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

195 Encinal Avenue, Atherton, CA 94027

DATE:	August 27, 2026
TIME:	8:45 am PST
PLACE:	ENspire Lab, Encinal School
MEMBERS PRESENT:	Francesca Baraggioli Eleanor de Jong Lindsey Sikes Jessica Kohli Ashley Ludlow Stacey Shirer Ian Medlock Fatima Loumani Karen Mata Rawan Alhuzbor
MEMBERS ABSENT:	n/a
OTHERS PRESENT:	Gina Watkins Trisha Lee Ekaterina Vlasova Kinga Fern Risada “Iris” Panavija Aanika Carroll Anita Chiles Chelsea Marinelli Kendra Bartlow Allison Jagtiani Trisha Schimek
PRESENT VIA ZOOM:	Nick Hartman Andy Kao Minnie Manara Jessica

1.	Call To Order	Lindsey Sikes

- The meeting was called to order at 8:47 am by Parliamentarian Lindsey Sikes

2.	President Update	Lindsey Sikes

- Welcome & Introductions
- Thank yous:
    - Newsletter team for sending out already 2 newsletters from Kendra and onboarding 2 new volunteers, Dora and Kailey.
    - Jessica Kohli for back to school coffee event
    - Jessica again and Ally for organizing the Kinder and TK playdates, Kinga & Allison for spiritwear. Thank you also to Stacey and Karen Mata for helping out during the event.
    - Juan Pinzon and Adrian Silva for successful bike event to Hillview
    - Leana Lee and Megan Brown for staff appreciation on the first day of school
    - Allison Jagtiani for getting the gardens cleaned up and ready for the year. She worked with our MOT department during the summer to get many garden beds fixed!
    - Clara Lee for working over the summer to help switch email addresses and maximize our tech capabilities!
    - Finance team Ian Medlock and Kinga Fern for quickly ramping up and printing teacher's checks while taking over the finances.
    - Lindsey Sikes thank you for making the mural happen!!
    - Eleanor de Jong for lining up a nice assembly calendar
    - Fatima Loumani for setting up afterschool activities with the help of Laura Wiggs
    - Priscila Casanova and Allison Carlson for kicking off the registrations for volleyball girls and boys happening now!
    - Stacey Shirer for recruiting HRPs and Allison Jagtiani for garden leads for each classes
- Upcoming Events:
    - 9/3: Back to school night - OCC kick-off
    - 9/9: OCC event: happy hour @Barebottle
    - 9/16: OCC coffee

3.	Budget Presentation	Ian Madlock & Kinga Fern

- At a glance:
    - Checking: $41,955
    - Savings: $44,025
    - Total Cash available: $85,980

    - Outstanding up-deposited checks: $16,320
- Income: primarily OCC and surplus ($24,000)
- Expenses to date:
    - summer expenses (surplus spending): new mural
    - kinder/TK playdates
    - teacher classroom supply grants ($300 to each teacher before the start of the school)
    - Back to school coffee
    - administrative costs
- Upcoming expenses: Fall Family Fair

4.	**OCC Campaign Overview**	**Eleanor de Jong**

- At a Glance:
    - Critical annual fundraiser to support excellence across our district!
    - Goal: $4.1M by Sept 25 with 100% participation
    - Suggested Donation: $3,000/student or any level that feels meaningful for your family - every dollar counts and every donation matters
    - How your single OCC donation supports Encinal through two paths:
        - PTO: events & enrichment
        - MPAEF grant to the school district: staff & programming
- MPCSD is a community-funded district, the MAPEF grant funds 5% of the budget
- Overall OCC approach:
    - Festive launch at Back to School Night
    - MPCSD and MPAEF emails and social media
    - Principal and PTO Leadership ParentSquare posts
    - School in-person events throughout the month
    - Parent Happy Hour 9/9
    - New Family Event
    - Ambassador school/Grade level emails
- Encinal OCC Team:
    - Grade Level Ambassadors:
        - TK - Adrian Silva
        - K - Francesca Baraggioli
        - 1st - Kendra Bartlow
        - 2nd - Jessica Kohli
        - 3rd - Karen Mata
        - 4th - Priscila de Souza
        - 5th - Allison Carlson
    - PTO:
        - President: Francesca Baraggioli
        - VP: Jessica Kohli
    - MPAEF:
        - Co-President: Allison Jagtiani
        - OCC Engagement Co-Chair: Eleanor de Jong
        - Liaison: Lindsey Sikes

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

- Bouncy Houses
- Food trucks: 3 savory (El Pasisa by Los Alegres, Saigon 2, Waffle Roost) and 3 sweet trucks (Kona Ice, Mr Softee, Coffee truck)
- Volunteer: need help to post to ParentSquare from PTO President

6.	**Garden Update**	**Allison Jagtiani**

- Figuring out a maintenance plan for weeds so not all on the garden volunteer
- MOT fixed 8 garden beds
- Looking for garden leads for each class (1 hour per month)
- Compost will be here September 1st - ready garden plan for first lesson to make it simple for garden volunteer leads
- Visit the chickens!

7.	**Principal Update**	**Dr. Trisha Lee**

- Visitor check-in system update
- Volunteers (working with students): remember to go through the process to get clearance and finger-printed
- Arrival/dismissal: change to the single bell schedule
    - Going well - changed from two 20 minute carlines each morning and afternoon to a single 15 minute carline each morning and afternoon
    - Enables much better supervision
- Morning drop off time challenge (has changed from 7:45am to campus opening at 8am):
    - Newsletter survey to parents about interest in morning for Newton childcare (need a minimum)
    - Internally looking into staffing for earlier morning time
    - Bus drop off time is 7:40am - go to Kinder yard until 8am
- Discussion regarding busy roads, especially for bikes and cars sharing the road (especially Laurel st.)
    - No sidewalks: pedestrians should be walking in the opposite direction (asked city to put signs back out; message going in newsletter; crossing guard could remind?)
    - Clarification on no left turn sign into campus at pick up time (ok during morning? Gina Watkins to confirm)
- Gina Watkins will be giving a safety report to students soon
- BTSN
    - No childcare will be provided by Newton.
- Discussion regarding communicating to parents what the various safe school and lockdown language means and what the kids are aware of

8.	**Open Forum**	**All**

- *(none - discussed ensued during Principal Update)*

9.	**VOTE:** Motion to approve prior minutes	**Lindsey Sikes**

- Lindsey Sikes moved that the February 26, 2026 minutes be approved. The motion was seconded by Francesca Baraggioli and approved unanimously.

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

- The meeting adjourned at 10:02 am
- The next scheduled meeting of the Encinal Executive Board is scheduled for September: 9/25, 2026 at 8:45 am in the ENspire Lab at Encinal School.
- There are no attachments to these minutes.

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Eleanor de Jong, ad hoc notetaker
Rawan Alhuzbor, co-writer