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

195 Encinal Avenue, Atherton, CA 94027

DATE:	December 11, 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 Anand Gupta
MEMBERS ABSENT:	
OTHERS PRESENT:	Sharon Burns Gina Watkins Aanika Carroll Jessica Hix Clare Lee Kinga Fern Eric Shoemaker Kendra Bartlow

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

- A staff member with a musical theater background has expressed interest in assisting.
    - Support may be possible if Prop 28 funds can be used for additional staffing.
- Rehearsals will take place after school on Tuesdays, Wednesdays, and Fridays over the next three months.
- Practices will run approximately 60–90 minutes after school.
- There will be minimal overlap with basketball season, allowing greater use of the gym once basketball concludes.

HRP Update

- HRPs are currently planning winter parties.
- A teacher survey has been created to gather information about classroom support needs.
    - Survey results will help HRPs allocate donations collected for holiday class gifts.
- Jessica Hix will assist with compiling and organizing survey responses to support teachers.

4. Treasurer Report — **Chelsea Marinelli & Prachi Parvin**

- Checking account is $63,251 and savings account is $20,024 - total cash available: $83,275

Caring & Sharing Drive

- PTO President's reminder email successfully motivated additional donations.
- A steady stream of donations has been received over the past 48 hours.
- A large direct donation to the PTO brought the overall budget to goal.
- Gift cards for Thanksgiving C&S have been purchased.
- Gift card purchases for December holidays are being initiated today.
- Current funding is approximately $1,000 less than last year, which itself fell short of the goal.
- While this year's contribution will be less than last year's, the group is pleased with the overall level of giving.
- Moving forward, goals should be reevaluated based on current and historical donation levels.
- Despite funding challenges, the PTO continues to strongly support the community.
- Girl Scouts provided beautiful homemade cookies for the Caring & Sharing Dinner, which were greatly appreciated!

Social & Emotional Learning (SEL) Support

- A donation to the school has been initiated to support Social and Emotional Learning for TK–1st graders.
- Funding will allow the interim counselor to return in January and provide additional SEL programming for these grades.
- The PTO is researching how other schools support SEL programs to identify best practices that could be implemented at our school.

Fundraising Updates

- Funds received from the "Ghost Light" production are restricted and designated specifically for "Oliver!"

- A question was raised about partnering with Maker Mobile to support ENspire Lab science lessons.
    - The school purchases science kits that include lesson plans, which could be taught in the ENspire Lab rather than in individual classrooms.
- If funds remain from the $7,000 allocation, the group may explore funding the astronomy dome experience.
- Fourth grade will be dissecting owl pellets
- The *Common Sense Media* program for 5th grade was deemed too costly; Maker Mobile (RAFT) may be considered for other grades in the future.
- Fifth grade did not select a science option but is preparing for Outdoor Ed in February.
- Brain dissection activities have been successfully implemented at other schools.
- The RAFT website was recommended as a source for additional ideas and materials.
- Science funds may be used to purchase a PTO membership to RAFT for $25.
- Girl Scout troops have used the ENspire Lab for meetings with great success, suggesting it could be utilized more broadly.
- ENspire Lab resources include microscopes available for teacher use.
- Additional microscopes and children's lab coats are stored in the PTO closet.

Outdoor Education (5th Grade)

- Outdoor Education checks are being collected.
- T-shirt funds are processed through the PTO.
- Fifth-grade families should be reminded that the Outdoor Education deadline is approaching.
- Scholarship funds are available, and all students will attend regardless of donation amounts.
- Trip dates are determined by the County; a request may be made for a warmer-month time slot.
- Staff received care packages last year, PTO President to organize care packages again this year
- Ashley Ludlow will reach out to teachers to identify additional needs and ideas for this year's care packages.

Staff Appreciation

- Crumbl cookies and hot chocolate will be provided for Winter Treats as part of staff appreciation.

Q&A Discussion

- Field Trips
    - Field trips are district-funded, with a per-school allocation.
    - Scheduling requires careful coordination; field trips may occur later in the year if they have not yet taken place in the first semester.
- Enrollment & Kindergarten
    - A question was raised regarding English vs. Spanish Kindergarten enrollment.
    - Priority registration begins in February.
    - Enrollment is declining statewide and nationwide.
    - Encinal's enrollment remains relatively strong, though lower than in previous years.

