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

195 Encinal Avenue, Atherton, CA 94027

DATE: October 22, 2026

TIME: 8:51 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
Karen Mata
Trisha Lee
Nick Hartman
Lindsay Walker

MEMBERS ABSENT: Stacey Shirer

OTHERS PRESENT:
Chelsea Marinelli
Allison Jagtiani
MPCSD Board Representative Sherwin Chen

PRESENT VIA ZOOM:
Leana Lee
Clare L,
Nick Hartman
Geoff Winegar

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

- The meeting was called to order at 8:51am by Parliamentarian Lindsey Sikes

2	**VOTE: Motion to Approve Prior Minutes**	**Lindsey Sikes**

- Motion to approve prior minutes:
  Vote: 11 in favor, 0 opposed, 0 abstention
  Motion carried

3.	**VOTE: Replacement of Recording Secretary**	**Lindsay Sikes**

- Motion to approve Lindsay Walker as replacement as Recording Secretary
  Vote: 11 in favor, 0 opposed, 0 abstention
  Motion Carried

4.	**President Update (OCC results)**	**Francesca Baraggioli**

- Updates on school activities:
  - Bike Rodeo
  - Halloween Coffee next Friday starting 7:45; PTO supplying coffee
  - Staff appreciation
  - Lost and found
- Next Month:
  - Holiday season starting
  - Expect communication about Caring and Sharing
- One Community Campaign (OCC) Update
  - Overall campaign raised $.2M exceeding its $4.1M goal; additional corporate matching gifts are pending.
  - Thanks to Eleanor and all participating families for their contributions.
  - Encinal PTO funding fell short of projections ($83,000 against projected $128,000), despite the districtwide campaign's success.
  - The higher suggested donation increased overall fundraising, but lower enrollment and decreased family participation reduced Encinal's expected PTO revenue.
  - Principal Lee: assess whether the larger drop in participation was due to ask for increased dollar amount
- **PTO Budget Adjustments**
- Caring and Sharing will bear the largest reduction in the PTO budget. Encinal has greater Caring and Sharing needs than other schools but receives less funding, making the cuts disproportionately impactful.
  - **2026–27:** Rely on additional parent donations to offset the shortfall.

    - **Future years:** Explore structural funding changes, potentially using District Council or foundation funds, since PTOs cannot pool resources directly.
    - Encinal has greater Caring and Sharing needs than other schools but receives less funding, making the cuts disproportionately impactful.
- **Additional Fundraising Ideas**
- Discussed increasing sports participation fees and introducing volunteer coaching stipends, similar to Hillview.

5.	**Budget Presentation**	**Ian Medlock**

- Overview of sports insurance renewal, volleyball registration, 2nd disbursement from foundation; school supplies

6.	**District Update**	**Sherwin Chen**

- **Measure U District Facilities and Modernization Updates:**
- **Completed Projects**
    - Encinal bike racks relocated from the front of the school.
    - HVAC installed at Upper and Lower Laurel..
    - Fiber and cable upgrades completed on time and on budget.
    - Surveillance cameras installed.
- **Upcoming and Ongoing Projects**
    - Two major projects accelerated: districtwide HVAC upgrades and Lower Laurel reconstruction.
    - Districtwide security improvements, including electronic door access controls.
    - Hillview gym and locker room modernization.
    - **Districtwide HVAC:** Goal is to install electric HVAC in every classroom by fall 2027.
    - **Lower Laurel Reconstruction:**
        - Preparatory work planned for summer 2027, ahead of a two-year rebuilding project.
        - The two-story design costs approximately 33% more but preserves green space and flexibility for future expansion.
        - Eleanor raised concerns about how Encinal families may perceive the significant investment in Laurel, particularly as Encinal receives comparatively less funding.
- The group discussed where Early Learning Center (ELC) programs would operate during construction and how the new building could accommodate early-learning needs.

7.	**After School Sports**	**Allison Carlson**

- Volleyball: Season wrapping up.
    - 1 boys' team and 3 girls' teams.

    - Participation declined from 50 to 30 students - possibly due to smaller and fewer classes compared to last year (5-5th grade classes versus 4-5th grade classes this year).
    - Hired a boys' coach with a $1,500 stipend.
- Francesca confirmed that the PTO covers fingerprinting costs for parent volunteer coaches.
- Basketball: Season gearing up
    - 50 students registered.
    - Discussed opportunities to increase program awareness and participation through additional promotion (eg basketball open house).
    - Allison allowed coaches to decide whether they want to pay for their kids registration or whether the prefer not to.

8.	**After School Activities (ASA)**	**Fatima Loumaïni**

- The broader after-school activities program had 122 registrations this trimester, down from prior levels.
- Fatima will gather feedback through two surveys: one for families already participating in after-school activities and another for the entire school community to learn about interest and barriers to participation.

9.	**Teacher Highlight**	**Ashley Ludlow**

- Thank you for feeding teachers during conferences
- Sending out a dietary survey
- Mini PTO grant requests incoming

9.	**Principal Update**	**Dr Trisha Lee**

- Principal Lee summarized the focus areas she presented to the board from Encinal's Single Plan for Student Achievement (SPSA)
- Starting the process of re-visioning Encinal; year long effort for the staff
- Addressed concerns that Encinal is losing enrollment to other schools
    - She reviewed enrollment data in response to parent concerns. Looking for transfer reasons within the district; no clear pattern; primary explanation was a return to their "home" school or moving out of the district.
    - Principal Lee emphasized the importance of developing a positive, accurate narrative about the school as the community considers enrollment trends and Encinal's future.

10.	**Open Forum**	**Everyone**

11.	**Adjourn**	**Lindsey Sikes**

- The meeting adjourned at 10:16 am
- The next scheduled meeting of the Encinal Executive Board is scheduled for October: 11/12, 2026 at 8:45 am in the ENspire Lab at Encinal School.
- There are no attachments to these minutes.

Lindsay Walker, Recording Secretary