Hillview PTO
General Board Meeting Minutes
May 4, 2022
9:00am-10:00am
Zoom Mtg

Present:
Ward Bullard, Astor Toyos, Amy Beim, Amy Heinz, Tiffany Griego-Crowe, Archna Mehta, Krista Rosa, Willy Haug, Wendy Turner, Alison Matthews, Derrik Shirley, Kelly Morehead, Jenna Atchison, Meredith Nonneberg
Quorum present: Yes (13)

I.	**Call To Order / Presidents' Report**	Ward Bullard & Astor Toyos

- The meeting was called to order at 9:01 PM by Ward Bullard.
- Lots of good news and PTO activities to share:
  - Operation Wellness for the teachers was successful (donuts, lunch, art class, yoga class, spa treatments, firepit)
  - Teacher Appreciation week is going strong, with flower deliveries yesterday.

II.	**PTO Budget Review and Vote**	Wendy Turner, Amy Beim, Amy Heinz

- Preliminary Budget Approval - proposed budget for August 1, 2022-July 31, 2023:
  - Administration changes – opportunity for new principal to influence spending
  - Estimated income $150K (assumes 70% of Hillview families contribute to OCC, and actual income in 2021-22 was $150K)
  - Proposed surplus spend for 2022-23: $70K
  - Estimated Expenses $150K
    - Academic Enrichment $108K ($134K with surplus spend)
    - Program Support $35K ($81K with surplus spend)
    - Tech/Operations $5K (no change with surplus)
  - Discussion about project-based learning and staff grants (March 1st deadline; receipts due April 15th)
  - Principal's Discretionary funds are available for teacher grant requests after March 1.
  - Based on this year's lessons learned, Amy Heinz recommended putting any extra OCC funds into Staff Appreciation and Community Events in the future.
  - Good cash position.
  - Refer to screenshots below for FY 2022/23 budget detail.
- **Motion:** To approve budget of $220,150 for FY2022/23.
  Astor Toyos motioned, seconded by Alison Matthews.
  Motion carries unanimously.

III.	**PTO Slate for**	Krista Rosa

- Proposed PTO Slate, per Krista Rosa (Chair of Nominating Committee)
  - Co-Presidents: Amy Heinz, Amy Beim
  - Proposed Co-Vice Presidents: Sarah Sobel, Amber Sutton-Banna
  - Treasurer: Wendy Turner

- Proposed Vice Treasurer: Carolina Whitty
- Proposed Financial Secretary: Brendo Lo
- Recording Secretary: Tiffany Griego-Crowe
- Volunteer Coordinator: Kelly Morehead
- Volunteer Coordinator Apprentice: Maria Lehmkuhl
- After-School Activities Coordinator: Tara Carranza
- After-School Athletics Coordinator: Becky Genauer
- Parliamentarian: Astor Toyos
- Communications Chair: Tentative Candidate
- Auditor: TBD
- MPAEF Liaison Role: TBD

- All open rolls will be formally submitted for consideration and approval at the October General Meeting.
- Kelly Morehead and Maria Lehmkuhl each have an individual role on Executive Board and an individual vote.
- **Motion:** To approve the slate of proposed candidates.
  Ward Bullard motioned, seconded by Wendy Turner.
  Motion carries unanimously.

IV.	**Hillview 2021-22 Outlook**	Willy Haug

- Mr. Haug expressed his thanks to PTO for everyone's support through this unusual year and for supporting Wellness Day.
- May the 4th be with you. "What's the internal temperature of a tauntaun?" "Lukewarm."
- Associate Principal – 5 finalists are moving to panel interviews this Friday.
- Principal interviews in May.
- Teacher hiring processes are under way; seeking a handful of new teachers for 2022-23.
- State testing is occurring again after two-year hiatus.
- May 18th Open House 5:45 pm: students are welcome as guides
- Talent Show: May 19th (3:30-5:30) and May 20th (6:00-8:00 pm)
- Decades Dance: June 1st
- 6th grade dance was successful
- Seussical Performance was outstanding.
- 5th grade visit from the 3 elementary schools, including performances in PAC.

V.	**Open Forum & Concluding Remarks**	Ward Bullard & Astor Toyos

- Please help Ward at the Friday, May 6th Teacher Appreciation Lunch 11:30-12:30
- Next Executive Board meeting - Friday, May 13 at 9:00 am (Zoom)
- Adjourned at 9:53 AM.

