**Portola Valley School District**

**PTO Board Meeting**

**January 18, 2018**

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

**Officers absent:** JL Carver, L Robins

**Also in attendance:** L Hovland, B Day, E Hartwig, C Maijala

1. Call to Order
	1. The meeting was called to order at 9:02 AM.
2. Approval of Minutes
	1. S Wernikoff motioned to approve the minutes of 11/9/17, with a second by K Zamboldi. The motion passed.
3. Financial Update
	1. The PTO reviewed the report prepared by JL Carver.
	2. The PTO 2017-2018 net income is ~5k higher than budget, due in part to the increased Spirit Wear sales.
	3. With regard to the investment account, the PTO will receive statements from Chase.
4. Past Activities
	1. Past activities include the CMS 4-5 Cocoa breakfast, the Second Harvest Food Drive, and the ORM winter concert. Of specific note:
		1. The Second Harvest Food Drive received 1,055 pounds in food donations, which is way up from last year.
5. Upcoming Activities
	1. Upcoming activities include a PTO grants cycle, the CMS winter concert/art show, the CMS cocoa breakfast, super staff lunches, and the ORM african dance assembly. Of specific note:
		1. Grants to the PTO are due about two weeks following the PVSF grants decision. PTO officers will determine the amount available for grants, and will do some outreach to encourage teachers to submit.
6. Ongoing Activities
	1. Ongoing activities include: ORM assemblies, ORM breakfast club, Art in Action, After School Sports, PV Basketball, Staff Birthdays, Hot Lunch, Playground, the PTO Weekly, and community fundraising. Of specific note:
		1. The PTO will need a new volunteer for ORM Breakfast Club. PTO to ask CMS how the program is working at CMS.
		2. After School Sports:
			1. A lawyer was hired to review the waiver and insurance policy.
			2. TeamSnap activation/deactivation for sports’ seasons was discussed.
			3. The process for the availability of bathroom facilities for sports was discussed.
		3. PV Basketball:
			1. A meeting with Josh Moser will be planned to discuss PV Basketball.
			2. The PTO is looking to add another person to help with the program.
		4. Community Fundraising
			1. Minted brought in about ~$500, and was a new program this year.
			2. Plan to pursue GoodEggs and local restaurants as another possible community partners.
7. Superintendent Update (E Hartwig)
	1. E Hartwig noted that the new Board met last night to review the 2018-2019 calendar.
	2. The Board is set to walk the school campuses today to discuss the current status of the school facilities.
	3. A new Chief Business Officer, Connie Ngo, has joined the district.
	4. The Board is reviewing the district budget.
8. Principal Updates
	1. L Hovland reported on Kindergarten registration, the school musical, assemblies and testing.
	2. C Maijala gave brief updates regarding the winter concert, the cocoa breakfast, spirit day, letters of recommendation for private school, high school placement tests, 1st semester grades, and the status of classroom mold remediation.
9. Board Liaison Update
	1. B Day was introduced as the new Board Liaison to the PTO.
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 10:25 AM.