Hillview Middle School PTO
General Membership Meeting
Thursday, November 17, 2022
8:30-9:30am
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	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

In Attendance
Amy Beim, Amy Heinz, Astor Toyos, Danielle O'Brien, Rebecca Emery, Kelly Morehead, Maria Lehmkuhl, Ward Bullard, Becky Bullard, Katherine Glass, Tara Carranza Chapman (8:43)

Not in Attendance
Sarah Sobel, Sarah Thayer, Wendy Turner, Carolina Whitty, Becky Genauer, Brenda Lo, Tiffany Griego-Crowe, Anne Yeow, Aruna Dutta, Valerie Cypert, Katherine Bicer

Call to Order 8:32am

Presidents Report
- Amy Beim presented
- Highlights from this year
    - Bomb pops beginning of the year
    - College Bound night was a success. And so was the holiday drive, every family will receive $180
    - Staff appreciation - jerseys, lunches and refueling stations have been provided
    - Student participation in activities is up this year - 59 students in after school activities, 21 weekly lunchtime clubs, 251 students in fall sports, 299 registered for the winter sports

Parliamentarian Report
- Astor Toyos presented
- Elect Interim Exec Board Members
    - Astor Toyos motioned to elect Rebecca Emery as Communications Chair at 8:34am
        - Amy Beim seconded
        - Unanimous vote

- Astor Toyos motioned to elect Anne Yeow as Auditor at 8:35am
  - Kelly Morehead seconded
  - Unanimous vote

Budget Update

- Amy Heinz & Amy Beim presented
- Statement of financial position
  - Goal to bring surplus down
    - Keep $36K which is 2 months operating expenses.
    - Includes reimbursement of district overspend
  - Reduce surplus by $100K ($70K PTO + $30K Athletics)

Fiscal Year	2018	2019	2020	2021	2022
End of Year Cash Balance	$178,586	$206,252	$200,830	$236,429	$180,273.13
YOY change	$60,215	$27,666	-$5,422	$35,599	-$56,155.87

- Proposed budget moved down to $135K from $150K
- Operating budget and surplus recap

Budget (without Surplus Spend)		Budget (with Surplus Spend)	
Current Year Funds Raised	$137,150	Current Year Funds Raised	$137,150
Operating Exepnses		Operating Exepnses	
Prior Year's Unpaid Expenses	$1,000	Prior Year's Unpaid Expenses	$9,000
Total Academic Enrichment	$88,430	Total Academic Enrichment	$114,430
Total Program Support	$40,500	Total Program Support	$76,500
Total Technology / Operations	$7,220	Total Technology / Operations	$7,220
Total Operating Expenses	$137,150	Total Operating Expenses	$207,150

- Revenues
  - Membership Families & Staff includes any Corporate Matching/Grants
  - OCC goal was lowered to $150k based on last year's actuals
  - Current Hillview Allocation from OCC efforts YTD: $135,379.32
  - $114K completed disbursements; $19K pending; $20K pledges possible but not included in budget

	2021-2022 Approved Budget	May 2022-2023 Proposed Budget	Nov 2022-2023 Draft Budget
INCOME			
Donations			
Membership Families & Staff	171,041	150,000	135,000
Corporate Matching	2,000	-	
Grants (no tax)	309	-	
Total Donations	**173,350**	**150,000**	**135,000**
Misc. Income/Interest			
Misc. Income/Retail Store Partner	-	-	
Squadlocker	-	-	2,000
Interest	175	150	150
Total Misc. Income	**175**	**150**	**2,150**
Estimated Income	**173,525**	**150,150**	**137,150**

- Expense Overview
    - Academic enrichment - $144,430 (55.3% of total expenses)
        - Increases in WEB nd Lunch/after school payroll, Staff leadership/PD after Covid
        - Decrease in project based learning and staff grants not utilized in 2021-2022
        - Need a new strategy for scholarships communication

	2021-2022 Approved Budget	May 2022-2023 Proposed Budget	Nov 2022-2023 Draft Budget	Surplus Spend Down
EXPENSES				
Prior Year's Unpaid Expense (2B)		1,000	9,000	8,000
One-Time Expense (2C)		-		
Total 2B & 2C		**1,000**	**9,000**	
Academic Enrichment				
WEB Day	4,382	6,000	7,500	
Elective and Program Supplies (incl. Library)	30,000	30,000	28,980	14,000
Instructional Supplies ($300 per teacher)	18,000	18,000	18,000	
Lunch / After School Activity Payroll (MPCSD)	35,000	29,300	31,000	6,000
~~Project Based Learning~~	6,000	-		
Parent Education Series	4,500	3,000	3,300	
Principal's Strategic Initiatives Fund	20,000	15,000	7,500	
~~Staff Grants~~	25,000	20,000	-	
School Hospitality & Reward	5,000	2,500	10,000	4,000
Staff Leadership & Professional Development	2,000	8,000	5,000	
After School Activities Scholarships	2,000	1,000	3,150	2,000
Total Academic Enrichment	**151,882**	**132,800**	**114,430**	**34,000**

    - Program Support - $76,500 (37% of total expenses)
        - Wellness program now paid for by MPAEF
        - Academy celebrations, campus enhancements and 8th grade grad are surplus only
        - Dues return post-covid
        - Service club was funded by a parent leader’s donation last year

