

**Portola Valley School District  
PTO Executive Board Meeting  
May 29, 2020**

**Members in attendance:** S Trenchard, D Melendez, S Atkins, Amy Blume, K Urbanek, C Maijala, R Zarea, L Hovland, K Shima

**Members absent:**

**Others Present:** Kit Antovich, Brooke Day, Connie Ngo, Mieke Barrows

- 1) Call to Order
  - a) The meeting was called to order at 11:34 AM
  - b) Those in attendance introduced themselves.
  
- 2) Approval of Minutes
  - a) S Trenchard motioned to approve the PTO Meeting Minutes of 3/6/20, with a second by D Melendez. The motion passed.
  
- 3) Nomination of 2020-2021 Leadership
  - a) Stephanie Trenchard motioned to approve Aimee Blume as CMS PTO President and the CMS Vice President is to be determined. S Atkins seconded the motion. The motion was passed and Aimee Blume will now be signatory on Chase Bank PTO accounts (checking and savings). .
  - b) Daphne Melendez motioned to approve Sara Atkins as ORM PTO President and Kit Antovich as ORM Vice President. A Blume seconded the motion. The motion was passed and Sara Atkins will now be signatory on Chase Bank PTO accounts (checking and savings).
  - c) K Urbanek motioned to approve Mieke Barrows as the PTO Secretary. A Blume seconded the motion. The motion was passed.
  
- 4) Principal and Superintendent updates
  - a) R Zarea reported on a working group created to manage the Covid-19 pandemic response, plans for summer school, (first half distance learning, second half in person), and plans for a modified Fall 2020 to meet county directives on health and hygiene, face coverings, gatherings, and schedules.
  - b) L Hovland gave updates on a recent TK zoom meeting, the upcoming ORM “drive out” graduation (instead of clap-out), and calls with local preschools to coordinate measures around Covid-19.
  - c) C Maijala reported on plans for the graduating 8th graders. K Shima added that CMS is planning virtual orientations for current 3rd and 5th graders to help with their transitions next year.
  
- 5) School Board Liaison Update
  - a) B Day noted that the Board has been meeting to assist/guide/review the district's response to Covid-19, and that there will be future openings on the Board next year.
  
- 6) Emergency Prep
  - a) In 2019-2020 the PTO granted \$10k to the district for emergency preparation materials. About \$8100 has been spent towards this grant. Connie Ngo reported that the district would plan to have a line item in the district budget going forward for ePrep materials, but is assuming the PTO has a line item in the PTO budget (\$1500) to restock the in-classroom perishable snacks going forward. L Hovland noted that at ORM, due to the age of the students (picky eaters) and food allergies, it may make more sense for each student to bring their own snacks in a ziplock bag at the beginning of the year to leave in their cubbies in case of a shelter in place scenario.
  - b) There was discussion regarding facial coverings for students in the Fall, including having them

available for purchase in Spirit Wear, having a supply on hand for students who forget to bring them, and accepting donations from parents who are making them.

7) Past Activities

- a) Past activities include CMS Staff Appreciation week and 8th grade Pi Day.

8) Cancelled Activities

- a) Due to the Covid-19 pandemic, both school sites moved to distance learning in March, and the following PTO activities were cancelled: Viajando En Espanol, ORM Staff Appreciation Week, CMS 'The Little Mermaid' musical, BBQ lunches, incoming 4th grade coffee, the PTO Years of Service celebration, Family Night, Bingo Night, ORM Super Staff Lunch, CMS Walk to Washington, ORM 'Wizard of Oz' musical, and the CMS Sports Fair. It was noted that:
  - i) K Zamboldi is working to find a way to celebrate the PTO Years of Service honorees with a small gift and note.

9) Upcoming Activities

- a) Many upcoming activities will be revised to accommodate social distancing requirements. These include 8th Grade Graduation (revised to a car parade), 3rd Grade Clap Out (revised to a "drive out"), Kinder/TK Summer Playdates & Kinder/TK Breakfast (revised), and the Watermelon Welcome for non kinder/TK new families to the district (revised).

10) Ongoing Activities

- a) Ongoing activities include Spirit Wear, Assemblies (on hold), ORM Breakfast Club (revised), CMS Snack Closet, Art in Action, Art to Remember, After School Sports Program, PV Basketball, Staff Birthdays, Hot Lunch/Playground (parent volunteers on hold), The PTO Weekly, and Escrow/Amazon/Minted/Honey Bear Fundraising. It was noted that:

11) The next PTO Executive Board Meeting has been set for September 18, at 9:00AM.

12) The meeting was adjourned at 12:37 PM.