

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

195 Encinal Avenue, Atherton, CA 94027

DATE: May 28, 2026

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
Jessica Kohli
Ashley Ludlow
Chelsea Marinelli
Leah Wolf
Anand Gupta

MEMBERS ABSENT: Stacey Shirer

OTHERS PRESENT: Gina Watkins
Aanika Carroll
Jessica Hix
Rawan Alhuzbor
Kinga Fern
Fatima Loumaini
Karen Mata
Kendra Bartlow
Laura Wiggs
Kathy Cronin

1. Call To Order	Eleanor de Jong
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- The meeting was called to order at 8:52 am by Parliamentarian Eleanor de Jong.
- Emily Bhatia took notes as Recording Secretary.

2. VOTE: Motion to approve prior minutes	Eleanor de Jong
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- Eleanor de Jong moved that the April 17, 2026 minutes be approved. The motion was seconded by Lindsey Sikes and approved unanimously.

3. President Update	Lindsey Sikes
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- Welcome to our final meeting of the school year! It's wonderful to see everyone here today.
- We have several updates to share:
 - A big thank you to Allison for organizing the STEAM Assemblies yesterday.
 - Thank you to the Staff Appreciation team for an incredible Staff Appreciation Week.
 - Science Night was a tremendous success—an enormous amount of work, but also a lot of fun and a fantastic community event.
- This evening, Francesca and I will be handing out cookies at Open House—we hope to see many of you there!
- You are all warmly invited to the Volunteer Appreciation Breakfast. It promises to be a wonderful event, with breakfast, coffee cart, and a chance to celebrate the many volunteers who make our school community so special.
- Finally, please consider submitting a video message for Principal Burns' retirement tribute. Your participation would mean a great deal as we celebrate and thank her for her years of leadership and dedication.
- Upcoming Events:
 - 5/28: Tonight! Encinal Open House
 - 5/29: School Spirit Day - Pajamas!
 - 6/5: Spring Picnic
 - 6/9: Volunteer Appreciation Breakfast, 7:45-9:30 am
 - 6/9: School Spirit Day - Frozen Slushies!
 - 6/11: 5th Grade Clap-Out & Celebration
 - 6/12: Last Day of School

4. Nominating Committee Report: Executive Board Slate 2026-2027	Francesca Baraggioli & Eleanor de Jong
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Executive Board Candidate Slate 2026-2027:

Position Title	Chair Name(s)
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President	Francesca Baraggioli
Vice President	Jessica Kohli
Treasurer	Ian Medlock
Financial Secretary	Kinga Fern
Auditor	Nick Hartman
Recording Secretary	Rawan Alhuzbor
Community Events	Fatima Loumaini & Karen Mata
Parliamentarian	Lindsey Sikes
HRP Chair	Stacey Shirer
Assemblies Chair	Eleanor de Jong
Teacher Liaison	Ashley Ludlow

- We are excited to welcome our new Board members for the coming year. With nearly half of the team joining for the first time, we look forward to the fresh perspectives and positive changes ahead.
- As Prachi transitions to Oak Knoll, Ian Medlock will step into the Treasurer role. We are grateful for his willingness to serve and his previous experience in the position.
- Kinga Fern will serve as our new Financial Secretary.
- Nick Hartman, an incoming Kindergarten parent, will be joining the team.
- Community role assignments are outlined in **Exhibit A** (PTO Committee Chair Roles) for review.
 - We are pleased to welcome Aanika Carroll and Andy Kao as the new leads for the Book Fair.
 - We are still seeking a Basketball Sports Commissioner. Please share the names of anyone who may be interested in serving in this role.
 - We are also looking for a 5th-grade parent volunteer to join the 4th/5th Grade Musical Committee

5.	VOTE: Motion to approve Executive Board Slate 2026-2027	Eleanor de Jong
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- Eleanor de Jong moved that the new Executive Board Slate for 2026-2027 be approved. The motion was seconded by Chelsea Marinelli and approved unanimously.

6.	VOTE: Motion to approve Banking Resolution	Eleanor de Jong
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- Eleanor de Jong moved to approve the banking resolution. The motion authorized Francesca Baraggioli, Kinga Fern, and Ian Medlock as signatories on the Chase Bank accounts effective August 21, 2026 (or within 15 days thereof), and removed Lindsey Sikes, Chelsea Marinelli, and Prachi Parvin as authorized signatories effective July 31, 2026 (or

within 15 days thereof). The motion was seconded by Leah Wolf and approved unanimously.

7.	Treasurer Report , including Surplus Report	Chelsea Marinelli & Prachi Parvin
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- Checking account is \$95,316.73 and savings account is \$20,024.50 - total cash available: \$115,341.23
- The PTO has spent approximately 51% of its annual budget to date, with several significant expenses anticipated during the final weeks of the school year.
- April/May highlighted expenses:
 - Oliver reimbursements
 - OCC Disbursement #4
 - Safe Routes to School Earth Day activities
 - Staff Appreciation Week
 - Annual tax filings
- An additional OCC disbursement was received; an invoice for advertising expenses is still pending.
- Upcoming May/June expenditures include:
 - Final volleyball expenses
 - Garden projects
 - Spring Picnic
 - Open House
 - Volunteer Appreciation Breakfast
 - Transfer of Musical Program funds to the District
 - The PTO reaffirmed its goal of carrying forward a \$5,000 reserve for the next fiscal year.
- Existing tablecloth inventory was located, eliminating the need for additional purchases

