**Portola Valley School District**

**PTO Board Meeting**

**September 22, 2016**

**In attendance:** S Basch, B Day, J Carver, E Hartwig, C Maijala, S Wernikoff, C Lynch, K Urbanek, S Sartor, K Tate

1. Call to Order
	1. The meeting was called to order at 9:00 AM.
2. Introductions
	1. Those in attendance introduced themselves.
3. Approval of Minutes
	1. B Day motioned to approve the meeting minutes of 5/26/16. The motion was passed.
4. Financial Update
	1. J Carver submitted a written summary of the financial update:
		1. Thus far 2016-2017 net income is $11k, approximately $2k under budget, due to:
			1. $1300 anticipated income from TB testing will not be realized due to the cancellation of this program.
			2. Early school year functions went over budget ($250) and PTO insurance payment ($680) was not budgeted.
			3. Approximately $25k available from the rainy day fund for teacher/program grants.
		2. It was noted that the 2nd Grade Garden balance is increasing from year to year. S Sartor will let A Ahlbach know that there is some funds available for garden improvements.
5. PTO Bylaws
	1. The PTO Bylaws were updated (last update in 2007) and PTO Standing Rules were created. S Basch motioned to approve the Bylaws and Standing Rules. The PTO Board approved these two documents unanimously.
6. Past Activities
	1. The past activities as outlined in the meeting agenda were reported by co-chairs as successful events and were well received by students/parents/staff. Of specific note:
		1. CMS Welcome Back Coffee (8/22): The coffee cart owner left an hour early due to miscommunication. He has credited back the PTO for the hour loss in service.
		2. ORM Back To School BBQ (9/9): The CMS student council was very much appreciated for their service at the event. B Day will send an appreciation email to the CMS student council.
7. Ongoing Activities
	1. The current activities as outlined in the meeting agenda are reported by co-chairs to be on track. Of specific note:
		1. Art in Action: Teachers Castillo and Andrighetto still do not have parent volunteers for this program.
		2. eScrip/Amazon: K Travers reported only $180 raised from AmazonSmile to date, which is lower than anticipated. PTO agreed to conduct further outreach to parents. eScrip (via shopping at Bianchini’s) is a greater generator of income than AmazonSmile.
8. Superintendent Update
	1. E Hartwig reported:
		1. Two finalists for ORM principal will be recommended to the Board next week.
		2. The Facilities Master Plan timeline is set and a report to the Board is targeted for April 2017.
		3. A smoother transition from 3rd to 4th grade was prioritized and progress made.
		4. A Professional Development Day for staff will be held 10/10.
		5. The plan of chrome books for 4th and 6th grade students is still to be implemented.
		6. It was decided not to level 4th and 5th grade math, rather all students will remain with their homeroom teachers.
		7. The Challenge Success program at Stanford will be working with PVSD to look at stress in kids as it relates to the education process.
9. Principal Updates
	1. C Maijala and S Sartor reported on some upcoming activities at CMS (Cardboard Challenge, Project Lead the Way) and ORM (Reading/Writing Workshop coach, Book Fair, Parent/Teacher Conferences).
	2. S Sartor also noted that the PTO funding for the summer program of online learning was well received and 68 students were served.
10. The meeting was adjourned at 10:06am.