**Portola Valley School District**

**PTO Board Meeting**

**September 21, 2017**

**Officers in attendance:** S Wernikoff, K Zamboldi, C Lynch, L Robins, JL Carver, K Urbanek

**Officers absent:** None

**Also in attendance:** K Tate, L Hovland, E Hartwig, C Maijala, S Vincenzo

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 Wernikoff motioned to approve the minutes of 5/25/17, with a second by C Lynch. The motion passed.
4. Financial Update (presented by JL Carver)
	1. The current forecast income/expenses is trending flat to the budget.
	2. There is ~$129k in the PTO Bank Account. Some of this is allocated to the 2nd grade farmers market, PV basketball, CMS after school sports, and teacher supply donations. The remainder is in the rainy day fund, with about ~$20k available for grants.
5. Investment Account
	1. S Wernikoff motioned to close the PTO savings account at Chase Bank and open an investment account at Chase Bank, with a second by C Lynch. The motioned passed with all officers present and voting unanimously in favor of opening an investment account with Chase Bank effective immediately. S Wernikoff, C Lynch and JL Carver will have full signatory authority and discretion over the aforementioned investment account.
6. Grant Policy/Cycle
	1. PTO officers created eligibility requirements and expectations for teachers, parents and staff who wish to submit a grant proposal. C Lynch motioned to approve the requirements and expectations, with a second by S Wernikoff. The motioned passed with all officers present in favor.
	2. Action item to decide on a submission cycle, with consideration of the PV Schools Foundation grants cycle.
7. After School Sports
	1. The basketball leadership role has been filled and insurance requirements need to be addressed.
8. Preliminary Donation and Directory Results
	1. Directory sales increased 6% over last year.
9. Online Volunteer Signups
	1. Online volunteer signups were implemented this Fall. Signups by parents appear to be increased over last year.
10. Annual Staff Supplies Donation
	1. In past years, the PTO donation to teachers for supplies was split 50-50 between the two school sites, and then distributed to classroom teachers. S Wernikoff recommended that the distribution process be changed to include specialists, be equitable for each recipient (removing the 50-50 school split), and be capped with regard to the yearly contribution. PTO officers agreed to review the distribution process.
11. Other Fundraising Opportunities - shelved for a future meeting.
12. Past Activities
	1. All feedback regarding past activities to date has been positive. Of specific note:
		1. Spirit wear sales are up, and online sales have gone well too, enough so that a second order will be placed with the vendor.
13. Upcoming Activities
	1. Upcoming activities were listed. Of specific note:
		1. Amici’s night now also includes lunch. 25% of sales will go to the PTO.
14. Ongoing Activities
	1. Upcoming activities were listed. Of specific note:
		1. The art classroom was cleaned and organized in preparation for Art in Action.
		2. eScrip and AmazonSmile targets were set to $6k and $1100 respectively.
		3. School directories to be distributed in October.
15. Superintendent Update
	1. Polling of random voters in the district to start soon to gauge receptiveness for a school bond. This will drive the Facilities Master Plan.
	2. Board election process underway (4 running for 3 vacancies), plus a separate process of appointment or special election to fill the seat vacated by Trustee Youstra.
16. Principal Updates
	1. L Hovland updated the PTO regarding the book fair, parent-teacher conferences, the new play structure and the unexpectedly large kindergarten class.
	2. C Maijala updated the PTO regarding the playground updates, a recent 4th-8th grade buddy event, and an upcoming service learning project.
17. The meeting was adjourned at 10:36 AM.