

Portola Valley School District
PTO Executive Board Meeting
March 6, 2020

Members in attendance: S Trenchard, D Melendez, S Atkins, A. Blum, JL Carver, L Hovland, C Maijala, K Shima, R Zarea

Members absent: K Urbanek

Others Present: Brooke Day, Connie Ngo, A Lint, K Zamboldi, M Barrows

1. Call to Order
 - a) Meeting called to order at 8:20
 - b) S Trenchard motioned to approve the PTO Meeting Minutes of 12/13/19, with a second by S Atkins (this vote happened after the financials report)
2. Financials – J Carver
 - 2019-20 forecasting net income of \$20k for 2019-20 (had originally forecast \$12k). Will give extra income back to teachers for supplies – had more income than expected from PTO donations, Enchanted Dance, Giants Game. PTO will open up for grants to spend down extra money
 - Have a \$50k rainy day fund (1yr of expenses) If PTO had to scale back, could get by with \$30k.
 - Haven't seen income come through from Original works, School Photos or Book Fair
 - Need to follow up on expenses from PVSD welcome back lunch, directory.
 - Eprep – PVSD needs to fill out grant request form to get reimbursed for \$10k eprep grant. District budget includes eprep but who will replenish perishables? Put on agenda for next meeting.
 - Roberta is going to meeting about breakfast club options at County Office of Ed.
3. Bond Projects and Construction Overview – A Lint

Adam gave an update on Measure Z work
4. Years of Service Event – Kim Zamboldi
 - Tuesday April 21st 4-6pm at Town Center
 - Used to be more of a roast – has toned down in previous years
 - Added 25 year category as well
5. Principal/Superintendent Updates
 - a) CMS – C Maijala, K Shima - Update on Pi/Pie day (4/13/20), 4/16 Teacher in service day, Little Mermaid and BBQ lunches (may look at outside provider and may cancel March event)
 - b) Ormondale - L Hovland - Update on Viajando En Espanol (may not serve food, format slightly changed), Dr Seuss this week, Bingo coming up
 - c) Superintendent Update - R Zarea.
 - School board meeting next week (bond oversight committee, budget report, math program, corona virus update).
 - COVID 19 - Attended Superintendent's meeting about CoVID 19 and working with San Mateo County Health Dept. District response team that is looking at

the situation and making plans. Discussion of what it would look like if they had to close schools – perhaps using distance learning. San Mateo County of Health talked about supply chain disruption and how to manage. Not cancelling field trips or group gatherings right now. Will probably eliminate food components to these events. 4th and 8th grade trips still happening. Cancelled 5th grade trip to Lytton Gardens

- Custodial – short of custodians right now – actively looking.

d) Connie – budget

- Parcel tax at 64% right now. Second interim budget will reflect that potential \$1.2M loss. Have reserve and time to make good plans. In 2022/23, would lose that \$1.2M – 17% of teaching workforce. Lots of bonds, parcel taxes are not passing right now.

6. School Board – B Day

- 3 School Board seats are up for reelection . If you want to run or know of someone, applications are due in August.

Next meeting – May 29, 2020 – changed to 9:30 budget meeting; 10:30 brunch final meeting.

Meeting ended 9:25am

To Do items from meeting:

- Where is money from Original Work, School Photos, Scholastic Book fair?
- Need to follow up on expenses from PVSD welcome back lunch, Directory.
- Next meeting agenda item – who should be responsible for replenishing perishables for eprep (PTO vs District)?