Hillview PTO
Minutes of the Regular PTO Executive Board
Thursday, November 10, 2022
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 (attended via zoom)	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	Catherine Bicer, Katherine Glass

Present: 18 (Wendy Turner attended at 9:05 am; Brenda Lo attended at 9:15)
Absent: Tara Carranza Chapman, Valerie Cypert

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

The meeting was called to order at 8:32 AM by Amy Heinz.
General Membership meeting is Thursday, November 17 at 8:30 am.

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

- $7,600 Gift Card Drive is successful.
- Bought bench to honor Willy Haug's 27 years of service ($3,100)
- We have approved funds to redo the gym floor; now hoping to contribute closer to $10,000 because the project is owned by the MPCSD.
- Becky Genauer is working on Basketball Tournament Teams for 8th grade.
- Friday, December 9 – Next parent coffee and Hawk Tawk viewing.
- In January 2023, seeking to bring parents in at alternative times to bring parents on for a showcase in afternoon/evening timeslot.

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

- Tiffany distributed the 10/13/22 meeting minutes by email for approval. Tiffany motioned approval; Amy Heinz seconded. Meeting minutes were approved unanimously.

IV.	**Parliamentarian Action Item**	Astor Toyos	1 min

Astor presented the following motion to revise the job description for the Volunteer Coordinator, as shown in red:

Bylaws
I. Volunteer Coordinator. The Volunteer Coordinator shall be a member of the Executive Board, be responsible for oversight, communication, and direction of volunteers in regard to school and PTO activities and initiatives, communicate ongoing short and long-term volunteer opportunities via newsletter and/or announcements, create and maintain a database of interested volunteers, recruit, train, and oversee academy leads for each grade, and act as liaison between parent volunteers and committee chairs/school administrators.
Standing Rules - **Volunteer Coordinator**
The Volunteer Coordinator shall:

- Attend all meetings of the organization and Executive Board.
- Be responsible for oversight, communication, and direction of volunteers in regard to school and PTO activities and initiatives.

- Communicate ongoing short and long term volunteer opportunities via newsletter and/or announcements.
- Create and maintain a database of interested volunteers.
- Recruit, train, and oversee academy leads for each grade.
- Act as a liaison between academy leads and school staff regarding grade-specific events such as the Greek Feast and holiday parties.
- Act as a liaison between parent volunteers and committee chairs/school administrators.
- Attend Executive Board meetings, general meetings, and special meetings called by the Presidents, Principal of the school or Superintendent of the School District.
- As specified by the Presidents, act as a liaison to committee chairs, committees or school project groups.

Motion made by Kelly Morehead; Maria Lehmkuhl seconded. The motion was approved unanimously.

V.	**Principal's Report**	Danielle O'Brien	20 mins

- Field update: Rain delays; new estimated date for completion is first week in December; Johanna will put out a message.
- Halloween event during Impact: ASB hosted trick-or-treating event on campus and costume contest; amazing to see 6th graders do Thriller dance with participation and cheering with the entire school gathered together.
- Drama production (*Arsenic and Old Lace*) opens tonight 11/10/22: 6 different casts, entirely student run. More shows next weekend as well. Parent volunteers have been amazing.
- Math teacher (Mr. Keating) went on an unplanned leave through next week; Ms. Dutta and others are helping to support this leave. Making arrangements in the event longer-term plans are needed.
- Bell Schedule Pilot Feedback: Impact (40 mins) was both too long and not at the right time of day in the school day; having two sets of block days (M/T and W/Th) demonstrated long period fatigue with the kids, showing 50 minutes is more ideal than a period that is longer due to the need to still give a break. Kids liked having more time for homework.