Video Recording of the meeting is found here:
https://mural.zoom.us/rec/share/W5y4guyFWdyoUu7x5aZbqtHKPHACVjOchLoWHbgzeguTscifaN_xFcgFVVKz1Azo.VZ5ivMqS2oHHUiF8
Access Passcode: *?8.gQH=

Respectfully submitted,
Tiffany Griego-Crowe
Hillview PTO Secretary
These minutes were approved at 9:05 AM on Friday, May 13, 2022.

Exhibits: FY 2022-2023 Budget

2022-23 Preliminary Budget Overview

BUDGET (without Surplus Spend)		BUDGET (with Surplus Spend)	
Estimated Income	150,150	**Estimated Income**	150,150
OPERATING EXPENSES		OPERATING EXPENSES	
Total Academic Enrichment	108,800	**Total Academic Enrichment**	133,800
Total Program Support	35,500	**Total Program Support**	80,500
Total Technology / Operations	5,850	**Total Technology / Operations**	5,850
TOTAL OPERATING EXPENSES	150,150	TOTAL OPERATING EXPENSES	220,150

X - Budget includes $70K of surplus spend on operating activities. Does not include surplus spend from After School Athletics-related reserves.

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Expense Overview

$220K Budget ($150K OCC + $70K Surplus spend)

Academic Enrichment

- $134K (61% of total) of budget

Funds activities largely driven by School Leadership.

Examples include:

- Elective and Program Supplies
- Lunch/After School Club Stipends
- Instructional Supplies
- Principal Strategic Initiatives

Program Support

- $81K (36% of total) of OCC dollars raised

Funds activities largely driven by PTO Cmte Leads/Board.

Examples include:

- Community Events
- Campus Facility Enhancements
- Staff Appreciation
- Academy Celebrations
- Service Club

PTO Tech/Operations

- $5,850 (3% of total) of OCC dollars raised

Funds activities largely driven by PTO Administration.

Examples include:

- Tax Preparation
- Liability Insurance
- Bill.com subscriptions & other admin

Expenses (Academic Enrichment)

	2021-2022 Approved Budget	2022-2023 Proposed Budget	Surplus Spend
Academic Enrichment			
WEB Day	4,382	6,000	
Elective and Program Supplies (incl. Library)	30,000	30,000	10,000
Instructional Supplies ($300 per teacher)	18,000	18,000	
Lunch / After School Activity Payroll (MPCSD)	35,000	29,300	
~~Project Based Learning~~	6,000	-	
Parent Education Series	4,500	3,000	
Principal's Strategic Initiatives Fund	20,000	15,000	
Staff Grants	25,000	20,000	15,000
School Hospitality & Reward	5,000	2,500	
Staff Leadership & Professional Development	2,000	8,000	
After School Activities Scholarships	2,000	1,000	
Total Academic Enrichment	**151,882**	**132,800**	**25,000**

Expenses (Program Support)

	2021-2022 Approved Budget	2022-2023 Proposed Budget	Surplus Spend
Program Support			
Community Building Events (including welcome event in Aug, parent coffees, movie nights)	28,968	20,000	6,000
Academy Celebrations	-	9,000	9,000
Campus Enhancements	20,000	20,000	20,000
College Bound Program	6,000	6,000	
~~Wellness Program~~	5,000	-	-
District Council & Joint Campaign Dues	-	2,000	
General Meeting and Hospitality	500	500	
HSA Awards & Volunteer Lunch	2,000	2,000	
Service Club	500	1,000	
Staff Appreciation	12,825	10,000	
8th Grade Graduation (non-pass through)	10,000	10,000	10,000
Total Program Support	**85,793**	**80,500**	**45,000**

Expenses (Technology/Operations)

	2021-2022 Approved Budget	2022-2023 Proposed Budget	Surplus Spend
Technology / Operations			
Administration (office supplies, stamps, etc.)	250	250	
Internet / Website Maint./ Accounting Software/Technology	2,500	2,500	
Liability Insurance	600	600	
Tax Preparation	2,500	2,500	
Total Technology / Operations	**5,850**	**5,850**	**-**

PTO Hosted Pass Throughs

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

Cash Balances as of 5/5/2022

Cash Balances as of 05/05/2022	
Checking - First Republic	$118,855.00
Money Market - First Republic	$128,737.00
PayPal	
After School Sports - First Republic	$44,160.00
Total	**$291,752.00**