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

195 Encinal Avenue, Atherton, CA 94027

DATE: September 25, 2026

TIME: 8:45 am PST

PLACE: ENspire Lab, Encinal School

MEMBERS PRESENT:
Francesca Baraggioli
Lindsey Sikes
Eleanor de Jong
Jessica Kohli
Ashley Ludlow
Stacey Shirer
Ian Medlock
Kinga Fern
Fatima Loumani
Karen Mata
Trisha Lee
Nick Hartman

MEMBERS ABSENT: Rawan Alhuzbor

OTHERS PRESENT:
Gina Watkins
Aanika Carroll
Chelsea Marinelli
Allison Jagtiani
MPCSD Board Representative Sherwin Chen

PRESENT VIA ZOOM:
Adrian Silva
Minnie Manara
Claire Lee

1.	**Call To Order**	**Lindsey Sikes**

- The meeting was called to order at 8:53am by Parliamentarian Lindsey Sikes

2	**Presentation & Vote to Amend Standing Rules**	**Francesca Baraggioli & Lindsey Sikes**

● Motion: Approve the proposed Amendment to the Standing Rules:

VIII. Rule VIII: Use of Artificial Intelligence (AI) Tools

A. Permitted Uses

The Encinal PTO Executive Board and Committee Chairpersons may use artificial intelligence (AI) tools to support the organization's operations, including but not limited to: drafting fundraising materials and communications; creating graphics, flyers, and promotional content; generating summaries or notes from meetings; drafting newsletters and correspondence; and other administrative or organizational tasks that do not involve personal data as described in Section B below.

B. Prohibited Uses

No Executive Board member, Committee Chairperson, or volunteer may input, upload, or otherwise submit personally identifiable information regarding Encinal PTO members, students, teachers, staff, or families into any AI tool. This includes, but is not limited to, names, addresses, phone numbers, email addresses, financial information, health information, or any other data that could identify or profile an individual. AI tools shall not be used to analyze, mine, profile, or draw conclusions about specific individuals, whether teachers, parents, students, or volunteers.

Vote: 12 in favor, 0 opposed, 1 abstention.
Motion carried.

3.	**President Update**	**Francesca Baraggioli**

- Welcome
- Thank yous:
    - Garden chair and leads
    - Staff Appreciation chairs and volunteers
    - Bike bus chairs and volunteers
    - OCC leads and volunteers
    - HRP chair and volunteers
- Upcoming Events:
    - Fall Family Fair on September 25th 5-7pm TODAY!
    - Bike Rodeos
    - Halloween Parade/coffee on Friday, October 30th, 8:30am
- MPCSD Board Representative Sherwin Chen
    - Welcome / Introduction
- Standing Rules Update: AI Language
    - Francesca presented proposed language for proper AI use/restrictions within organization
        - Question about accidental usage of AI, reviewed member removal process in Bylaws

4.	**Budget Presentation & Surplus**	**Ian Madlock**

- At a glance:
    - Checking: $32,150
    - Savings: $ 44,026
    - Total Cash available: $76,176
    - Outstanding up-deposited checks: $5,746.32
- Income: primarily OCC and surplus ($)
- Expenses to date:
    - Sports insurance (by EOM)
    - Volleyball registration
    - Fall Family Fair (9/25)
- Upcoming expenses
    - Fall Family Fair
- Holding on surplus spending until occ comes in (including hold on garden bed fix)
- New venmo recipient: EncinalPTO

5.	**MPAEF Update**	**Lindsey Sikes**

- Overview
    - Founded in 1982 by a small group of parents in response to the impacts of Prop 13 and reduced funding for public schools.
    - MPAEF's mission is to enable the Menlo Park City School District (MPCSD) to provide an exceptional education to students at Laurel, Encinal, Oak Knoll and Hillview schools.
    - Since 2006, they have provided over $69M in funding to MPCSD.
    - Last year, the MPAEF grant to MPCSD was $3.9M!
    - 2027 is the 45th anniversary
- OCC: PTO v. MPAEF
    - PTOs:
        - School site based - focused on the needs of that school site only
        - Donations can fund supplies, community-building events, enrichment programs, etc.; *cannot* fund staff salaries
        - Funds spent within the school year they are received
    - MPAEF:
        - Granted to district to support ALL students
        - *Can* fund staff salaries
        - Funds spent in the year following when they are received
- Upcoming Dates:
    - Last day of the OCC campaign: TODAY! Friday, September 25, 2026