Project Name	Applicant Name	$ Amount	Amount Requested - Notes	Project Description	Impacted Students	Applied to JRG	Received funding from JRG
Cultural Event Traditional Outfit (Canes)	Rosa Alvarez	$360.00	at $15 for 24 students not including shipping	Canes for annual cultural event	One 2nd grade class	Yes	No
The Fantastic Four-th Readers	Susan Preston	$386.10	includes shipping	This project will establish a dynamic 4th-grade book club to deepen literary comprehension and foster a lifelong love of reading.	4th grade	Yes	No
Mystery Readers	Christine Reuter	$120.00		Mystery Book Collection King & Kayla collection on Scholastic https://shop.scholastic.com/teachers-ecommerce/teacher/books/king-kayla-collection-grades-1-3-6-books-9781338878318.html	3rd grade	No	No
Alternative Seating	Maggie Sanchez	$147.34	May be more due to not on Black Friday special	2 Stand up Working desks ($107.98) and 2 portable lap desks ($39.36)	One 4th grade class	No	No
Mock Caldecott Awards	Esme Collier	$495.00		Purchase and evaluate Caldecott Awards picture books that then get donated to library.	3rd grade classes	No	No
Connecting and Celebrating Language and Culture	Esme Collier	$1,972.00	Tier 2: $1,855 Tier 1:$1,368	More costumes and props for Spanish Immersion multicultural performance QUESTIONS: what costumes or props are needed? Are the canes involved that Alvarez asked for? How does this include the whole school?	all Spanish immersion classes	Yes	No
Ballet Folkorico attire for Kindergarten	Martha Barragan	$715.00		$55 costumes for 13 girls in the class. QUESTIONS: Boys costumes?	Kinder Spanish	No	No
Life Skills- Cheeky Monkey	Calli Stamates	$260.00		This project creates a hands-on economics unit for 3rd–5th grade AIMS students by giving them a budget to plan and make real purchases at a local toy store, integrating speech, language, math, and life skills, and concluding with a community outing.	AIMS	No	No
Kinder Basektball Hoop	Gina Watkins	$2,000.00	plus shipping	Kinder basketball	Kinder classes	No	No
Esperanza Reading	Jeanne McCann	$239.00	includes shipping	This project seeks additional Spanish Orton-Gillingham materials to better support struggling readers after seeing the method's strong impact in instruction.	all Spanish immersion classes	No	No
Birding with B	B Trujillo	$296.08		2 pairs of adult (high quality) binoculars, 10 pairs of kid binoculars, 10 Northern CA Bird Cards	All school	No	No
California Historical Fiction Book Clubs	Georgia Walton	$212.70	includes shipping	This project enriches 4th-grade California history instruction by creating historical fiction book clubs, using funded small-group novel sets to help students explore major state events through engaging, collaborative reading.	One class	No	No
Supporting the Cross Over to Literacy	Larra Olson	$200.00	approximate	This project supports TK students' fine motor, gross motor, and midline-crossing development by creating guided movement stations equipped with targeted materials to build foundational skills essential for future literacy.	One class	No	No
Spelling and reading book	Emma Paniagua	$130.00		Teacher book to guide my teaching and support my small group instruction	All TK and Kinder classes including a few from 1st and 2nd	No	No
Readiness and Writing	Michelle Betancourt	$500.00		This project aims to strengthen foundational handwriting instruction for TK–Kinder students by using multisensory Learning Without Tears materials that build fine-motor skills and support correct letter formation before transitioning to pencil-and-paper writing.	TK and Kinder classes	No	No
TK Calming Corner: Social-Emotional Support Space	Joselyn Ortiz-Holmes	$439.73	plus shipping	This project creates a dedicated Calming Corner equipped with sensory and self-regulation tools to help students manage emotions, reduce disruptions, and build social-emotional skills through a supportive, reusable classroom space.	One class	No	No
4th Grade Book Club	Kristin Vandro	$400.00		4th-grade book club to deepen reading comprehension and literary analysis through collaborative discussion aligned with ELA standards.	One class	Yes	No
Innovative Math Spaces	Erin Pindar	$750.00		Whiteboard table to facilitate math	One class	No	No
AIMS Science Fair	Calli Stamates	$200.00		Adapted AIMs science material to participate in the Science Fair	One class	No	No