

**Portola Valley School District
PTO Executive Board Meeting
November 9, 2018**

Members in attendance: K Zamboldi, L Robins, S Trenchard, D Melendez, K Shima, E Hartwig, JL Carver

Members absent: K Urbanek

Others Present: B Day, S Vincenzo

- 1) Call to Order
 - a) The meeting was called to order at 9:06 AM.
 - b) Those in attendance introduced themselves.

- 2) Approval of Minutes
 - a) L Robins motioned to approve the PTO Budget Meeting Minutes of 9/21/18, with a second by D Melendez. The motion passed.

- 3) Discussion Items
 - a) Financial Update: It was noted that PTO membership is lower than last year causing a budget shortfall of ~\$3k. Other topics included outreach to staff regarding grant availability, and emergency prep (red bags).
 - b) Taxes and Charitable Trust Registry: There is an additional registration charge of \$25/yr (Jane will submit next year).
 - c) iClick: L Robins motioned to approve forming a subcommittee (including school secretaries and parents) to research alternative vendors. K Zamboldi seconded the motion. The motion passed.
 - d) Brokerage Account: D Melendez recommended an MMA or savings account to minimize risk due to stock market volatility.
 - e) Teacher Allocation Surplus Funds:
 - i) J Carver motioned to approve the rollover of surplus PTO funds each year. L Robins seconded the motion. The motion passed.
 - ii) J Carver motioned to have \$5500 (of the \$6500 currently held by the district) be returned. L Robins seconded the motion. The motion passed.
 - iii) J Carver motioned to have any funds *not* spent by a teacher leaving the district to be returned to the PTO annually. L Robins seconded the motion. The motion passed.
 - f) Rainy Day Fund: It was noted that the PTO leadership plans to discuss the ~\$50k currently allocated in the Rainy Day fund.
 - g) PTO Weekly: S Vincenzo gave an update regarding the PTO Weekly, including thoughts on goals and length, and a possible small redesign of PVSD website to include a link to the PTO Weekly.
 - h) Fundraisers: Fundraiser activities were noted, including Amazon, Minted, and Honey Bear.

- 4) Past Activities Recap
 - a) Past activities include the Book Fair, Bagels and Books, Picture Day, Super Staff Lunches, 4th-5th Assembly, Halloween, 6th-8th BBQ Lunch, Turkey Trot, Campus Volunteer Day, Second Harvest Food Drive, and Original Works. Of specific note:
 - i) Turkey Trot: It was noted that this fundraiser requires a lot of effort, but generates very little income. PTO members brainstormed ideas including alternating sites (CMS/ORM), and recommended discussing at next meeting.

- 5) Upcoming Activities
 - a) Upcoming activities include the 4th-5th Cocoa Breakfasts (11/16, 1/18), the Winter Concert

(12/12, 1/16), and a District Leadership Meeting (1/11).

6) Ongoing Activities and Events

- a) Ongoing activities and events include Spirit Wear, Assemblies, Breakfast Club, Art in Action, After School Sports, PV Basketball, Staff Birthdays, Hot Lunch/Playground, PTO Weekly, and Fundraising.

7) Principal Update

- a) K Shima (CMS) reported that the BBQ lunches are very popular with the students (budget \$3k). Also, the Fur, Tails and Scales assembly was well received, could be adapted, and brought back again. In April, Chinese acrobats will be coming. She also brought up the idea of a PTO fundraiser for a parent/student dance.

8) Superintendent Update

- a) E Hartwig reported on Measure Z (61.1% approval with 50% votes counted) and the next steps for the district with its passing (architect search, project manager search, construction, hiring of maintenance technician, formation of oversight committee).

9) Review Action Items

- a) Actions items were reviewed.

10) The next PTO meeting has been set for January 18, 2019, at 9:00, at Ormondale.

11) Meeting adjourned at 10:35AM.