Hillview PTO
General Board Meeting Minutes
November 17, 2021
6:30pm-7:30pm
Zoom Mtg

Present:
Ward Bullard, Astor Toyos, Amy Beim, Amy Heinz, Jed Scolnik, Tiffany Griego-Crowe, Archna Mehta, Tara Carranza Chapman, Krista Rosa, Willy Haug, Jenna Atchison
+ four General Members
Quorum present: Yes (11)

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

- The meeting was called to order at 6:37 PM by Astor Toyos.
- Lots of good news and PTO activities to share:
  - PTO is very active. Co-Presidents and Co-Vice Presidents meet weekly together, and we meet every Friday with Principal Haug.
  - Over 200 Hawks are playing basketball this season.
  - 6th grade volleyball team won the championship!
  - Covid Clinic vaccinated more than 1,000 kids in 2 days.
  - Outdoor Ed for this year's 6th grade was very successful.

II.	**PTO Budget Review and Vote**	Jed Scolnik & Ward Bullard

- Proposed budget for August 1, 2021-July 31, 2022:
  - "Statement of Financial Position" shows a healthy cash position: $236K (as of July 31, 2021).
  - The budget surplus has been building steadily over the past few years, doubling the Reserve in a 5-year period.
  - We have an obligation to spend the funds in the year the OCC raised them.
  - This PTO proposes a two-year Surplus Spend Down Strategy:
    - Spend $100,000 during FY2021-2022 (assuming $70K for Operating expenses and $30K for Athletic expenses);
    - Spend $100,000 during FY2022-2023 (noting this decision is at the discretion of the 2022-2023 PTO Executive Board);
    - Retain $36K for Reserve for FY2023-2024.
      - This seems reasonable to cover typical expenses because (i) MPAEF provides $25K for expenses from Sept-Nov. each year until the PTO receives the full MPAEF OCC funds (which is $173K this year), and (ii) PTO has typically spent between $30K-$55K in Aug-Oct in prior (non-pandemic) school years.
  - Jed noted:
    - If PTO Board identifies opportunities to spend down additional funds during the 21/22 school year, we will keep this option available and bring to the 2nd General Meeting in May 2022.
    - This Spend Down Proposal is this PTO's recommendation, and not binding on next year's PTO.

        - Overwhelming majority of funds come from OCC campaign ($173K); paid in 5 distributions throughout the year every 2 months.

- FY21/22 Operating Budget (without Surplus Spend) is $173,525; Total Budget (with Surplus Spend) is $243,525, as follows ("Expense Overview"):
    - $151,882 - Academic Enrichment:
        - Activities largely driven by School Leadership (Willy Haug), such as:
            - Elective and Program Supplies ($30K)
            - Lunch/After School Club Stipends ($35K)
            - Instructional supplies ($18K)
    - $85,793 - Program Support:
        - Funds activities largely driven by PTO Committee Leads/Board, such as:
            - Community Events ($29K)
                - Academies Budget ($6K)
                - Movie Nights ($4K)
                - Campus Celebrations/Events ($4K)
                - Surplus Spend Down Strategies ($15K)
                    - Grade-Level Items ($12K)
            - Campus Facility Enhancements (Benches, Umbrellas $20K)
            - Campus Technology Enhancements ($20K)
            - Staff Appreciation (Coffee Carts, etc. $13K)
    - $5,850 - PTO Technology/Operations:
        - Funds activities largely driven by PTO Administration
            - Tax Preparation ($2K)
            - Liability Insurance ($600)
            - Bill.com subscriptions and other admin ($2,500)
    - PTO Hosted Pass-Through Expenses (In/Out…no impact to budget)
        - After-School Sports ($160K)
        - Music Program Disney Trip ($40K)
        - Squadlocker ($2K)
        - End of Year Staff/Teacher Gifts ($36K)
        - 8th Grade Graduation Party ($10K)

- **Motion:** To approve budget of $243,525 for FY2021/22.
  Tara Carranza Chapman motioned, seconded by Astor Toyos.
  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.
- He conveyed his enthusiasm for all that the Hillview School staff, PTO, and parent volunteers have been able to organize and do this year:
    - After-school athletics
    - Two Family Movie Nights
    - Over 20 Lunchtime Clubs
    - The 8th grade dance, which was put on by the ASB
    - Multiple spirit weeks, creating a vibrant scene on campus
- Hillview staff are working to re-design the Block H system so that 8th graders can earn credit.

- Hillview staff are developing a “Learner Profile” to help students develop the 5 core skills.
    - Focusing on giving accolades as “Hawk Hurrahs” and monthly “Student of the Month” ceremonies.
- New report card will reflect standards-based feedback on report cards, designed to grade with greater equity and thoughtful feedback.
- Redesigning schedule after four rounds of parent feedback
    - Feedback and iteration will be completed by Feb; present to the Board.
- Orchestrated several parent education sessions (How to use Schoology, Mastery of Grading).
- Parent “Conversation Chat” is scheduled for 12/2.
- He acknowledged it has been a challenging year due to COVID protocols and staff turnover and leave issues.
- Expressed gratitude for the successful conclusion of Measure B, expressing that the district is financially secure as the result of Measure B.

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

- Next Executive Board meeting - Friday, December 10 at 9:00 am (Zoom)
- Adjourned at 7:29 PM.

Video Recording of the meeting is found here:
https://mural.zoom.us/rec/share/a_O8lz0YpmYdO0MNqViibnm8f85nrkFXoiMriyhEtrLj0kj_quF5xK0_z0EzZaM3.rAl9Q7nFlwA47gzX
Access Passcode: C@?6z^Zi

Respectfully submitted,

Tiffany Griego-Crowe
Hillview PTO Secretary

These minutes were approved at 9:05 AM on December 10, 2021.