Hillview PTO
Minutes of the Regular PTO Executive Board
Thursday, February 9, 2023
8:30–9:30 AM
In-Person Meeting

PTO Executive Board Members 2022-2023:

Co-Presidents	Amy Beim & Amy Heinz	Volunteer Coordinator	Kelly Morehead
Co-Vice Presidents	Sarah Sobel & Sarah Thayer	Volunteer Coordinator Apprentice (voting member)	Maria Lehmkuhl
Treasurer	Wendy Turner	After-School Activities Coordinator	Tara Carranza Chapman
Vice Treasurer	Carolina Whitty (attended via zoom)	After-School Athletics Coordinator	Becky Genauer
Financial Secretary	Brenda Lo	Parliamentarian	Astor Toyos
Recording Secretary	Tiffany Griego-Crowe	Principal	Danielle O'Brien
Communications Chair	Rebecca Emery	Teacher Representative	Aruna Dutta, Valerie Cypert
Auditor	Anne Yeow	MPAEF Liaisons	Katherine Bicer, Katherine Glass

Present: 14
Absent: Amy Heinz, Wendy Turner, Valerie Cypert, Brenda Lo, Tara Carranza Chapman, Becky Genauer

I.	**Call To Order**	Amy Beim	5 min

The meeting was called to order at 8:31 AM by Amy Beim.

Sherwin Chen (MPCSD School Board Member) attended to give an update on School Board activities and priorities.

II.	**Co-Presidents' Report**	Amy Beim	10 min

- Zoom is available if you need the link. Just let Amy Beim know you will not be in attendance in person and need to use zoom.
- Willy's bench will be delivered and installed tomorrow, Fri 2/10. Plans are being made for an unveiling event.
- **Two new Executive Committee Board positions are proposed (see proposed New Executive Board Positions as exhibit.) Parent Engagement Coordinator & Student Community Coordinator. Amy Beim motioned approval; Tiffany Griego-Crowe seconded. The motion was approved unanimously.**

III.	**PTO Board Meeting Minutes – Review & Approval**	Tiffany Griego-Crowe	1 min

- Tiffany distributed the 1/12/23 meeting minutes by email for approval. Tiffany motioned approval; Sarah Sobel seconded. Meeting minutes were approved unanimously.

IV.	**Parliamentarian Update**	Astor Toyos	1 min

- We have four open Exec Board positions to fill: one (1) Vice Treasurer, one (1) Student Community Coordinator, and two (2) After-School Athletics Coordinators.
- Include open positions in Hillview newsletter after the February break.
- Nick Fogel (PE Teacher) serves as Athletics Commissioner, supporting the extra-curricular after-school athletics program. It has proven helpful to have an employee on campus to support the parent co-athletic volunteers.
- **On January 19, 2023, Astor and Amy presented the proposed Nominating Committee comprised of the nominees listed below. On January 20, 2023, the slate was approved unanimously by an email vote of the Executive Board. The approved Nominating Committee is:**
    - **Paige Arata (Encinal)**
    - **Katherine Glass (Oak Knoll)**
    - **Ben Wang (Laurel)**

Astor will coordinate the committee, and Danielle will serve in an advisory role.

V.	**Teacher Report**	Ms. Aruna Dutta	5 mins

- Anna Kogan is inquiring about a source of funding for showcasing art. We can review the budget and explore how to support her. There is an opportunity for parent engagement with this art emphasis as well.
- Danielle O'Brien suggested a potential art showcase fundraiser in which students made art for sale.

