

Portola Valley School District
PTO Budget Meeting
May 29, 2020

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

Members absent: None

Others Present: Amanda Smoot, Kit Antovich

- 1) Call to Order
 - a) The meeting was called to order at 9:35 AM.
 - b) Those in attendance introduced themselves.

- 2) Approval of Minutes
 - a) D Melendez motioned to approve the PTO Budget Meeting Minutes of 9/20/19, with a second by S Trenchard. The motion passed.

- 3) Discussion and Review 2019-20
 - a) The 2019-20 net income is \$25k, approximately 17k higher than budget. There has been less income (~ 5k) due to canceled events, but also less expenses (~22k), due to the cancelling of in-person school and activities in March due to the Covid-19 pandemic.
 - b) It is unclear if all the ePrep purchases by the district have been invoiced to the PTO (these charges will go against the rainy day fund).

- 4) Budget scenarios 2020-21
 - a) It is mostly likely that the Covid-19 pandemic will affect how school will look in the Fall. As such, J Carver provided some budget scenarios based on the following assumptions:
 - i) Option A - School as usual.
 - ii) Option B - School starts in the Fall, but with social distancing and fewer events.
 - iii) Option C - School is online in the Fall, and in person in Spring 2021 with social distancing and fewer events.
 - b) The PTO leadership discussed and decided that the membership donation request will stay the same for 2020-21 (\$100), but the wording around the donation request will need modification, with explanations of how the money is used (directories, events, parent education, etc.). It is also assumed that the total raised may be less than in the 2019-20 school year.
 - i) Regarding Spirit Wear, plans are ongoing regarding masks, and whether they would be sold as part of Spirit Wear, or donated. Also discussed was how to streamline Spirit Wear across both school sites.
 - ii) The PTO leadership decided to work with the Option A budget scenario. However, due to the uncertainties associated with the 2020-21 school year, the PTO will likely need to adjust the budget throughout the school year, keeping in mind the general goals for expenses and income.

- 5) Action Items
 - a) J Carver will modify the Option A budget scenario and send out a new draft.
 - b) D Melendez is working on getting the outstanding receipts for the current school year.
 - c) D Melendez and S Trenchard will transfer signature authority on the PTO bank account to A Blume and S Atkins.
 - d) S Trenchard will determine if all the ePrep purchases by the district have been invoiced to the PTO (these charges will go against the rainy day fund).

6) The meeting was adjourned at 10:40 AM.

7) The next PTO Budget meeting has been set for Friday September 18, at 8:00AM.