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

195 Encinal Avenue, Atherton, CA 94027

DATE:	March 19, 2026
TIME:	8:45 am PST
PLACE:	ENspire Lab, Encinal School
MEMBERS PRESENT:	Eleanor de Jong Lindsey Sikes Francesca Baraggioli Prachi Parvin Jessica Kohli Ashley Ludlow Chelsea Marinelli Leah Wolf
MEMBERS ABSENT:	Emily Bhatia Anand Gupta Stacey Shirer Allison Jagtiani
OTHERS PRESENT:	Gina Watkins Ekaterina Vlasova Jessica Hix Nikki Miskowicz Allison Carlson Kinga Fern Aanika Carroll Anita Chiles Laura Wiggs Karen Mata
PRESENT VIA ZOOM:	Nick Hartman Pui-Yun Sha

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

- The meeting was called to order at 8:47 am by Parliamentarian Eleanor de Jong.
- Recording Secretary Emily Bhatia is absent for today's meeting; Eleanor de Jong took notes.

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

- Eleanor de Jong moved that the February 26, 2026 minutes be approved. The motion was seconded by Chelsea Marinelli and approved unanimously.

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

- Upcoming Events:
  - 3/27 School Spirit Day: Sports Day!
  - 3/27 Movie Night #3: Zootopia 2
  - 3/31-4/4 Crossing Guard Appreciation week
  - 4/16 Staff Spring Birthdays Celebration
  - 4/16-4/18 Encinal's Spring Musical: Oliver!
- First time offering the PTO meeting available virtually via zoom. Please sign-in, mute your own speaker, and speak up for the central speaker and camera.
- Happy birthday to Nikki Miskowicz!

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

4.	**Treasurer Report**	**Chelsea Marinelli / Prachi Parvin**

- Checking account is $88,839.49 and savings account is $20,024.02 - total cash available: $108,863.51.
- Highlighted expenses from February/March: Movie Night #3 and Oliver Jr. reimbursements. We received the check from Frozen Jr. ticket sales from last year, used to both offset expenses from last year and support Oliver Jr. expenses this year.
- Upcoming expenses: Movie Night #3, district reconciliation, basketball end of season fees (i.e. team parties)
- Upcoming income: volleyball dues are coming in.

5.	**Assemblies Update**	**Allison Jagtiani**

- n/a

6.	**Science Night**	**Ekaterina Vlasova**

- May 15th

- 3rd party vendor commitments include: San Mateo County Library - circuits; Computer History Museum; M-A High School Robotics Club; M-A High School Science Department, Mad Science - mighty magnetics, fundamental forces, do you see what I see.
- To be confirmed: Bee Keepers; Stanford Department; ENspire Lab
- Budget: $2400.
- In progress next steps: website and Google form (for sign-ups); Newsletter post for anyone in community who would like to participate leading an activity
- Communicating to the teachers to share with their classes via Gina/ staff newsletter.
- Check inventory of supplies in the closet from Ann Hutchinson (district science staff): lab coats, stethoscopes etc...

7.	**Musical Update**	**Leah Wolf / Liza Zassenhaus**

- Ticket prices: keep the same this year ($15 for adults, $12 for students), but open to reducing next year.
- Ticket sales: Message to cast plus 4th/5th grade teachers this week, general ticket sales next week. For sales at the door (when Ludus ticket sales website is closed just before show as well as concessions): do NOT accept via Venmo. We accept Zelle (first choice, no fees), PayPal, or Chase direct point of payment dongle (which has fees).
- Big thanks to Lindsey and Nikki for costume fitting event last weekend.
- Rehearsals going well after school; practicing in the gym now; March 30th/31st rehearsals at Hillview, then Spring Break, then Tech Rehearsals at Hillview just prior to shows.
- Close to 80 kids participating - need more help backstage from parent volunteers on show days.
- Recruiting parents now to get them more involved next year.

