Hillview PTO
Minutes of the Regular PTO Executive Board
Friday, November 12, 2021
9:00–10:00 AM
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

Absent: Derrik Shirley, Vicki Eckert
Quorum present: yes (16)

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

I.	**Call To Order**	Ward Bullard & Astor Toyos	2 mins

The meeting was called to order at 9:01 AM by Ward Bullard.

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

The October 8, 2021 meeting minutes were approved unanimously as distributed. Ward Bullard moved approval; Amy Heinz seconded.

III.	**Principal's Report**	Willy Haug	10 mins

- General comments:
  - Willy discussed multiple enhancements to electives next trimester, starting Monday 11/15, including identifying staffing support for ASB, Hawk Talk, and Coding.
  - Willy is currently lone administrator on campus due to a few staff traveling or on leave. Johnna will serve as Acting Assistant Principal through December.
  - Report cards will have a new look and feel to mitigate confusion and increase feedback. "Hawk Habits" (scored on a 1-4 scale) will give feedback on core skills.
- Upcoming Events:
  - Hillview now offers a work room for kids to do schoolwork during brunch/lunch.
  - Soon will send panorama SEL survey for students to assess cultural awareness and SEL themes.

IV.	**Treasurer's Report**	Jed Scolnick, Ward Bullard, Wendy Turner	10 mins

- Refer to Jed's documents distributed on Nov. 9, 2021: "Treasurer's Report for October 2021, which includes transactions and entries up to 10/31/21."
- 2021-2022 Budget: We reviewed the draft together, and Ward requested Board feedback before review and approval at the General Board Meeting on 11/17.
- Statement of Financial Position: There has been steady growth of cash reserves over the years, leading to a cumulative $236K surplus. The goal is to spend all OCC-generated funds on Hillivew students and teachers each

year on a current basis. Therefore, PTO will propose a three-year plan to reduce the surplus from $236K (2021) to $136K (2022) to $36K (2023).

- Primary objectives of PTO budget are support of academic enrichment, program, and in-house PTO admin/tech operations.
- We will eventually draft statement into Bylaws related to optimal reserve amount (potentially $36K).

V.	**Auditor's Report**	Archna Mehta	2 mins

- It is customary for Auditor to audit books and accounts prior to General Board Meeting. Archna confirmed the books balance perfectly. Still have outstanding teacher checks.
- **Motion:** That the Hillview PTO Executive Board approve the Hillview PTO Audit as presented on November 12, 2021.
  Astor Toyos moved the motion. Tiffany Griego seconded the motion. Ward Bullard called for a vote.
  The motion was carried unanimously.

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

- Appreciative of staff swag.
- Ward confirmed the budget was developed with sufficient funds for each teacher to be granted $500/year program support and supplies. Teachers can request grants all throughout the year, but the PTO prefers to receive faculty grant requests earlier in the year in order to avoid large unspent funds by year end. Grants are not intended for summer school, as funds are intended to be spent by June 30 (end of fiscal year). PTO needs to get the word out to teachers. Ward will dress as Hawk and hold a "Teachers: Get Your Grant" sign.

VII.	**Presidents' Report**	Ward Bullard & Astor Toyos	2 mins

- Staff Hoodies delivered on Friday.
- Caffe Carello (Teacher Appreciation) is 11/12/21 for staff/teachers.
- **Motion:** That the Hillview PTO Executive Board approve one $407 teacher grant for Mr. Schneiderman, as recommended by Willy Haug.
  Tiffany Griego moved the motion. Astor Toyos seconded the motion and called for a vote.
  The motion was carried unanimously.
- **Motion:** That the Hillview PTO Executive Board approve the creation of a teacher grant sub-committee to be comprised of four members including two Co-Presidents, the Treasurer, and the Principal, together "Teacher Grant Sub-Committee." The Hillview PTO Executive Board further authorizes the Teacher Grant Sub-Committee to receive, evaluate and use its discretion to approve individual teacher grants at any time during the school year, including in between meetings, so long as (1) each faculty grant does not exceed $500, and (2) each grant is approved unanimously by the four members of the Teacher Grant Sub-Committee. For record-keeping purposes, the Teacher Grant Sub-Committee will report approved grants at the immediate next meeting of the PTO Executive Board.
  Tiffany Griego moved the motion. Astor Toyos seconded the motion and called for a vote.
  The motion was carried unanimously.

