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

195 Encinal Avenue, Atherton, CA 94027

DATE: October 23, 2025

TIME: 8:45 am PST

PLACE: ENspire Lab, Encinal School

MEMBERS PRESENT:
Eleanor de Jong
Lindsey Sikes
Allison Jagtiani
Emily Bhatia
Prachi Parvin
Stacey Shirer
Jessica Kohli
Ashley Ludlow
Chelsea Marinelli
Leah Wolf

MEMBERS ABSENT:
Anand Gupta
Francesca Baraggioli

OTHERS PRESENT:
Sharon Burns
Gina Watkins
Adrian Silva
Juan Pinzon
Nikki Miskowicz
Clare Lee

1.	**Call To Order**	**Eleanor de Jong**

- The meeting was called to order at 8:53 am by Parliamentarian Eleanor de Jong.

- Emily Bhatia took notes as Recording Secretary.

2.	**VOTE:** Motion to approve prior minutes	**Eleanor de Jong**

- Eleanor de Jong moved that the September 18, 2025 minutes be approved. The motion was seconded by Lindsey Sikes and approved unanimously.

3.	**President Update**	**Lindsey Sikes**

- The Fall Family Fair was a great success!
- OCC Chair pulled off an incredible OCC Drive!
- Thank you to the volunteers and Safe Routes Team for a wonderful Walk, Bike, and Roll to School Day
- The Book Fair was an incredible event!
- Thank you to Nikki Miskowicz, Sports Committee Chair, for being on the frontlines of the volunteering fingerprinting initiative
- Staff Appreciation event took place on Friday - it was so nice for the staff to have slices of pizza and to connect
- Upcoming Events:
    - 10/23: Movie Night #1, 5PM Tonight!
    - 10/29: 4th Grade Bike Rodeo
    - 10/31: Halloween Parade/Parent Coffee
    - 11/2: Caring & Sharing Drive Launch
    - 11/2 (Sunday): Basketball Evaluations
    - 11/6: Staff Fall Birthdays Celebration
    - 11/10: 3rd Grade Bike Rodeo

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

4.	**OCC Recap**	**Eleanor de Jong**

- Thanks to Stacey and Lindsey for coordinating the carlines that bookended the OCC Campaign. The Girl Scouts showed up and brought the school spirit and energy!
- Had a new Family Welcome Event, where the Enspire Lab was utilized to paint items for the garden
- There was awesome energy throughout the campaign - thank you for making this year a fun success!
- The impact of the launch match weekend was as expected—it brought in donations earlier, but ultimately did not move the needle in the total amount raised. It helped to relieve the stress of raising funds upfront.
- The campaign ended exactly where it did last year:
    - Goal: $3.75M ($114,600 for Encinal PTO)
        - Result: Raised $3.22M overall (as of 9/30/25, after the final weekend of the campaign)

- Encinal PTO total: $84.5K - almost exactly the same amount as last year
- From launch weekend until the end of the school year, we typically receive an average of $31K in additional OCC funds (primarily from corporate matches), putting us at the anticipated total income of $115,500 by year end
- Benevity is akin to a "black box" that contains corporate matches, etc., and is not yet visible
- More detail will follow at the PTO General Meeting in November, once final numbers have been received and calculated

5.	**Treasurer Report**	**Chelsea Marinelli & Prachi Parvin**

- Checking account is $18,977 and savings account is $20,023 - total cash available: $39,000
- Book fair money has not yet been deposited
- Expenses are high early in the year due to student school supplies purchased in August, and teacher supply grants which were dispersed at the beginning of the year.
- Fall Family Fair
  - Lots of spirit wear sales were made!
  - Received new credit card Dongle: can have separate users, so single login doesn't have to be shared
    - Prachi or Chelsea will manage the Dongle and check it out as needed
- October/November Expenses:
  - Flamenco dancers and CuriOdyssey Assemblies are upcoming
  - Invoice from garden clean up received
  - Halloween Parade Coffee
  - Basketball Registration
- Prepping:
  - Taxes
  - Holiday Drive
  - PTO Mini Grants
  - If adjustments are needed to committee budgets, now is the time to make them via email
  - Dongle:
    - Can be used at musicals, movie nights, etc. Caveat: there is a processing fee, so it doesn't make sense to use for movie nights where pizza slices are being sold for $1. Cash is still king, but Dongle provides another way to pay.
    - For spirit wear sales: there will be a blanket processing fee for each transaction. Blanket fee needs to be determined and will cover the processing fee only sometimes.
- The application deadline for teachers to apply for mini grants will be set **after** report cards are due
- Teachers will learn about a $35,000 Jeanie Ritchie Grant tomorrow

6.	**Committees Open Forum**	**PTO Committee Chairs**

- Assemblies: Allison Jagtiani
  - Allison was sporting the new Encinal Mom T-shirt, designed by Kinga Fern!
  - Chalk Granny completed Diwali Chalk Art for enjoyment on campus
  - Flamenco Dancers will perform on November 3rd, outside on the blacktop during lunch (11am-1pm). There will be interactive circles where kids can learn dances,

providing cultural exposure without taking away from academic time in the classroom.
    - There may be an Ohlone visit in the future
    - Polynesian Dancers will perform on December 12th, along with Math Games.
        - Tables will be set up with fun and interactive math games that children will rotate through. Will need volunteers for this event (appx 15)!
        - CuriOdyssey will present to TK on the same day

