Hillview PTO
Minutes of the Regular PTO Executive Board
Thursday, September 8, 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	Volunteer Coordinator Apprentice (voting member)	Maria Lehmkuhl
Treasurer	Wendy Turner (joined 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	TBD	MPAEF Liaisons	Katherine Bicer, Katherine Glass

Present: 18 (including guests: Barbara Nguyen-Vu (OCC Representative))
Absent: 0

These minutes include asynchronous Board updates (Board Cmte Updates) provided in advance of meeting.

I.	**Call To Order & Introductions**	Amy Heinz	15 min

The meeting was called to order at 8:31 AM by Amy Heinz.
Each member of the PTO introduced themselves and roles.

II.	**Co-Presidents' Report**	Amy Beim	5 min

- The new Hillview jerseys for teachers and hats for 8th graders have been well-received.
- **Upcoming Events:**
  - Fri, 9/9 8:00-9:00 am: Parent Coffee; located in G-4
  - Wed, 9/14 8:00-8:20 am: MPAEF OCC Fundraiser Carline - **NEED PTO VOLUNTEERS**
  - Th, 9/29 5:00-5:30 pm: **NEED 4 PTO VOLUNTEERS - SERVE DINNER:** College Bound Conferences
- Astor Toyos is continuing the search for a Co-Coordinator for After-School Athletics and Auditor.
- New Co-VP candidate is needed due to recent resignation.

  - **A motion was made by Astor Toyos to approve Sarah Thayer for the role of Co-Vice President; motion was seconded by Sarah Sobel. The motion carried unanimously.**

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

The June 2, 2022 Executive Board meeting minutes were approved unanimously as distributed. Kelly Morehead moved approval; Amy Heinz seconded.

IV.	**Principal's Report**	Danielle O'Brien	5 mins

- The goal this year is create a middle school where students, families and staff feel valued, connected and inspired.
  - Danielle welcomed PTO members' ideas towards this goal.
- Back to School Night was held in person for the first time in several years; Danielle welcomed feedback on how to make Back to School Night smoother and received feedback that the evening was very successful.
- Jerseys are a big hit among teachers and staff.

V.	**Teacher's Report**	Ms. Aruna Dutta, Ms. Valerie Cypert	3 mins

- Catered lunches (vegan, vegetarian, gluten free), and coffee carts have been very appreciated.
  - For future reference, catered lunch was from Luttickens (great for vegan, gluten free, vegetarian too)

- Excited to wear jerseys on Friday!
- Ms. Dutta and Ms. Cypert welcomed feedback from the PTO to share with the teachers.
- Ms. Dutta will serve through end of this school year (with Ms. Cypert), and Ms. Cypert will serve this year and next. A new teacher will rotate onto the PTO next year with Ms. Cypert.

VI.	**Treasurer's Report**	Wendy Turner	25 mins

- Wendy circulated last year's Fiscal Year End reports and the August Treasurer's Report. For Actuals vs. Budget, the preliminary budget was based on May.
- Wendy completed a full audit of the expenses with the District and reported that when May/June bills were provided by the District, total expenses for the year were 306% higher than budget by $92,000. This is due to overruns in what appeared to be funds spent on programs, electives, and supplies, which was originally budgeted for $30,000.
- Additionally, Wendy, Amy and Amy met with representatives from the District, Willy Haug and Cathy Garagozzo to identify the source of the expenses, learning that two teachers' payroll expenses and Coder School Program were billed erroneously to the PTO (e.g., $27K to fees owed to the Coder School, misc. expenses related to Aiden Appleby's and Michael Perla's salaries). In total, to rectify a portion of the overrun, the District will reimburse the Hillview PTO Aiden ($7,807.34), Michael ($10,237.24), and Coder School ($26,775.00).
- Amy, Amy, Danielle have worked hard to put in different procedures to prevent this from happening again.
- Additionally, new budgeting procedures will include:
    - Budgeting teacher stipends/hourly rate at +22.8% (to account for the freight for payroll expenses)
    - Reconciling timesheets early in the year rather than May.
    - This is relevant in the context of clubs, as teachers must staff student clubs. We have 8 clubs this year that we can be confident we can afford; there was concern budget would not cover 20.
- Statement of Financial Position: We have approximately $130,000 (in combined accounts).
    - Reminder that After-School Sports are a pass-through
    - Does not include the first OCC payment we received first week of September
- Wendy has reviewed the PTO insurance and thinks we are currently under-insured. The PTO carries General Liability covering events, injuries, embezzlement, property, and D&O. Our current insurance costs $585/year and does not cover misappropriation of funds, high crimes for our entire bank account cash balance. To do so will cost $970/year, which will also include social media liability insurance.