VIII.	**MPAEF / OCC Updates**	Ward Bullard	asynchronous update

- **LEFT BANK TUESDAYS - ALL MONTH LONG**: Throughout the month of November, Tuesdays at the Left Bank. 5% of all in Dine-In dinner purchases will go back to the Foundation. **CLICK HERE** for details. Don't forget to mention MPAEF!
- **HOLIDAY SHOPPING DAYS AT CHEEKY MONKEY - NOVEMBER 17-20.** We know many of you are concerned about the global supply chain difficulties and their impact on this year's holiday shopping. Your friends at Cheeky Monkey have anticipated the problem and are happy to offer an early Holiday Shopping period from Wednesday November 17 through Saturday, November 20th. Just mention MPAEF online or in-store and 10% of your purchase will go to the Foundation.
- **One Community Campaign Updates**
  - Collectively we are at **99.6%** of our fundraising goal - *and some of our organizations are very close to meeting or have exceeded their goals!*

- 19 new families donated since our last report - bringing our participation up to 68.5%.
- There was a lot of pledge fulfillment in the Benevity $$ we received - $170K in pledges paid in the past few weeks. You'll also note the significant change in the YOY Pledge Fulfillment tab.
- We also had a good chunk of Anonymous donations received via Benevity (over $22K) - which our team is doing our best to sleuth and determine the donors.
- This most recent Benevity was very different from previous years - 47% of the $ was pledge fulfillment, while 46% was "new" money that had not been pledged (the other 7% was anonymous). In previous years, Benevity deposits were more often a ratio of 15% pledge fulfillment and 85% "new" money. This ties to the trend we are seeing with families pledging much more frequently when they initiate their donation and/or match via their company. I will be using this new data to provide some forecasting for the group for our November 10 meeting.

- **Jeanie Ritchie Innovation Grants Awardees 2021-2022**: Announcements sent 11/2/21
  - Awardees: https://mpaef.org/jeanie-ritchie-innovation-grants

IX.	**Vice Presidents' Report**	Amy Beim & Amy Heinz	asynchronous update

- The first Conversation Chats event is confirmed and will be held via Zoom on Thursday, Dec 2 at 6pm. Convo Chats are events for Hillview parents and students to come together to discuss topics unique to this age group. **Teens, Tweens, and Screens** Workshop will be run by TeenEsteem. Details and registration are here: PTO Conversation Chats

X.	**After School Athletics**	Brian Roberts & Derrik Shirley	asynchronous update

- Flag football has wrapped up - 4 teams and nearly 80 participants.
- Volleyball finishes up next week -12 teams with nearly 120 participants.
- Basketball gets rolling this weekend. Registration is now closed. We will have 21 teams across our three grades with over 250 Hawks registered.
- We launch Dance/Cheer registration this week.
- We are researching using surplus funds toward a capital project on the Hillview Gym floor. We will bring the discussion to this group once we have more clarity on scope and cost.

XI.	**After School Activities Coordinator**	Tara Carranza Chapman	N/A

XII.	**Communications**	Allison Matthews	asynchronous update

- Newsletter is running smoothly with our great editors! Will be sending out a school-wide communication on HV basketball on Monday (11/8) for registration to try and get numbers up. Service team, Drama, Athletics, Convo Chats all updated on the site. New photos starting to appear on the site, Anna Kogan is taking shots on campus and getting approvals for students to appear on the homepage.
- Helping Kristi Cannon w/ Squad Locker. Supply chain issues have SL requesting all orders placed by 11/15 to guarantee an on time Xmas arrival (using regular shipping). Added a few new items (blankets, scarves and even water bottles).

XIII.	**Volunteer Coordinator**	Kelly Morehead	asynchronous update

- Volunteer program is going well. Have arranged for volunteers for vaccine clinics, covid testing for outdoor ed students, and dances.
- Will reach out to leads about connecting with academy teachers to plan holiday parties after our PTO meeting, pending approval of funding.
- Desire for PTO to allocate $300 per academy for December holiday parties. Teachers indicate to Leads what the academy would like to do, and the leads will implement it, soliciting parent volunteers as needed. Use it or lose it; the funds do not roll over. Reimbursement requests must be received by January 31st. Do not have to use it (obviously) - some academies prefer to have parents contribute specific items because parents like the involvement. If successful, we may consider more funding for Valentine's and EOY too.

IVX.	**Additional Discussion, Action Items**	Ward Bullard	N/A

- Follow-up Items:
  - Ward requested PTO Executive Board to review and comment within the draft Hillview PTO Budget Overview as we prepare for Wednesday's General Meeting. Please share your feedback by Monday 11/15 at 12noon PT.
  - Tiffany is collecting edits to make to the By-Laws, including (1) clarifying that Principal and Teacher Representative are voting members, and (2) identifying of optimal reserve amount.

- Next Meetings:
  - General Board Meeting – Wednesday, November 17 at 6:30pm (Zoom)
    https://mural.zoom.us/j/97835082878?pwd=bjREZDVYRkI2TUMvNkZEZnNJM3VsZz09
    Meeting ID: 978 3508 2878
    Passcode: 6LUSgYL2
  - Executive Board - Friday, December 10 at 9:00 am (Zoom)

Video Recording of the meeting is found here:
https://mural.zoom.us/rec/share/prIYJE6s-zeSn7quLvSf_MzM6QYH8Z_f6GaAOF0imsvAFmelMVekhGtgsQGiQpxH.ndPdZvMMzuN2niX0
Passcode: zDR!AFR7

The meeting was adjourned at 10:05 AM.

Respectfully submitted,

Tiffany Griego-Crowe
Hillview PTO Recording Secretary



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