Surplus Report

- PTO discussed proposed allocations of the current-year surplus, including:
 - \$5,000 in seed funding to carry forward into the next fiscal year.
 - \$500 for Sports, with a recommendation to continue setting aside this amount annually as a reserve for jerseys, equipment, and other unforeseen needs.
 - \$18,500 to fully fund Caring & Sharing Drive (C&S) for the upcoming school year, reducing the need for multiple parent fundraising requests early in the school year.
- A proposal was presented for a garden mural by artist Flo de Bretagne, at a cost of up to \$9,000. The artist has completed several murals at Encinal and other local schools, including Laurel.
 - Discussion regarding the mural proposal included:
 - Suggestions to incorporate educational elements, such as the water cycle, plant life cycles, flower identification, or other learning-focused visuals.
 - Recognition that educational imagery can provide meaningful daily reinforcement and support student learning.
 - It was confirmed that the proposed mural location is highly visible to students, particularly those in grades 3–5, and could also serve as an attractive backdrop for class photos.
 - Additional discussion noted that other campus walls may require resurfacing or could be impacted by future seismic upgrade projects, making the proposed mural wall a particularly suitable location.

- In response to questions about artist selection, it was shared that PTO VP solicited recommendations from neighboring schools, and Flo de Bretagne was recommended by multiple school communities. Additional muralist
- The mural was discussed as a lasting gift to students and a welcoming new feature for the campus when students return in the fall.
- While efforts were made to explore student involvement, competing end-of-year demands on teachers, families, and the artist limited opportunities for participation this year. A suggestion was made for the artist to visit campus next year to discuss the mural and its themes with students.
- It was also noted that Teacher B ultimately declined to lead the mural project, as it would have been significantly larger in scope than previous projects.
- Additional potential surplus-funded purchases discussed included:
 - Recess equipment and accessories.
 - Classroom library books.
 - A chalkboard in the recess area (estimated at \$1,500) for student artwork, announcements, and yard-duty messages.
- Musicals discussion
 - Going forward, costume expenses and other items not eligible for funding through Prop 28 are expected to become PTO-funded expenses.
 - No comparative spending information was available from other schools regarding musical productions.
 - The proposed \$5,000 allocation for the musical program would provide a financial safety net for future productions and help address budgeting uncertainties.

8.	VOTE: Motion to approve Surplus allocation from 2025-2026 Budget	Eleanor de Jong
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- Eleanor de Jong moved that the Surplus from the 2025-2026 PTO Budget be allocated and approved as follows:
 - \$5,000 for the Musical Program, \$500 for Sports, and \$18,500 for Caring & Sharing Drive.
 - In addition, expenditures of up to \$9,000 for a garden mural project, to be completed by the end of the summer, subject to the artist's availability and timeline. Final approval of the selected proposal will be determined by an electronic majority vote of the Executive Board no later than July 31, 2026
- The motion was seconded by Lindsey Sikes and approved unanimously.

9.	Preliminary Budget Presentation, 2026-2027	Francesca Baraggioli / Kinga Fern
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- **Exhibit B:** Encinal PTO Budget 2026-2027 was distributed and reviewed.
- Of particular note is the increased OCC suggested contribution from \$2,000 to \$3,000 per student, and the PTO contribution from \$250 to \$300 per student.
- Several budget line items, including the Spring Picnic, are still being finalized.
- The possibility of sharing the SWANK movie licensing fee across the district was discussed.
- The budget is expected to be finalized in November 2026.
- There is hope that the increased OCC contribution will fully cover C&S expenses next year.
- A question was raised about whether future budget surpluses could be allocated toward teacher appreciation gifts, reducing the need for separate parent collections during the school year.

- Members inquired about scholarships for after-school activities; these are expected to be available through individual program vendors.

10. VOTE: Motion to approve Preliminary Budget 2026-2027	Eleanor de Jong
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- Eleanor de Jong moved that the Preliminary Budget for 2026-2027 be approved. The motion was seconded by Allison Jagtiani and approved unanimously.

11. After School Activities Discussion	Laura Wiggs / Fatima Loumaini
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- Discussion centered on whether additional after-school programming should be offered on Thursdays, which appears to be a particularly popular day for student activities.
- Low enrollment remains a challenge, with some classes ultimately being canceled due to insufficient registration.
- Run Club continues to be highly popular, although it is not formally part of the after-school enrichment program.
- With all students being released at the same time next year, enrollment in after-school programs is expected to increase, as families with children in multiple grade levels will have an easier time coordinating schedules.
- Laura Wiggs, who has coordinated the program for seven years, shared observations based on both the successes and challenges she has experienced over time.
 - One notable trend is that when Run Club expanded to include boys and became a broader community program, approximately 70 students shifted away from other after-school enrichment offerings.
 - The school previously partnered with a larger number of enrichment vendors than it does today.
 - Run Club's popularity has likely contributed to reduced participation in some after-school programs.
 - Encinal facilitates the registration process but is not involved in the management or operation of individual vendors.
 - Families may be less willing or able to pay for after-school enrichment programs than in previous years.
 - Because Run Club does not meet on Thursdays, a proposal was discussed to concentrate after-school enrichment offerings on that day.
 - Demographics and family needs have shifted significantly since the COVID-19 pandemic.
 - Many students participate in Newton after-care, which may impact enrollment in enrichment programs.
 - Considerable administrative work is required to coordinate classes, even when enrollment numbers are ultimately very low

12. Spring Picnic: June 5th	Jessica Kohli
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- Volunteers are needed to support the event, with a particular need for assistance during setup.
- Six food trucks have been confirmed for the event.
- The committee is seeking an Eddy the Eagle mascot to participate in the festivities.

13. Adjourn	Eleanor de Jong
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- The meeting adjourned at 10:24 am
- Attachments to these minutes:
 - Exhibit A: PTO Committee Chair Roles (see above)
 - Exhibit B: Encinal [Preliminary PTO Budget 2026-2027](#)

Emily Bhatia
Recording Secretary of the Meeting