VI.	**School Board Update**	Sherwin Chen	10 mins

- Plans to attend as a liaison to hear what is going on at the school.
- January and February Board meetings have been focused on Early Learning Center (ELC), Transitional Kindergarten roll-out. TK will likely be 8:00 am – 1:00 pm, phasing in first at 3 hours and expanding to 4 hours when fully stabilized.
- Tonight's Board meeting focus will be on student services.
- Focused on managing the transition and onboard of Kristen Gracia as new Superintendent. The transition has been seamless, giving Kristen time to shadow Eric Burmeister. She is focused on pre-visioning, building community and building internal (staff) and external (parent) relationships. Next year the Board and Superintendent will focus on strategic planning.
- Demographers' report (December) – currently 2,700 total enrollment, which is down from pre-covid peak at 3,000. In 5 years' time, we are expected to decrease to 2,500 students. Declining enrollment is largely tied to high housing prices pricing out young families, a trend that is exacerbated by covid.
- Next year, the full roll-out of Transitional Kindergarten will take place at all three elementary schools, which will enhance enrollment a bit. Demographer is expecting 100-200 new students.
- The Housing Element is anticipated to create new students for the District, but the anticipated new students numbers are unknown and the timing is years out and uncertain.
- New physical improvements in facilities (e.g. bathrooms) are planned in order to accommodate the TK students. Air conditioning and ventilation systems improvements are needed, and there is an opportunity to make our districts' facilities more sustainable and secure. In the future, there will be a need to review and identify longer-term capital improvements, which will necessitate a new financing strategy. A study has been initiated with a third-party security consultant to produce recommendations related to security, including short-term improvements to campuses and operational efforts and protocols around security.

VII.	**Principal's Report**	Danielle O'Brien	10 mins

- Principal Interviews are happening in February.
- Field update: Field is done and the track will soon be upgraded (3 weeks), hopefully over February break (weather permitting).
- Second Bell Schedule pilot is underway. Teachers are using Flex for extended time on tests, guest speakers, book circles, and working with teachers 1:1 to make up for absences. Survey data will be gathered for reflection on how the pilot has gone. Kids are getting more unstructured time to practice how to play, resolve conflicts, and other social development.
- Desire to build and connect community:
    - Brown Bag Lunch with Danielle on March 8
    - Open House will be designed to be a community event to flow more like a "showcase." One area of focus is to connect teachers to families and showcase our students.
    - Walk-A-Mile Wednesdays will be included in the Newsletter; the goal is to teach awareness of the power of words and cultural sensitivity. Teachers on campus are sharing their experiences to share stories and teach students how to reflect on cultural awareness.

VIII.	**Treasurer's Report**	--	- mins

- No report was given as Wendy was absent. She will circulate Jan financial documents via email as soon as possible.

Meeting adjourned at 9:40 a.m.

Respectfully submitted,

Tiffany Griego-Crowe
Hillview PTO Recording Secretary

These minutes were approved at 8:45 AM on March 9, 2023.

Exhibit A

Hillview PTO - New Exec Board Positions
2023-2024

Parent Engagement Coordinator

- Promote and coordinate parent engagement at Hillview.
- Survey parents to understand how and when they would like to be engaged. (optional)
- Work with school administrators and PTO leadership to schedule a variety of parent engagement opportunities throughout the year (eg, new parent orientation, parent coffees, brown bag lunches, evening socials, etc).
- Manage logistics for parent engagement events, including marketing, facilities, finances, volunteers, food, decor, and guest appearances.
- Manage parent engagement budget and expenses.
- Collaborate with volunteer coordinator to facilitate parent engagement at the academy level and develop volunteer opportunities.
- Collaborate with school programs and departments (eg, music, athletics, counseling) to maximize and enhance engagement opportunities.
- Attend all meetings of the organization and executive board.

Student Community Coordinator

- Coordinate activities that foster community among Hillview students.
- Work with school administrators and PTO leadership to schedule a variety of special, PTO-sponsored student activities throughout the year (eg, “welcome back” event in the fall, field day, Hawkapalooza, bombpops, assemblies, performances, etc.)
- Collaborate with ASB and Hillview staff to coordinate events and provide logistical support as necessary.
- Manage student activities budget and expenses.
- Collaborate with volunteer coordinator to recruit parent volunteers as necessary.
- Attend all meetings of the organization and executive board.