**Portola Valley School District**

**PTO Board Meeting**

**March 2, 2017**

**In attendance:** S Basch, B Day, K Tate, K Urbanek, S Wernikoff, J Carver

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 Basch motioned to approve the minutes of 1/19/17. The motion was passed.
4. Past Activities
   1. The feedback regarding past activities (CMS cocoa breakfast, CMS/ORM Super Staff Lunches) were reported by organizers. Of specific note:
      1. The budget for CMS Coco Breakfast is $300 over budget and there is still one more to go. Action item: Ask organizer to see if there is a way to bring down the cost.
5. Upcoming Activities
   1. Reports regarding upcoming activities (ORM second harvest food drive, CMS BBQ lunch, CMS/ORM staff appreciation week, 4th grade transition coffee, ORM bingo night, Founders Day, and 2017/2018 calendar planning) were reported by organizers to the PTO leadership. Of specific note:
      1. The bins for the second harvest food drive will be arriving Friday and will be in place for a week.
      2. The ORM bingo night was moved to a new date, from 4/10 to 4/6.
      3. Action item: PTO leadership to schedule calendar planning meeting in the Spring.
6. Ongoing Activities
   1. Reports regarding ongoing activities and events (assemblies, breakfast club, art-in-action, hot lunch, after school sports, staff birthdays, PTO weekly, and eScrip/Amazon fundraising) have been provided by co-chairs to the PTO leadership. Of specific note:
      1. CMS hot lunch is in need of more parent volunteers at both schools.
      2. eScrip fundraising has raised ~$4000, most of which has been from Bianchini’s. Action item: Ask K Travers if there is a plan to schedule a “Bianchini’s Day” to encourage more signups for eScrip.
7. Financial Update (J Carver)
   1. It was noted that PTO income is approximately 5k lower than budgeted. This is due to less PTO donations (due to less families in the district?), no TB test income, less directory advertising, and a reduction in Amazon fundraising. Expenses are flat to budget.
   2. Action item: review PTO grant proposal guidelines. Currently $20k is available.
   3. Action item: ask Chase bank if the rainy day fund can be earning more interest.
   4. Action item: PTO leadership to review question of funding a musical at CMS.
8. The meeting was adjourned at 10:02 AM.