Hillview PTO
Minutes of the Regular PTO Executive Board
Friday, May 13, 2022
9:00–10:00 AM
In-Person & Virtual Meeting

PTO Executive Board Members 2021-2022:

Co-Presidents	Ward Bullard & Astor Toyos	Volunteer Coordinator	Kelly Morehead
Co-Vice Presidents	Amy Beim & Amy Heinz	After-School Activities Coordinator	Tara Carranza Chapman
Treasurer	Jed Scolnik	After-School Athletics Coordinators	Brian Roberts & Derrik Shirley
Vice Treasurer	Wendy Turner	Parliamentarian	Krista Rosa
Financial Secretary	Vicki Eckert		
Recording Secretary	Tiffany Griego-Crowe	Principal	Willy Haug
Communications Chair	Alison Matthews	Teacher Representative	Aruna Dutta
Auditor	Archna Mehta	MPAEF Liaison	Jenna Atchison

Present: 14 (Guests: Carolina Whitty (incoming Vice Treasurer), Brenda Lo (incoming Financial Secretary))
Absent: Wendy Turner, Vicki Eckert, Archna Mehta, Jenna Atchison

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

I.	**Call To Order**	Astor Toyos	1 min

The meeting was called to order at 9:03 AM by Ward Bullard (with donuts!).

II.	**PTO Board Meeting Minutes – Review & Approval**	Amy Beim (for Tiffany Griego-Crowe)	3 min

The April 15, 2022 Executive Board meeting minutes and the May 4, 2022 General Board meeting minutes were approved unanimously as distributed. Ward Bullard moved approval; Astor Toyos seconded.

III.	**Principal's Report**	Willy Haug	15 mins

- Two positive COVID pools, slight uptick in cases
- **Open Staff Positions** - Panel interviews taking place: ELA 7th, Spanish teacher (part-time), Math 6th grade, Humanities core, PE
  - One position still recruiting for is computer science/broadcasting/video production (full time)
  - We're excited about the new talent coming our way.
  - Assistant Principal has been selected; official announcement forthcoming
  - Principal – interviews ongoing
  - Kristen Gracia appointed as new MPCSD superintendent
- Past Events: Successful Disney trip for the band members, followed by a concert
- Trending upward in enrollment, 875 estimated total enrollment next year
- **Upcoming Activities**
  - Monday, May 16 - Friday, May 20: Hillview Book Fair in the Hillview Library
  - Wednesday, May 18: Hillview Open House for parents and students, 5:45 - 7:30 pm on campus
  - Thursday, May 19: Hillview Talent Show, 3:30 pm in the Hillview PAC
  - Friday, May 20: Hillview Talent Show, 6:00 pm in the Hillview PAC
  - Sunday, May 22: Schoolhouse Rocks Run & Festival, 9:00 am - 12:00 pm at Hillview
  - Monday, May 23: Riekes field trip for 6th graders
  - Thursday, May 26: Volunteer and Staff Appreciation and Awards Event, 3:00 pm in the Hillview PAC
  - Friday, May 27: Riekes field trip for 7th graders; last Hillview Shadow Day for prospective students
  - Tuesday, June 7th: 8th grade award ceremony
  - Thursday, June 9: 8th grade field trip to Great America
  - Friday, June 10: Graduation
- Update on Hillview field update – on track, to be installed around Winter Break; ready by January 2023 for use.

IV.	**Treasurer's Report**	Jed Scolnick	8 mins

- Refer to Jed's documents distributed on May 11, 2022: "Statement of Financial Position, which is the snapshot of the bank balances, the Budget vs Actuals which is what has been spent as it relates to the overall 2021/22 budget, and the Statement of Activity by month further breaks this down."
- Pass-throughs are included in our budget (e.g. sports and Disneyland trip for band), but Jed normalized the financials in order to be able to see how we are positioned.
- PTO has spent down $78K of surplus (e.g. campus enhancement (picnic tables).
- $30,000 surplus now
- High priority is to refinish the basketball court inn the gym.
- PTO has received $11K check from MPAEF (4th distribution).
- Emphasis on collecting pledges from donors: $6,389 in pledges still outstanding
- Seeking a (paid) AD for the Athletic program