8.	**Spring Event & Movie Night**	**Stacey Shirer / Jessica Kohli**

- Movie Night 3/29: Zooptopia. Need a cash box for pizza $1/slice (cash only).
- Spring Picnic 6/5 (Friday night):
    - 4 food trucks confirmed (Curve Ball, Waffle Roost, Boba Tea, and Mister Softee) may add a Taco Truck or other.
    - To reduce lines at food trucks: consider the middle school girl scouts to sell water (for a fundraiser) or the Encinal 3rd - 5th grade girl scout troops could manage a water refill station (we have 3 large orange containers) to be free/environmentally friendly.
    - No bounce houses. Considering Hiller Aviation with flight simulators, but concerned about long lines.

9.	**Sports Update**	**Allison Carlson / Nikki Miskowicz**

- Basketball - DONE! (3rd-5th grade boys and girls)
    - 13 teams participated; 1 5th grade boys team won the championship, both 5th grade girls teams went far and 1 won the consolation round. Many of the younger teams came to support the older teams.
    - Fees: $150/basketball; $135/volleyball.
    - Costs:
        - Jerseys (consider setting aside money from prior year) - this year we reused many

        - Balls - had to purchase many to give each team a bag with 4 balls because lack storage in the gyms (spent over $1K on balls in general)
        - M-A high schooler coach ($1800) - she did great. Consider a Team Parent to be present and manage TeamSnap. Discussion also around if we want to pay coaches again in the future with sports funds or not.
        - Draft Night
        - M-A varsity game night with potluck - first year included the boys teams in the tradition
        - TeamSnap
        - League Registration ($9685)
        - Net profit: $1300 (back into Encinal PTO budget)
    - Boys volleyball this Spring:
        - Parent feedback to make the teams co-ed
        - 14 boys to play 2 other teams at other schools
        - Shorter season, lower costs, have uniforms from last year to re-use
        - Season starts next week and runs through end of May
        - Coaches will use the gym Tuesday night 7pm practice and Friday right after school so they don't interfere with the musical rehearsals.
    - Spread the word of the game times at Burgess. Ideas on how: ParentSquare? Newsletter? Encinal calendar? WhatsApp?

10.	**Nominating Committee**	**Eleanor de Jong / Francesca Barragioli**

- Nominating Committee: Parliamentarian (Eleanor de Jong), Vice President (Francesca Barragioli), plus 3 (Katya, Leah, and Jessica)
- Currently recruiting for:
    - Executive Board:
        - Vice President
        - Financial Secretary
        - Auditor
        - Co-Community Events Chair
    - Community Chairs:
        - Garden Co-Chairs
        - Co-lead Sports Commissioner B-ball
        - After School Activities
        - 5th Grade Celebration
        - Newsletter Group (need 1 more)
    - MPAEF OCC Ambassadors: 2nd and 3rd grades

11.	**Acting Principal's Report**	**Gina Watkins**

- Final trimester, 60 days left; second trimester report cards just went home.
- The school admin is reviewing data from report cards and developing plans for individual students.
- First coffee with Gina and parents last week: discussion took place regarding screen time in the classroom, including iReady - digital tool that is adaptive and differentiated for basic literacy skills (including phonics and vocabulary) that tells the teacher exactly what the student needs to work on and then the student can get practice on a targeted skill. Intention: 2 lessons per week in each subject (no more than 30 min a week in each subject).

Parent idea: would love to see some kind of feedback report to better understand what my child is working on and where they're performing relative to where they should be.

- District initiative: West Ed - professional development group for teachers focusing on English language development. Focus is on getting students to talk more in the classroom. First step to writing is being able to express your ideas verbally. Very powerful. The teachers involved in the training are bringing it back to others in larger staff meetings.
- State testing is coming up for 3rd, 4th, 5th grades in English and Math (plus science for 5th graders and then not again until 8th grade). Teachers using practice tests through CAASPP website.

12.	**Adjourn**	**Eleanor de Jong**

- The meeting adjourned at 10 am
- The next scheduled meeting of the Encinal Executive Board is scheduled for April 17, 2026 at 8:45 am in the ENspire Lab at Encinal School.
- No attachments to these minutes.

Eleanor de Jong
Substitute Recording Secretary of the Meeting