

Portola Valley School District
PTO Executive Board Meeting
January 18, 2019

Members in attendance: K Zamboldi, L Robins, S Trenchard, D Melendez, C Maijala, JL Carver, K Urbanek, L Hovland

Members absent: None

Others Present: S Vincenzo, Connie Ngo

- 1) Call to Order
 - a) The meeting was called to order at 9:36 AM.
 - b) Those in attendance introduced themselves.

- 2) Approval of Minutes
 - a) L Robins motioned to approve the PTO Meeting Minutes of 11/9/18, with a second by K Zamboldi. The motion passed.

- 3) Principal Updates
 - a) C Maijala reported on the recent CMS power outage (which highlighted the need to fine tune communications with staff and parents), and the Winter concert.
 - b) L Hovland reported that the district is working with Woodside Fire to remove and chip tree limbs close to the school yard.

- 4) Superintendent Update
 - a) C Ngo reported on Measure Z (hiring of Bond and Facilities Director (Adam Lint), construction management firm and architectural firm; development of construction financing plan).
 - b) The school board approved the formation of a Citizens' Bond Oversight Committee.

- 5) Emergency Prep
 - a) Both school sites will develop a list of in-class supplies that need to be held in each classroom for shelter-in-place emergencies. The PTO may offer a grant to help support the stocking of these supplies. Discussion centered on PTO vs District funding of e-prep supplies, and C Maijala noted that it is common for school districts to have a PTO-District partnership with regard to student safety.

- 6) iClick:
 - a) Parents have been identified to evaluate alternative vendors to iClick for school photos.

- 7) Original Works
 - a) L Robins motioned to approve the formation of a committee to evaluate Art To Remember as an alternative vendor to Original Works. S Trenchard seconded the motion. The motion passed.

- 8) Website Redesign
 - a) K Zamboldi reported on plans to update the PTO website; S Vincenzo is leading the redesign, updating the home page look, refreshing content areas and adding new information.

- 9) Fundraising
 - a) PTO discussed having more CMS fundraisers, ending the Turkey Trot, and the possibility of a 4th/5th parent-child dance.

10) Review Action Items

- a) PTO members will work with the district on classroom shelter-in-place supplies.
- b) L Robins will form a committee to evaluate Art To Remember.
- c) PTO members will set up a google drive for the addition of content areas for the PTO website.
The goal is for content to be added by Feb 15.

11) The next PTO meeting has been set for March 8, 2019, at 9:00AM, at CMS.

12) Meeting adjourned at 11:10AM.