VI.	**Teacher's Report**	Ms. Aruna Dutta	5 mins

- Halloween displayed how amazing the kids were; respectful and cheered the 6th graders on; it was a cool day and hope we do something similar next year.
- Most students were not fans of "Impact"; SEL lessons were best when designed to help kids
- From a teacher perspective, the teacher-led Impact/SEL was hard to implement; demonstrated that a lesson plan was necessary to lead SEL. We learned that kids who don't have QU3ST, they may need Impact for homework and academic support (like a re-take). There were some features of Impact that are likeable.
- Jonathan Coldoff is doing a project this week to demonstrate exercise using math in applied real-life.

VII.	**Auditor's Report**	Anne Yeow	5 mins

- Based on By-Laws, Auditor audits financial position in accounts every 6 months.
- Everything is good with respect to cash balances in PayPal, First Republic accounts.
- Brought attention to $1,820 in checking accounts (3 checks outstanding; checks to teachers outstanding since June 2021)
- Bill.com outstanding checks needs to be voided and reconciled in QuickBooks; Wendy Turner has communicated with the respective teachers.

VIII.	**Treasurer's Report**	Wendy Turner	10 mins

- Wendy circulated the Proposed Budget, which must be approved at General Membership meeting next week. Budget is attached.
- Estimated Income: $135,000 (OCC donations) + $70,000 in Surplus Funds (from prior years) = $207,150.
- PTO Sponsored Pass-Through Funds: $288,150
- Total General PTO Expenses: $207,150 (reflects a decrease from May Proposed Budget of $220,150)
  - Academic Enrichment: $114,430 (reflects a decrease from the May Proposed Budget of $132,800): Danielle is given these funds for Principal's Strategic Initiatives, Professional Development, School Hospitality; Instructional Supplies of $300/teacher and now 3 Counselors will also receive these funds.
  - Program Support: $76,500 (reflects a decrease from the May Proposed Budget of $80,500): reflects funds for Community Building Events, Academy Celebrations, and Campus Enhancements (all of which is going to be funded out of Surplus Spend Down funds).
  - Technology & Operations: $7,200 (reflects an increase from the May Proposed Budget of $5,850)

IX.	Updates	Asynchronous	0 mins

- **Volunteer Coordinators:** Soliciting volunteers for Turkey Trot!; Will be reminding Academy Leads to check in with teachers about any plans for Winter Parties
- **MPAEF Update:** Wine Walk tickets are on sale! The event is Dec 3 and benefits the MPAEF. MPAEF holiday shopping at Cheeky Monkey Nov 16-19, mention "MPAEF" when shopping.

See enclosure below.

Meeting adjourned at 9:37 a.m.

Respectfully submitted,

Tiffany Griego-Crowe
Hillview PTO Recording Secretary

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

ENCLOSURE:
PROPOSED REVISED BUDGET
for approval on Thursday, November 17 at 8:30 am

	2021-2022 Approved Budget	May 2022-2023 Proposed Budget	Nov 2022-2023 Draft Budget	COVID Surplus Spend Down
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**	**70,000**
PTO Sponsored Pass Through				
After School Sports	130,000	100,000	100,000	
~~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	
Total PTO Sponsored Pass Through	**218,000**	**153,000**	**151,000**	
Total Donations/Other Income	**391,525**	**303,150**	**288,150**	
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	29,980	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	9,000	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				
Community Building Events (including welcome	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**

	2021-2022 Approved Budget	May 2022-2023 Proposed Budget	Nov 2022-2023 Draft Budget	COVID Surplus Spend Down
Technology / Operations				
Administration (office supplies, stamps, etc.)	250	250	250	
Internet / Website Maint./ Accounting Software/T	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**	**-**
Total General PTO Expenses	**243,525**	**220,150**	**207,150**	**70,000**
PTO Sponsored Pass Through (as designated)				
After School Sports	160,000	130,000	130,000	30,000
~~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**	**181,000**	**30,000**
Total Expenses	**491,525**	**403,150**	**388,150**	**100,000**
NET BALANCE	**(100,000)**	**(100,000)**	**(100,000)**	
NET BALANCE NET OF PASS-THROUGHS (excludes pass-through rev & exp)	**(70,000)**	**(70,000)**	**(70,000)**	