

Portola Valley School District
PTO Executive Board Meeting
March 8, 2019

Members in attendance: K Zamboldi, L Robins, S Trenchard, D Melendez, JL Carver, K Urbanek, K Shima

Members absent: L Hovland, C Maijala

Others Present: S Vincenzo, M Bellomo, Connie Ngo

- 1) Call to Order
 - a) The meeting was called to order at 9:01 AM.
 - b) Those in attendance introduced themselves.

- 2) Approval of Minutes
 - a) JL Carver motioned to approve the PTO Meeting Minutes of 1/19/19, with a second by K Zamboldi. The motion passed.

- 3) School Pictures Subcommittee presentation
 - a) M Bellomo reviewed several alternatives to the current school picture vendor (iClick Smiles). She recommended that the PTO go with Still Lights (lower price, very responsive, friendly). L Robins motioned to approve the use of Still Lights as the school photo vendor, with a second by D Melendez. The PTO set an action item to review the pricing in a future meeting.

- 4) Budget Update
 - a) The 2018-2019 net income is \$14k, \$5k higher than budget.
 - b) The total bank account has \$85k.
 - i) Of that, The Rainy Day fund has about \$50k (including about \$5k of unused and returned teacher allocation funds).

- 5) Chase Investment Account
 - a) The PTO Investment account has been closed and the funds moved to the PTO savings account.

- 6) Original Works vs Art to Remember (art fundraiser)
 - a) D Melendez noted that Art to Remember saves the artwork from year to year, the donation back to the PTO can be controlled by the PTO, and parents can have one account across both school sites. D Melendez motioned to approve a switch from Original Works to Art to Remember, and the motion was seconded by L Robins. The motion passed.

- 7) Superintendent Update
 - a) C Ngo reported good news for E Hartwig that Standards and Poor (credit rating agency) upgraded the district's rating by two notches. This is the second highest rating possible. There were recommendations as to how to get an even higher AAA rating, which the district is reviewing.

- 8) Principal Updates
 - a) K Shima reported on the success of the taco truck (super staff lunch), the Crosspulse assembly, a BBQ lunch, and parent education nights. She wondered if the PTO might be able to coordinate parent/PTO provided snacks for future parent nights. K Shima also discussed possibilities around the Week of the Family (sleep in, breakfast).

- 9) School Board Liaison
 - a) B Day noted that M Maffia resigned from the Board. The Board has approved a provisional interview process to replace him for the remainder of his term.
 - b) The Superintendent search is underway. There have been 48 applicants to date. The plan is to hire by end of April.

- 10) Emergency Prep
 - a) K Shima reported on the Emergency Prep "wish list" for both school sites. The list included:
 - i) Outdoor sheds at each school site to store Emergency Prep supplies
 - ii) Storage containers
 - iii) Classroom food and water (priority)
 - iv) Lanterns and flashlights (priority)
 - v) Smoke masks (priority)
 - vi) Refresh of emergency red bags (priority)
 - vii) Honey buckets/toilets for each classroom (priority)
 - b) The PTO agreed with the importance of emergency preparation and asked K Shima to fill out a grant request, opening a special grant cycle for emergency preparation.

- 11) Website Redesign
 - a) S Vincenzo reported that web design efforts will be pushed back to after the Fanfare school fundraiser.

- 12) Teacher Allocation Funds
 - a) Current funds for next year's teacher allocation is at about \$14k.

- 13) Upcoming Activities
 - a) Upcoming activities include 8th grade Pi day, ORM Viajando en Espanol, ORM wild cat show, ORM staff appreciation week, CMS Heritage Day, CMS Makers Faire, CMS Volunteer Day, Incoming 4th grade coffee, Founder's Day, Bingo night, ORM super staff lunch, CMS Walk to Washington and 8th grade graduation. Of specific note:
 - b) D Melendez reported on a potential community building day (and possible fundraiser) at a Giants game in June.

- 14) Grant for Staff Room Updates
 - a) D Melendez motioned to approve a grant for tablecloths, plates and bowls for staff room updates at ORM and CMS. S Trenchard seconded the motion. The motion was passed.

- 15) Review Action Items
 - a) The PTO set an action item to review and set the pricing for Still Lights (school photos) in a future meeting.
 - b) The PTO will look forward to a special grant from the district with regard to their Emergency Prep "wish list".
 - c) D Melendez will work on a blurb for the Giants game community builder and fundraiser.

- 16) The next PTO meeting has been set for May 10th, 2019, at 11:00AM, at Ormondale.

- 17) Meeting adjourned at 10:40 AM.