    - **A motion was made by Wendy Turner to approve increasing the insurance to cover the balance in the PTO Bank Account up to $125,000 (commercial crime and fidelity) and adding social media liability insurance for a total annual cost of approximately $970; motion was seconded by Brenda Lo. The motion carried unanimously.**

- All teachers will receive their $300 grants for instructional supplies and will begin sending next week
- Teachers who already signed up for Bill.com do not need to sign up again.
- 5 Teachers have requested checks instead of epay through bill.com

VII.	**Additional Discussion, Action Items**		3 mins

OCC Update (Barbara Nguyen-Vu)

- Teachers who don't have kids in the district are asked to donate to the PTO; Teachers who do have kids in the district are asked to donate to the OCC.
- Fundraising goal $150K for Hillview PTO, consistent with prior years of OCC campaign
- Currently running at 35% of goal; note for budgeting
- Larger proportion is pledges as compared to donations; historically 3-4% doesn't get filled
- Three weeks left in the campaign; making a push
- 9/14: **NEED PARENT VOLUNTEERS** to participate in the OCC promotional carline next Wed.
- Suggestion to put QR codes on posters

Athletic Director position (Becky Genauer)

- VB (16 teams) & FFB (5 teams) up and running
- Hillview PTO could benefit from having a paid Athletic Director for a year-long role. It was a massive undertaking to get football and volleyball up and running; parents have given feedback that it is not sustainable.

- Worked with the District over the summer; goal is to hire two PE teachers (by trimester); meeting today to seek their ability to pick up the role.
- Superintendent Kristen Gracia is supportive; Amy and Amy are working on this. We need to envision the optimal program for next year.

VIII.	**Asynchronous Updates**	Asynchronous	0 mins

Academy Leads + Volunteer Coordinators (Maria Lehmkuhl and Kelly Morehead)

- All academies have been assigned academy leads!
- We've introduced leads to their academy teachers via email.
- Once district has created academy groups in ParentSquare (by Friday hopefully), leads will post to introduce themselves to academy parents/guardians.
- Planning to attend PTO coffee on 9/9
- Halloween is likely first event for which academies will do some sort of celebration.

After-School Activities (Tara Carranza Chapman)

- Fall session begins next week
- Increase in enrolment compared to last year
- Also increase in requests for scholarships

MPAEF Liaisons (Katherine Bicer and Katherine Glass)

- MPAEF kick off meeting 8/16
- Next MPAEF board meeting 9/15
- KG attended BTSN and spoke about OCC
- KB and KG will attend coffee 9/9 to help rep OCC

OCC Engagement Coordinator (Barbara Nguyen-Vu)

- Halfway through; at ~35% to $ goal; slightly lower than other years
- BTSN speeches and video
- Banners, thermometer, electronic sign up
- HV Letters mailed; Stewards weekly messaging continues
- Extra signs for coffee 9/9
- Carline planned for next Weds 9/14 - NEED VOLUNTEERS

Parent Coffee on 9/9/22 (Tiffany Griego-Crowe)

- Donut Depot = $51 for 200 donut holes
  (650) 364-8352
  3383 Middlefield Rd , Menlo Park, CA 94025
  http://orderdonutdepot.com
  Pick up at 7:00 am
- Coffee for 100 = $120
  3 caffeinated carafes, 1 decaffeinated carafe ($25 each)
  Oat milk and Half and Half, Sugar, Cups
  Delivery for $20
  Menlo Café – 620 Santa Cruz Avenue, Menlo Park 94025
  Elvira
  (650) 518-3552 cell
  https://www.yelp.com/biz/menlo-cafe-menlo-park
  Delivery to Hillview at 7:30 am

Respectfully submitted,

Tiffany Griego-Crowe
Hillview PTO Recording Secretary

These minutes were approved unanimously via email on October 17, 2022.