PTO discussed that many parents aren't aware of some of the upcoming events like the 2nd grade musical, 4th/5th grade concerts. Principal Burns will share a message out to the community.

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| 5. | Nominating Committee Report - Executive Board Slate 2025-2026 | Lindsey Sikes |
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- PTO reviewed new PTO team members. See exhibit A which was projected during the meeting.
- **Still looking for a New Lunch Liaison and a Co-Chair for the Garden.**
- EnSpire Lab will be sending out a survey for teachers to give feedback.

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| 6. | VOTE: Executive Board Slate 2025-2026 | Francesca Baraggioli |
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- Francesca Baraggioli moved that the new Executive Board Slate be approved. The motion was seconded by Eleanor de Jong and approved unanimously.
- Francesca Baraggioli moved adding Banking resolution be approved. The motion was seconded by Eleanor de Jong and approved unanimously.
- Francesca Baraggioli moved that, effective August 1, 2025, Lindsey Sikes, Chelsea Marinelli, and Parch Parvin be added as authorized signers on the PTO bank account with Lindsey Sikes and Chelsea Marinelli as Key Executives. Effective July 30, 2025, Eleanor de Jong and Francesca Baraggioli will be removed from the account. The motion was seconded by Chelsea Marinelli and approved unanimously.

| EXECUTIVE BOARD: | |
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| Position Title | Chair Name |
| President | Lindsey Sikes |
| Vice President | Francesca Baraggioli |
| Treasurer | Chelsea Marinelli |
| Financial Secretary | Prachi Parvin |
| Auditor | Anand Gupta |
| Recording Secretary | Emily Bhatia |
| Community - Events | Stacey Shirer |
| Parliamentarian | Eleanor de Jong |
| HRP | Leah Wolf |
| Assemblies | Allison Jagtiani |
| Teacher Liaison | Ashley Ludlow |

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| 7. | Amendments to Bylaws & Standing Rules | Eleanor de Jong |
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The PTO reviewed proposed amendments to the Bylaws (see Exhibit B, as projected during the meeting). Key changes discussed included:

- Adding conflict-of-interest language for Executive Board voting
- Requiring that the outgoing President transitions to the Parliamentarian role the following year
- Clarifying that only the Executive Board votes on the Standing Rules
- Minor updates to role descriptions
- Adding a two-term limit for Executive Board positions, with the option to extend if no one volunteers to fill the role

The PTO also discussed scenarios such as a President serving in 5th grade who would otherwise be ineligible to become Parliamentarian; in such cases, the PTO would hold a vote to determine how to proceed. Francesca Baraggioli moved to approve the amended Bylaws and Standing Rules. The motion was seconded by Eleanor de Jong and approved unanimously.

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| 8. | VOTE: Amendments to Bylaws and Standing Rules | Francesca Baraggioli |
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- Only other minor grammar edits and date changes.
- Francesca Baraggioli moved that the amended Bylaws and Standing Rules be approved. The motion was seconded by Eleanor de Jong and approved unanimously.

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| 9. | Treasurer’s Report, including: Preliminary Budget | Chelsea Marinelli /Francesca Baraggioli |
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- We received 106% of our budget for this school year. We still have a lot of expenses coming up. Recent expenses: Science night, teacher appreciation, PTO mini grants. We will be purchasing reusable sport jerseys, TK garden beds, volunteer appreciation reimbursements, and yearbooks for Caring & Sharing kids.
- The checking account is \$50,143 and the savings account is \$20,022.
- We try to spend down all our money every year.
- Reviewed projected and recent expenses.

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| 8. | VOTE: Preliminary Budget 2025-2026 | Francesca Baraggioli |
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- A preliminary Budget of \$114,880 for 25/26 was projected. See Exhibit D.
- Francesca Baraggioli moved the Preliminary Budget to be approved. The motion was seconded by Eleanor de Jong and approved unanimously.
- Vote on the Final budget will be pushed to November to reflect any needed changes and after we have a better idea of our income coming in for the school year.

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| 8. | Spring Picnic | Francesca Baraggioli |
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- Our upcoming Spring Picnic will be on June 6th!
- Highlights: TeacherB music corner, chalk station, popcorn, and food trucks! Please sign up to volunteer. Please wear Encinal Green and wear your PTO buttons.

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| 8. | Principal Update | Sharon Burns |
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- Sharon Burns asked teacher Calli and Radmila to share a presentation for a recent field trip funded by a PTO mini grant. Presentation was presented, see [exhibit C](#). Through the mini grant, our Learning Center, grade 3-5, the students were able to attend a trip to Cheeky Monkey to purchase an item and park field trip.
- Incoming students were invited to come on campus to get a tour of the campus by our 5th grade students. We had about 40 families come to the event.
- We will have PTO provided slushies for students on June 6th to all Encinal students.

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| 9. | Adjourn | Allison Carlson |
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- The meeting adjourned at 10:23am
- See exhibits A, B, and [C \(Linked\)](#)

Stacey Shirer
Recording Secretary of the Meeting