MINUTES OF THE 2025-2026 ENCINAL PTO EXECUTIVE BOARD MEETING OF THE ENCINAL SCHOOL PARENT TEACHER ORGANIZATION

195 Encinal Avenue, Atherton, CA 94027

DATE:	August 28, 2025
TIME:	8:45 am PST
PLACE:	ENspire Lab, Encinal School
MEMBERS PRESENT:	Eleanor de Jong Lindsey Sikes Allison Jagtiani Francesca Baraggioli Emily Bhatia Prachi Parvin Stacey Shirer Jessica Kohli Ashley Ludlow Chelsea Marinelli Leah Wolf
MEMBERS ABSENT:	Anand Gupta
OTHERS PRESENT:	Sharon Burns Rylee Brown Allison Carlson Aanika Carroll Jessica Hix Clare Lee Kinga Fern Nikki Miskowicz Melissa Oller Eric Shoemaker

1.	Call To Order	Eleanor de Jong

- The meeting was called to order at 8:51 am by Parliamentarian Eleanor de Jong.
- Emily Bhatia took notes as Recording Secretary.

2.	President Update	Lindsey Sikes

- Introductions and welcome back given
- Thank you to:
    - Francesca Baraggioli for back to school coffee event
    - Aanika Carroll and Rylee Brown for staff appreciation
    - Stacey Shirer & Jessica Kohli for organizing the Kindergarten playdates
    - Safe Routes team for a successful bike event to Hillview
    - Allison Jagtiani, who set the record for most spiritwear sold in a given hour at the Kindergarten play date!
    - Garden team, Eleanor de Jong and Francesca Baraggioli, for getting the gardens cleaned up and ready for the new year
    - Laura Wiggs for transitioning the committees
    - Clare Lee for stepping in as the Technology Committee Chair
    - Finance team, Chelsea Marinelli and Prachi Parvin, for giving teachers classroom checks and starting the year off strong
- Upcoming Events:
    - 8/28 Back to School Night & OCC Launch!
    - 9/1 NO SCHOOL
    - 9/2: After School Activities start & Girls Volleyball
    - 9/8-9/9: Picture Days
    - 9/17: 3rd Grade Bike Rodeo
    - 9/26: Fall Family Fair
    - 10/1: International Walk to School Day
    - 10/3: Jeanie Ritchie Grant Applications Due
    - 10/13: NO SCHOOL
    - 10/14-10/17: Minimum Days: Conference Week / Book Fair

Encinal **PTO ByLaws** and **Standing Rules**

3.	VOTE A: Motion to approve prior (May) minutes	Eleanor de Jong

- Eleanor de Jong moved that the May 23, 2025 minutes from the 2024-2025 school year be approved. The motion was seconded by Lindsey Sikes and approved unanimously.

4.	VOTE B: Motion to appoint Jessica Kohli to the board as Community Events Co-Chair	Eleanor de Jong

- Eleanor de Jong moved that the new co-chair for Community Events, Jessica Kohli, be approved. The motion was seconded by Lindsey Sikes and approved unanimously.

5.	Treasurer Report	Chelsea Marinelli

- Checking account is $48,483 and savings account is $20,023 - total cash available: $68,506

6.	**Finance Report- Surplus Discussion /Committee Budgets Review**	**Chelsea Marinelli & Prachi Parvin**

- Ended the year with a surplus (roughly $32K), thanks in part to greater-than-anticipated participation in sports and lower-than-projected classroom expenses
- The goal is for the surplus be spent within the year
- Purchased TK garden beds, soccer goals, new Eagle mascot, gardening tools, and movie night supplies with surplus.
- Committee chairs are invited to propose additional projects for remaining surplus allocation. Suggestions include: a mural in the garden, in-house bike rodeo, free spiritwear for the student body
- Sharon Burns gave examples of purchases that have been made with past surpluses, including: marquee at school entrance, sandbox, sports shed, musical instruments on outside play structure, climbing wall in the gym, trees that line blacktop and track to provide shade
- Lindsey Sikes suggested asking Encinal staff for additional suggestions
- Committee chairs are asked to look at their previous budget and make necessary adjustments, before budget vote occurs in November
- Anticipating less in OCC donations this year
- Bank was switched this year. Efforts are being made to obtain a small handheld device from new bank Chase to assist with credit card transactions for future purchases
- Received a debt collection notice for $84 and unfortunately, was not notified by the company to correct the payment method in advance of notice being given. Possible implications for signers on PTO who have previously used a personal credit card to make purchases. Chelsea Marinelli is working on a remedy.

