

Portola Valley School District
PTO Board Meeting
March 8, 2018

Officers in attendance: S Wernikoff, K Zamboldi, C Lynch, K Urbanek, L Robins

Officers absent: JL Carver

Also in attendance: L Hovland, C Maijala, C Ngo

- 1) Call to Order
 - a) The meeting was called to order at 9:02 AM.
 - b) Those in attendance introduced themselves.

- 2) Approval of Minutes
 - a) C Lynch motioned to approve the minutes of 1/18/18, with a second by S Wernikoff. The motion passed.

- 3) Financial Update
 - a) Per K Zamboldi, JL Carver will send a financial update by the end of the current week. K Zamboldi will distribute to the PTO officers for review.

- 4) CBO Update (C Ngo)
 - a) Connie Ngo (new district Chief Business Officer) and PTO officers discussed how finances between the PTO and the district interrelate (book fair income, gift distributions to staff members for school supplies, the PTO grants distribution process, and the CMS after school sports program).
 - b) C Wernikoff reported that the PTO hired an attorney to review the after school sports waiver/insurance. The attorney had some questions regarding insurance coverage, and what is covered specifically (e.g. facilities, transportation to sports events, use of off-site facilities). C Ngo and S Wernikoff to review these questions.

- 5) Past Activities
 - a) Past activities include the CMS Winter Concert, the CMS Cocoa Breakfast, the CMS and ORM Super Staff Lunches and the ORM African Dance assembly.

- 6) Upcoming Activities
 - a) Upcoming activities include a PTO grants cycle, CMS and ORM Staff Appreciation Week, a CMS BBQ, CMS 8th grade Pi Day, CMS My Digital Tat2 parent night, CMS Shrek musical, CMS incoming 4th grade parents coffee, ORM Bingo night, CMS incoming 4th grade cocoa, ORM Spring musical, ORM and CMS Field Day, and CMS 8th grade graduation. Of specific note:
 - i) The installation of hydration stations (water bottle filling machines) is something the PTO leadership will look into.
 - ii) CMS incoming 4th grade parents coffee might need to be rescheduled in order to use a 4th grade classroom.

- iii) PTO to determine if parents want to donate prizes for Bingo night.
- iv) Events around 8th grade graduation were discussed as it relates to district vs. PTO insurance, funding and organization.

7) Ongoing Activities

- a) Ongoing activities include ORM and CMS assemblies, ORM Breakfast Club, Art in Action, ORM/CMS after school sports program, PV Basketball, Staff Birthdays, Hot Lunch, playground supervision, PTO Weekly, and Fundraising.

8) Superintendent Update (C Ngo for E Hartwig)

- a) Facilities Master Plan continues to be fine tuned by Board members and architects. A review of underground plumbing systems is also underway. By June the Board should have a recommendation for a bond measure.

9) Principal Updates

- a) L Hovland reported that ORM will have an special SEL lesson around empathy on 3/14, some teachers will be shadowing students, and ORM will be involved in the PVSD Week of the Family (see below).
- b) C Maijala gave updates about the upcoming CMS dance, facility repairs, and some upcoming changes to the math teaching program.
- c) Both schools are promoting the PVSD Week of the Family (no homework, tests, projects, and recommendations for family activities).

10) Action Items were reviewed by K Urbanek.

11) A PTO meeting has been set for May 10 at 11:00 at CMS.

12) Meeting adjourned at 10:23 AM.

Note: The PTO Meeting planned for April 19 has been cancelled.