V.	**Additional Discussion, Action Items**	Ward Bullard	20 mins

- Great volunteer turnout for Teacher Appreciation Week - well done Nora Singer!!
- **Athletics Program** (Ward)
    - Athletics by the numbers - 449 Hillview students have participated in Hillview sports this year - 8 sports, 47 teams, $120K registration fees (net of refunds), 628 registrations (some kids participate in more than one sport).
    - Ward has spoken to two pro bono employment attorneys regarding our Athletic Director position (15 hours). Current status is all coaches are volunteer (unpaid).
    - PTO desires to hire an Athletic Director to be responsible for program administration for the PTO-funded athletics program. PTO needs to know what it can or cannot do with regard to hiring an AD.
        - An MPCSD employee would be compensated as a W-2 employee (funded by PTO, employed by the MPCSD District)
        - Non-MPCDS employees must be compensated as a 1099 role (not W-2), given the program is managed by the PTO as an exempt employee.
        - PTO will go to the School Board to seek support at a district level.
        - PTO could ask the District to serve as employer, with PTO providing funding to the district (preferred), or PTO could seek support from MPAEF to serve as the employer. PTO could hire an employment lawyer and withhold payroll taxes (less preferred), or a third-party and hire an agency to handle the payroll (less preferred).
        - Ward will seek counsel from Superintendent Kristen Garcia.
        - Next year's PTO will make a decision about whether to hire an AD (or two) or provide funding to a district resource.
- **Upcoming Community Events** (Ward)
    - Hillview Open House - Wednesday 5/18
    - Teacher and volunteer recognition event - Thursday, 5/26 at 3pm
    - **VOLUNTEERS NEEDED:** Riekes field trips - 5/23, 5/27, 6/6 (talk to Kelly)
    - **VOLUNTEERS NEEDED:** SchoolHouse Rocks Volunteer Push (talk to Jenna)
    - Community movie night - Friday, 6/3
    - Celebration of Mr. Haug & Mr. Chiu, Friday, 6/3
    - **VOLUNTEERS NEEDED** (6th/7th Grade Parents) on Grad Night (talk to Ward) - Friday, 6/10
- **PTO End of Year Staff Gift** (**Alison**) **-** donate via PayPal, credit card, check or cash
- **A motion was presented by Ward Bullard to approve $2,000 to buy 75 headsets for the World Language Program; motion was seconded by Tiffany Griego. The motion carried unanimously.**

VI.	**Teacher's Report**	Ms. Aruna Dutta	3 mins

- No teacher updates.
- Getting ready for Open House and SBAC testing.

VII.	**Updates**	Asynchronous	0 mins

Vice Presidents (Amy Beim & Amy Heim)

- The SafeSpace Conversation Chat video has been filmed and is being edited. SafeSpace will also provide resources to go home with students.
- Please let us know of parents who might be interested in the following committee roles: OCC Engagement Coordinator, Fall Welcome Event Committee (formerly Aloha Check-In), Safe Routes to School Coordinator, Spirit Wear Store Coordinator, After School Athletics - finance lead, facilities/schedule coordinator, positive coaching alliance coordinator, sport-specific commissioners

Communications Chair (Alison Matthews)

- 4 newsletters left! To date we have produced 73 Staff Spotlights! A handful of more staff members (and new staff) in the works for 2022-23
- Website updates included 8th grade grad info, book fair, WEB, EOY Staff gift page (thanks Jed for the new PayPal link). Created a new section for Principal's Msgs.
- New website template decided by the district, meeting with BlackBoard design team on 5/19 to talk migration. Will make some changes to existing navigation and consolidate (w/ Danielle)
- Non Comm: 8th grade party is going to be rad :) Still in need of "night of" volunteers so spread the word. Encouraging 6/7 grade parents but open to 8th grade too given the pure volume that needs to be on deck
- PE Clothes: FINALLY! We have an agreement from our PE staff to migrate PE clothes (and update them too) to SquadLocker. We hope to have the site live in the next two weeks so families can start ordering. Existing clothes are fine (as long as they fit) and will have samples in the office for sizing etc.
- Do we want to mention EOY Staff Gift? I also think it would be wise for Academy leads to message academy with this note and so parents know there isn't a collection for academy specific but are welcome to do things on their own. (ideally a draft email that AL can just copy and paste….will get more traction).