7.	**OCC Launch Update**	**Eleanor de Jong**

- Today is Back To School Night (BTSN) and The OCC launch!
- There will be a video played at BTSN. This will also kick off our first (Labor Day) match weekend. If we can raise $100K by midnight on Monday, September 1st, a $100K match will be unlocked. Please spread the word so we can bring in donations earlier on in the campaign, as it is helpful for budgeting purposes.
- This is a critical annual fundraiser that fills a 40% fundraising gap, which finances: classroom aids, specialists, mental/physical health professionals
- Eleanor de Jong encouraged others to help spread this message and educate other parents at Encinal BTSN to help deter large donations from being made directly to the PTO

8.	**Garden Update**	**Francesca Baraggioli & Eleanor de Jong**

- Roughly $4-5K was spent over the summer to clean up the garden beds, de-weed, and clear walkways with mulch
- Peter Hauck installed composting system
- Chealsea Marinelli installed movable TK garden beds
- Goals are to enable all classes to have access to gardens, assign beds, recruit, budget, and compost. Also to activate the community through a volunteer event, and set a cadence for maintenance moving forward.

- Once garden leads have been assigned, garden beds can be allocated and re-energized
- Garden schedules are set at the teacher's digression, but 1x/mo is recommended for ease of management
- Please note any leaks that may occur in the garden bed(s), so they may be remedied
- The following Jeanie Ritchie grant submissions were suggested for the outdoor learning space: new chicken coop with livestock, learning amphitheater, rainwater collection system, butterfly garden, solar-powered water feature. Need help from teachers to sponsor each grant proposal
- Other action items: rodent repellent strategy, pergola maintenance (needs sanding/staining), decor/design to make the area more inviting, fencing to secure access
- 2024/2025 Budget Surplus Proposal: Water Cycle Mural on exterior of classroom wall near the sandbox. Cost TBD; Teacher B suggested as artist candidate

9.	**Sports Report (Volleyball)**	**Allison Carlson / Nikki Miskowicz**

- Volleyball kickoff was a success! Around 35 girls showed up, with 48 registered
- Anticipating 4 teams this year
- Registration fee covers season costs, which are appx. $5,200
- Games will begin in early September
- New transitions for doors and keypads requested
- New card system is being rolled out through a district-wide grant, and staff will be given keycards for facilities access. This presents a challenge for sports access (namely basketball and volleyball). Coaches often need access to facilities during off-school hours.
- Custodians will be responsible for opening the gym during the week
- Jessica Hix is working with the Technology Department on weekend access. She offered to be the point of contact for custodians, based on sports schedules during the season
- Basketball evaluations to occur in early November and games to start in December

10.	**Assemblies Overview**	**Allison Jagtiani**

- In the past, assemblies have taken place during the lunch hour, in the multi room. This year, cultural assemblies will be held on the blacktop instead, so that more children will have access/exposure to them.
- September 19th: BOT The Secret World of Robots Assembly
- October: Walk Through California - 4th grade, Diwali Rangoon Chalk Art, Hungarian Dancers
- November: Dia De Los Muertos performance, Mathematicians Math Games Interactive Assembly
- December 5th: Polynesian Dance Performance, TK/Kindergarten CuriOdyssey visit with Fur, Feathers, Scales & Ecoskeletons
- January 23: The Lion King preview
- February 24 & 25, 2025: Astronomy Night to take place in February this year, followed by Planetarium Assembly the next day
- March 26: Earth Capades H20 Environment
- April: Filipino Folk Dancers, Science Assembly TBD, preview of musical TBD
- Sharon Burns gives a big thanks to Allison Jagtiani for coordinating all of the assemblies, which takes a huge burden off of the Principal!
- Denise Healy is planning a visit for Katherine Applegate, author of "The One and Only Ivan," to present to 4th and 5th Graders
- May: Mariachi Band, Walk Through American Revolution — 5th grade

11.	**Principal Report**	**Sharon Burns**

- Thanks to all of the amazing Teachers, MOT staff, and office staff for opening school, welcoming, and onboarding new families and students!
- Onboarding began last year with student-led tours (5th grade tour guides for new families)
- Fun facts: 3rd-8th graders surveyed throughout the district. Encinal rated at an all-time high for "sense of belonging" amongst student body (89%), and amongst students who commute the farthest, "sense of belonging" was rated over 90%
- Kirsten Lin is the guest counselor until December, when Ignacia Preciado returns from maternity leave.

12.	**Discussion: Volunteering & Coaching in MPCSD**	**Everyone**

- There will be flyers on each desk at BTSN outlining the new district-wide volunteer fingerprinting requirements
- Free fingerprinting drive to take place on September 13/14, sign-ups are currently at 80%
- ALL volunteers will be required to complete fingerprinting and a TB risk assessment or negative TB test by November 2025. Visitors are not required to be fingerprinted.
- Spread the word!

13.	**Adjourn**	**Eleanor de Jong**

- The meeting adjourned at 10:05 am
- The next scheduled meeting of the Encinal Executive Board is scheduled for September 18, 2025 at 8:45am in the ENspire Lab at Encinal School.
- No attachments to these minutes.

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Emily Bhatia
Recording Secretary of the Meeting