**Portola Valley School District**

**PTO Board Meeting**

**November 10, 2016**

**In attendance:** K Shima, L Hovland, S Basch, B Day, C Maijala, S Wernikoff, C Lynch, K Urbanek

1. Call to Order
	1. The meeting was called to order at 9:08 AM.
2. Introductions
	1. Those in attendance introduced themselves.
3. Approval of Minutes
	1. S Wernikoff motioned to approve the minutes of 9/22/16. The motion was passed.
4. Financial Update (S Basch for J Carver)
	1. It was noted that PTO Donations were lower than forecast. Action Item to double check if this is correct.
5. Past Activities
	1. The past activities as outlined in the meeting agenda were reported by co-chairs as successful events and were well received by students/parents/staff. Of specific note:
		1. CMS Back to School Picnic (9/23): The event was a little over budget due to Amigo’s increased catering pricing.
		2. ORM Book Fair (9/23-30): The book fair raised a little more money than last year.
		3. Spiritwear campaign: No profit was seen for CMS. Plan to increase marketing for the next campaign.
		4. Amici’s night (10/17): Raised $617, which was more than expected.
6. Ongoing Activities
	1. The current activities as outlined in the meeting agenda are reported by co-chairs to be on track. Of specific note:
		1. eScrip/Amazon: Action item to increase outreach to parents regarding AmazonSmile.
7. Principal Update
	1. C Maijala and K Shima reported current ongoings at CMS. Of specific note:
		1. Emergency preparation funds may be requested from the PTO.
		2. Question raised as to whether PTO would help fund the replacement of AEDs (automated external defibrillator) in the school.
	2. L Hovland reported a general update for ORM.
8. The meeting was adjourned at 9:56am.