

**Portola Valley School District
PTO Executive Board Meeting
September 20, 2019**

Members in attendance: S Trenchard, D Melendez, S Atkins, Amy Blume, K Urbanek, JL Carver, L Hovland

Members absent: C Maijala, R Zarea

Others Present: Brooke Day, Connie Ngo, Kit Antovich

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

- 2) Approval of Minutes
 - a) JL Carver motioned to approve the PTO Meeting Minutes of 5/31/19, with a second by S Trenchard. The motion passed.

- 3) Nomination of 2019-2020 CMS PTO Vice President
 - a) JL Carver motioned to approve Amy Blume as CMS Vice President. S Atkins seconded the motion. The motion was passed.

- 4) Parent & Child Events
 - a) Parent and child events will be given a gender neutral title (e.g. Enchanted Garden Dance) instead of a gender specific "Father/Daughter Dance". In the event description, it will be noted that the event is for parents and/or guardians and their children.

- 5) Emergency Prep Kits
 - a) The district is planning to purchase emergency prep supplies for both school sites. The PTO offered last Spring to fund a one time purchase of classroom supplies for emergency prep, but is waiting on a grant proposal from the district.

- 6) Financial Update
 - a) The PTO will donate \$20,387 to fund teachers and specialists for school supplies.
 - b) The PTO is open to accepting grant applications from teachers and staff, with a deadline of 12/1/19.

- 7) Principal Updates
 - a) L Hovland gave an update on the summer training of teachers, garden projects, a makers workshop with teacher Sarrie, the book fair, a community night, and parent-teacher conference week.

- 8) Superintendent Update (C Ngo for R Zarea)
 - a) C Ngo reported that a priority for the district this year is communication (an Instagram account was opened, use of PV Forum, etc.), and the facility updates are on schedule.
 - b) The current parcel tax is expiring, and it is being considered to put a new parcel tax on the March ballot.

- 9) School Board Liaison (B Day)
 - a) B Day gave a general update on board meetings, and she recommended that the board meeting dates and agenda items be highlighted in the PTO weekly.

10) Past Activities

- a) Past activities include a kinder playdate, a kinder breakfast, a kinder parent cocktail party, welcome coffees, back to school nights, a cocoa breakfast, picture days, spirit wear, a leadership brunch, and back to school picnics. Of specific note:
 - i) The new vendor for picture day was efficient, but the photos have not yet come out.
 - ii) Visibility of spirit wear will be enhanced on the PTO Weekly.

11) Upcoming Activities

- a) Upcoming activities include the book fair, super staff lunches, BBQ lunches, an Enchanted Garden dance at ORM.

12) Ongoing Activities

- a) Ongoing Activities include spirit wear, assemblies, Breakfast Club, Art in Action, Art to Remember, after school sports, PV Basketball, staff birthdays, Hot Lunch/Playground, fundraising, and the PTO Weekly.

13) The next PTO meeting has been set for Friday November 8, 9:00AM at CMS Room 102.

14) Meeting adjourned at 9:53 AM.