MPAEF Liaison (Jenna Atchison)

- **Community Donors:** In progress: First Annual Past President's Circle – TODAY
  - Reflect: Strategy for how to grow our database. Reach more grandparents, community groups and local Foundations
  - Looking Ahead: Capitalize on our 40th anniversary year with a marketing push to our community with this message
- **Business & Realtors:** In progress: Continuing to exceed our budgeted goal!
  - Reflect: Grateful for an amazing business team–Ward (Dine Out!), Patti and Marta (Fulfillment), Natara (Business Liaison), Ricky (Realtor Liaison), Carrie (for picking up the pieces)
  - Looking Ahead: Seeking new and innovative ways to raise money.
- **Secretary Report**: In Progress - Finalizing board slate, still need: Assistant Treasurer, Auction Team, Business fulfillment, Wine Walk, EN Kinder steward
- **Schoolhouse Rocks Run** - First SHR in three years!
  - In progress: Volunteer recruitment! We are getting there! Still need help
  - Race Day Logistics: Numbers are looking lower than previous years. Possibly COVID? Looking for suggestions on how to push this.
- **Endowment:** In progress: Spring Ask Letters are going out along with teacher videos. This is our big push
  - Reflect: Excellent support this year from our community!
  - Appreciation from families for navigating Covid - thank you Erik!
  - Looking Ahead: How do we maintain the momentum? Future Capital Campaign?
- **Auction:** In progress: Finalizing budget numbers and brainstorming for 2023.
  - Reflect: Thank you for filling out the survey! The feedback was positive and useful for 2023 planning.
  - Looking Ahead: We are still looking to fill 2 Auction roles. Recommendations would be great.
    - Solicitations Chair (Full Board - will roll into Executive)
    - Event Chair (Full Board - will roll into Executive, following Lindsay)
- **Marketing:** In progress: Supporting MPAEF Endowment Spring Solicitation and Schoolhouse Rocks Run
  - Reflect: Take integrated approach to campaigns as much as possible (e.g. swag, banners, press; principal, Erik and PTO comms, Friday folders)

    - Looking Ahead: Messaging/continued parent education around OCC in the fall and plans to launch a new MPAEF website this summer.
- **Jeanie Ritchie Grant:** In progress: Celebration with grant recipients planned for May 23! Great opportunity for collaboration. Encourages teachers with grants still in progress to complete, file expenses and fill out evaluations.
    - Reflect: At culmination of the school year, we don't always have feedback on all grant successes including photos and storytelling. How can we better gather this information and use it for marketing purposes?
    - Looking Ahead: More robust marketing in the fall. Continue with strong Principal support. Finalize the JRG committee for the fall.

- **Upcoming PTO Meeting:**
    - Thursday 6/2 at 9am - Exec Board mtg #10 (in person and Zoom)

Meeting Recording:
https://mural.zoom.us/rec/share/L8_BCDysw59KJ2gjrGVIG7giLJ4PNqSi_OXbH3TwvTmTJ0r9OavIdQ0kn1k_WjM.vH2X7WFkGWxcL7xT
Access Passcode: X.xMt2A?

Respectfully submitted,

Tiffany Griego-Crowe
Hillview PTO Recording Secretary

These minutes were approved at 9:05 AM on June 2, 2022.

PTO Executive Board Members 2022-2023:

Co-Presidents	Amy Beim, Amy Heinz	Volunteer Coordinator	Kelly Morehead
Co-Vice Presidents	Sarah Sobel, Amber Sutton-Bana	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	TBD
Communications Chair	TBD	Teacher Representative	TBD
Auditor	TBD	MPAEF Liaison	TBD