**Portola Valley School District**

**PTO Board Meeting**

**April 20, 2017**

**In attendance:** S Basch, B Day, K Tate, K Urbanek, S Vincenzo, E Hartwig, L Hovland, C Maijala

1. Call to Order
	1. The meeting was called to order at 9:03 AM.
2. Introductions
	1. Those in attendance introduced themselves.
3. Approval of Minutes
	1. S Basch motioned to approve the minutes of 3/2/17. The motion was passed.
4. Past Activities
	1. The feedback regarding past activities (CMS 6-8th BBQ, ORM Second Harvest Food Drive, CMS Staff Appreciation Week, ORM Staff Appreciation Week, Amici’s night, Incoming 4th Grade Coffee, Bingo Night, and Founder’s Day) were reported by organizers. Of specific note:
		1. The bins for ORM Second Harvest Food drive were not that full; next time plan more outreach to families.
		2. Amici’s night raised $350, less than the Fall Amici’s event.
		3. Bingo night raised $350. Next year plan to advertise the event more.
5. Upcoming Activities
	1. Reports regarding upcoming activities (ORM Super Staff Lunch, Bianchini’s Day, and CMS Cocoa Breakfast) were reported by organizers to the PTO leadership. Of specific note:
		1. Regarding Bianchini’s Day, it is not clear if 10% of all sales go to PVSD, or if 10% of the sales from those who sign up for a Bianchini’s card go to PVSD. Plan to clarify.
6. Constant Contact and Weebly Update
	1. S Vincenzo proposed moving from Weebly for website hosting/building and Constant Contact for the PTO Weekly, to using Weebly for both. K Urbanek motioned to approve. The motion was passed.
7. Superintendent Update (E Hartwig)
	1. Setup for Fanfare PVSD fundraiser underway at CMS field. Plans to repair field after the event, as well as more significant restoration over the summer.
	2. Staff are working on improving the bus experience for students coming from East Palo Alto.
	3. PVSD is 100% staffed for next year.
	4. Facilities master plan is making progress with planning and community outreach. A Board study session is planned for May.
8. Principal Updates
	1. C Maijala and L Hovland reported on current activities at the two schools.
9. PVSD Board Update
	1. K Tate noted that 3 seats are up for the School Board in the Fall.
10. The meeting was adjourned at 10:04 AM