- Caring and Sharing: Lindsey Sikes
    - Thanksgiving community dinner at school
    - Homemade cookies from our Girl Scouts
    - Safeway gift cards for Thanksgiving Meals
    - Safeway gift cards for December holiday meals
    - Gift cards for December holiday presents
    - Goal for what donations at different levels will provide:
        - $400: 2 families with food for a Thanksgiving meal, holiday meal, and a toy for each child
        - $200: 1 family with food for a Thanksgiving meal and a toy for each child
        - $100: 1 family with food for a Thanksgiving meal and holiday meal
        - $50: 1 family with food for a Thanksgiving meal

- Yearbook: Stacey Shirer
    - Neon Lights won the theme for this year: all 5th graders voted in class
    - There's a 10% off sale happening right now, which will be advertised in the weekly newsletter
    - Suggestion to have yearbooks on display for TK & Kinder Welcome, and/or Open House, so new families can see what they look like

7.	**Community Events Update**	**Stacey Shirer & Jessica Kohli**

- Movie Night is Tonight!
    - Two movie Options: "Nightmare Before Christmas" & "Pooh's Heffalump Halloween Movie"
    - Working with Hillview students to sell pizza and baked goods who are raising money for Relay for Life
    - There will be popcorn, and hoping for a good turnout with two movies that will end around the same time
    - "KPop Demon Hunters" update: Netflix owns all rights, and the film is not covered under Swank movie license. Swank stated that once movies are sent to DVD, we may have more success with a license to stream "KPop Demon Hunters" at a future event.
    - Marketing flyers went home with students this week to encourage more participation

8.	**Safe Routes Update**	**Juan Pinzon & Adrian Silva**

- Encinal Safe Routes to School Programs and Future Plans: HOW
- Creating a structure for success

    - Long & Short-Term Goals:
        - Get Encinal kids biking around Menlo Park safely by the time they go to middle school
        - Increase bicycle ridership (Anything but Cars)
        - Progression in safety education with check points
        - Emulate successful programs at other schools in the district and region
        - Efforts are being made to implement programs that have been successful in Palo Alto, in MPCSD
        - Create a biking and walking culture: influence cultural norms to promote fun and function
        - Institutionalize programming: embed safe routes goals/programming at the district and school level
- SRTS: Types of Events/Programs
    - Education: teach children how to ride safely
    - Encouragement: show parents and students that biking to school is fun!
    - Infrastructure: rebuild our streets for walking and biking
- Fantastic meeting with the 5th graders and city planning
- Bike and Pedestrian Safety Education Program
    - K-2 Pedestrian Star: covered by grant, and run by San Mateo County in Jan/Feb
    - 3rd Grade: Bike Rodeo on November 10th will be conducted by "Safe Moves," and is covered by county grant
    - 4th grade: Library lessons are underway, beginning the week of October 20th. Bike Rodeo will follow on October 29th, and will be run by Safe Routes Team.
    - 5th Grade: Ride to Hillview during the first weekend of August
- Encouragement and Culture - create a community
    - Bike buses, perhaps a walking school bus
    - Crossing Guard Appreciation Week
    - Walk/bike to school days (helmet/bike checks are interactive and fun for the kids)
    - Make safe driving a cultural norm: enforce rules and educate parents
- Infrastructure and Advocacy - addressing problems outside of Encinal
    - Superintendent's Committee: Safe Routes parents are participating with other community members on district-wide Safe Routes to School goals
    - Education on E-bikes and new regulations coming for Hillview. Parent education can begin before middle school
        - TERC school board meeting on e-bikes tonight!
        - We are relying on Safe Routes Team to help with regulation where the law cannot keep up with technological advances
        - We have an e-moto problem
    - Engage parents as advocates in our community for better walking and biking conditions
- Equity for the Future
    - Bike repair event: invite parents and students to a mini bike fest/party at school to repair bikes before the Bike Rodeo
        - Leah Wolf suggested that this event be led by a group of teenagers that are volunteering in the community to complete bike repairs, and will seek more information
    - Learn How to Ride event: help students learn how to ride in a welcoming and friendly environment

    - Bicycle and Helmet giveaway: ensure that all students have access to safe and functional gear, regardless of socioeconomic background
        - Laurel asks for bike donations to give to children without bikes
- Next Wednesday: Approximately 90 kids and 40 volunteers will participate in the Bike Rodeo. Adrian Silva encourages anyone who is on campus to come and observe the rodeo in action!
- Questions raised:
    - Could there be a Drivers Assembly to teach parents how to drive more safely at the intersection of Middlefield Road and Encinal Avenue?
    - How about educating parents on any updates that have been made to the law since parents first learned how to drive?
    - Perhaps the materials that are being used to educate the kids in school can also be distributed to parents who may benefit from the same education. This information could be advertised during BTSN, Movie Night, and other events where the masses will already be in attendance.
- Sharon Burns suggested gifting a certificate to each student who passes/completes the Bike Rodeo Safety Program, and implementing prizes (i.e. bike lights) in the future.
- Safe Routes should be highlighted next year during the OCC Campaign

9.	**Principal Report**	**Sharon Burns**

- Encinal students love coming to school thanks to the fun programs we provide
- All principals will present their School Site Plan at the meeting tonight
- Excited for Halloween next week
- Teachers will be working on assessments and report cards in November. Thanks to all of our teachers for their hard work on this!
- The November Caring and Sharing Drive dinner with Bingo Night is sure to help families feel connected
- Reminder to complete the Financial Priorities Budget Survey and spread the word!

10.	**Adjourn**	**Eleanor de Jong**

- The meeting adjourned at 10:03 am
- The PTO Membership will hold their General Board Meeting on November 13, 2025 at 8:45 am in the ENspire Lab at Encinal School.
- No attachments to these minutes.

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Emily Bhatia
Recording Secretary of the Meeting