	2021-2022 Approved Budget	May 2022-2023 Proposed Budget	Nov 2022-2023 Draft Budget	Surplus Spend Down
Program Support				
Community Building Events (including welcome e	28,968	20,000	20,000	6,000
Academy Celebrations	-	9,000	9,000	9,000
Campus Enhancements	20,000	20,000	11,000	11,000
College Bound Program	6,000	6,000	4,000	
~~Wellness Program~~	5,000	-	-	-
District Council & Joint Campaign Dues	-	2,000	2,000	
General Meeting and Hospitality	500	500	500	
HSA Awards & Volunteer Lunch	2,000	2,000	2,500	
Service Club	500	1,000	2,500	
Staff Appreciation	12,825	10,000	15,000	
8th Grade Graduation (non-pass through)	10,000	10,000	10,000	10,000
Total Program Support	**85,793**	**80,500**	**76,500**	**36,000**

- Operations - $7,220 (3.4% of total expenses)
  - Increased insurance to properly cover higher balance
  - Add legal per recommendation

	2021-2022 Approved Budget	May 2022-2023 Proposed Budget	Nov 2022-2023 Draft Budget	Surplus Spend Down
Technology / Operations				
Administration (office supplies, stamps, etc.)	250	250	250	
Internet / Website Maint./ Accounting Software/Te	2,500	2,500	2,500	
Liability Insurance	600	600	970	
Tax & Legal	2,500	2,500	3,500	
Total Technology / Operations	**5,850**	**5,850**	**7,220**	**-**

- $9K for prior year expenses (4.3% of total expenses)
- PTO Hosted Pass-throughs
  - We are hosts but no PTO/OCC money used
  - Key assumptions:
    - Demand for athletics scholarships higher than expected
    - Music program managed by MPCSD
    - Holiday gift card donations - previously part of College Bound line item

	2021-2022 Approved Budget	May 2022-2023 Proposed Budget	Nov 2022-2023 Draft Budget	Surplus Spend Down
PTO Sponsored Pass Through (as designated)				
After School Sports	160,000	130,000	130,000	30,000
Holiday Gift Cards	-	-	12,600	
~~Music Program (Disney Trip)~~	40,000	-	-	
Squadlocker	2,000	2,000	-	
End of Year School Gifts for Teachers	36,000	36,000	36,000	
8th Grade Graduation Party (Net of PayPal fees)	10,000	15,000	15,000	
PTO Sponsored Pass Thrus	**248,000**	**183,000**	**193,600**	**30,000**
Total Expenses	**491,525**	**403,150**	**400,750**	**100,000**

- Amy B motioned to approve the 2022-2023 PTO Budget at 9:05am

    - Tara Carranza Chapman seconded
    - Unanimous vote.

Principals Report

- Danielle O'Brien presented
    - Thank you to Amy and Amy for all the budget help this summer
    - Thank you for the staff jerseys - they were a huge hit
    - We as a PTO should work on scholarship plan - more students engaged, more connected community
- Our goal - create a middle school where students, staff and families feel valued, connected and inspired
    - Students feeling valued and connected in the classroom - one community circle per month in classes
        - Students need connections without an adult hovering - lacking this because of Covid
        - What it means to be in community and empathetic to others
        - Make everyone feel valued and acknowledged to help create an independent identity
        - Seeing a lot of growth in the students

- The field was supposed to be open on Halloween - should be open Monday, December 5th!
    - Drainage is fixed, turf is laid out, lots of different lines on the field for different sports.
    - Track will need to be resurfaced but not until the summer
    - PE has done great with adjusting to not having a field - intramurals are thriving
    - Movies shown in the PAC during lunch
- Turkey Trot today and yesterday
- First Dance December 16th - 8th grade
- Big community event happened for Halloween - 6th graders performed "Thriller," 7th and 8th graders were supportive
- Parent engagement events - December 9th coffee
    - Want to get more parents on campus and connected to staff
- Working on bell schedule for next year
    - Trending down on block days every day. Hard to maintain students' and teachers' stamina.
    - Homework load was a big benefit
    - Currently working on another bell pilot schedule

Acknowledgments

- Amy Heinz presented
- Vice Presidents - huge learning year. Attending lots of meetings, asking lots of questions and great new innovative ideas
- Treasurer and Vice treasurer - work cut out for them, been busy with a lot of meetings and being innovative
- Financial secretary - working on a Venmo account for non-profit
- Recording secretary - work above and beyond her role
- Rebecca Emery, Communications team - dream team, amazing attention to detail on newsletters, tons of work goes into it
- Website team - ton of work this year to make sure answering right questions for parents
    - A new website will be coming
- Auditor - Anne jumped right in. Problem solver
- Volunteer coordinators - Kelly worked with Willy for hours with Parentsquare access. Getting volunteers to all the events
- Tara doing great with after school activities and creative ideas for new activities and Starfire scholarships
- Becky and after school sports team working tirelessly to coordinate successful sports seasons
- Parliamentarian - been great to work with, had to fill three exec board roles right away
- MPAEF reps - super engaged and participating
- Astor said thank you to the presidents!

Meeting Adjourned at 9:34am

These minutes were approved at 8:40 AM on December 8, 2022.