- Dine Out Week: October 13-16, 2026
- Wine Walk: Saturday, November 14, 2026
- Auction Party – Saturday, March 20, 2027
- Online Auction: March, 2027 (the week after the auction)
- Schoolhouse Rocks Run & Festival: Sunday, May 23, 2027

6.	**Community Events - Fall Family Fair**	**Fatima Loumani & Karen Mata**

- Fall Family Fair overview:
  - 5 food trucks, bouncy houses, lawn games, popcorn, tattoo station, ENSp!re lab, OCC table
  - Still looking for volunteers

7.	**Book Fair**	**Aanika Carrol & Andy Kao**

- New vendor! Linden Tree Books - Wednesday, June 2 through Friday, June 4 (including Spring Picnic)
  - Stay tuned for volunteer opportunities. We will need parent volunteers to help with set-up, sales, and packing up the fair
  - Linden Tree will also send a representative to help during peak hours
  - How to get the word out - HRPs
- New Program! Classroom Books Wishlists - teachers to submit their wishlists and parents can purchase books for their classrooms directly from the site: Bookshop.org
  - Feedback from teachers - they love it, but not easy to know who purchased the books for them

8.	**Teacher Highlight**	**Ashley Ludlow**

- Thank you for supplying the teachers with pizza on Back to School Night
- A few teachers have asked about mini grants. Francesca noted that we time the mini-grants after Jeanie Richie to encourage teachers to apply for that grant money first

9.	**Principal's Update**	**Vice Principal Gina Watkins for Principal Trish Lee**

- Two exciting new spaces on campus : The Nest and the Play Studio
  - The Nest: calming space with sensory materials, dim lights (counselor space) emotions outside of the classroom 5-10 minutes
  - The Play Studio: Oak Knoll (OCC funded jeannie richie) shared their instructional coach Celeste every wednesday the whole year all K and first grade going in and having an intentional lesson on how to play, how to engage with new materials, how to engage with peers. Classroom teacher goes and also sits in on lesson, then after lesson, stations set up.Big part of behavior task force from last year
  - There was a question about expanding use for older kids- there is hope to expand
- Safety patrol - training beginning soon, lots of leadership opportunities drop off and in TK/K yard
- Site Safety plan - just finished, going to board for approval. Site council approved this week (first meeting was this week)
- Kirsten's new initiative: greet every student at the door (eye contact/name)

    - makes a difference (small gesture, big impact)
    - question on how to make sure this is happening
- Carpool
    - Drop off between 8am-8:15am
    - Changed due to staffing restraints
    - Younger grades were missing 50 minutes of instructional time
    - Seeing an improvement in behavior and safety
    - Traffic similar to last year
    - Gate in back to be open 5 minutes early at pickup for bike parents
    - Any concerns/hardships? Email Vice Principal Watkins any concerns
    - Question/discussion about adding a bypass lane to carpool-looking into it

9.	**Open Forum**	**Everyone**

- Further discussion about carpool drop-off concerns- ways to ease drop-off traffic, alternative drop-offs.
    - Bus route questions? Send ideas/concerns to Sandy Franco, Director of Maintenance, Operations, & Transportation, sfranco@mpcsd.org.

10.	**Adjourn**	**Lindsey Sikes**

- The meeting adjourned at 10am
- The next scheduled meeting of the Encinal Executive Board is scheduled for October: 10/22, 2026 at 8:45 am in the ENspire Lab at Encinal School.
- There are no attachments to these minutes.

Lindsey Sikes, ad hoc notetaker