**Portola Valley School District**

**PTO Board Meeting**

**November 9, 2017**

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

**Officers absent:** JL Carver

**Also in attendance:** K Tate, 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 9/21/17, with a second by C Lynch. The motion passed.
3. Financial Update
	1. The PTO reviewed the report prepared by JL Carver.
	2. The 2017-2018 net income to date is higher than anticipated by $7k.
4. Past Business
	1. The PTO investment account with Chase Bank is now open.
	2. The PTO grants process has been updated to two cycles per year, following the PV School Foundation cycles.
	3. S Wernikoff recommended that the PTO hire an attorney to review the waiver and liability language for the CMS After School Sports program.
	4. The PTO staff donations were distributed to teachers and specialists.
	5. The school directories have been distributed to families.
5. New Business
	1. The PTO has added Minted (holiday cards) as a new partner in raising funds.
6. Past Activities
	1. Past activities include CMS Back to School Picnic, ORM Book Fair, CMS Super Staff Lunch, Amici’s Night, ORM Super Staff Lunch, CMS 6-8th BBQ, and the Turkey Trot. Of specific note:
		1. Amici’s Night raised less than anticipated (using last year for comparison).
		2. The Turkey Trot raised more than expected.
7. Upcoming Activities
	1. Upcoming activities include ORM Second Harvest Food Drive, CMS 4-5 Cocoa Breakfast and ORM Winter Concert. Of specific note:
		1. The schools are increasing outreach around the Second Harvest food drive.
8. Ongoing Activities
	1. Ongoing activities include Art in Action, Community Fundraising and Breakfast Club. Of specific note:
		1. The PTO will highlight the Amazon Smile program in the weekly post.
9. Principal Updates
	1. C Maijala gave brief updates regarding conference week, Yosemite trip funding and the DC trip.
10. Board Liaison Update
	1. K Tate reported that the Facilities Master Plan polling process is complete.
	2. Jeff Klugman, Karyn Bechtel and Mike Maffia will be the district’s new Board members. One more seat is available.
11. Action Items were reviewed by S Wernikoff.
12. Meeting adjourned at 10:22 AM.