Hillview PTO
Minutes of the Regular PTO Executive Board
Friday, October 8, 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, Brian Roberts, Wendy Turner, Jenna Atchison, Krista Rosa, Vicki Eckert
Quorum present: yes (12)
Ms. Aruna Dutta left at 9:20 AM.

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 9:02 AM by Astor Toyos.

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

The September 10, 2021 meeting minutes were distributed on Oct. 5, 2021 and approved unanimously as distributed. Ward Bullard moved approval; Amy Heinz seconded.

III.	**Teachers' Report**	Ms. Aruna Dutta	10 mins

- College Bound dinner was appreciated.
- During conferences, PTO provided lunch (Oct. 4) for teachers (incl. vegetarian options) and snacks.
- A teacher requested a coffee cart in the mornings during conferences in the future.
- Ward and Aruna discussed the Instructional Supplies Stipends ($300/teacher). Bill.com (the method for direct deposit to teachers) has presented a pain point (as SSN is needed). Aruna requested PTO evaluate Venmo and PayPal for distribution of the stipends in the future.
- Teachers have questions about what scopes qualify for PTO-funded Teacher Grants. Ward clarified that Willy will both help to clarify as questions are posed, and he approves these Teacher Grants.

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

- General comments:

- Willy expressed his thanks for the support for the College Bound Fall Family Dinner. Discussed how it was a successful opportunity to both bring families to Hillview campus for conferences and dinner, as well as register 20+ students for COVID testing, tech support and generating awareness about other important programming.
- Focused on ***Compassion*** as Hillview core skill in September ("Starts with Hello" and Hispanic Heritage Month)
- Focus on ***Ownership*** in October, emphasizing reflection, setting actionable goals by students.

- Upcoming Events:
  - Monitor Parent Square Calendar and Newsletters
  - Oct. 12 (6:30-8:00 pm; Zoom): MPCDS Speaker - Parent Education Event (via Zoom): "Radical Empathy, Finding a Path to Bridging a Racial Divide" with Terri Givens; registration required
  - Oct. 14 (4:30-5:30; Zoom): Spanish for Spanish Speakers 3: info session
  - Oct. 15 (7:00-9:00 pm): 6th and 7th grade Outdoor Movie Night (located on the field)
  - Oct 14 (6:00-6:45; Zoom): Outdoor Education Info Session (Nov. 1-5, La Honda): Jonathan Coldoff (organizer) needs volunteer counselors. Applications due Oct. 15.
  - Oct. 21 (~6:00 pm): Special Board meeting: Schools will present their official site plan.
  - Oct. 25-29: Math and Language Arts/Writing Benchmark testing
  - Oct. 29 (after school): 7th and 8th grade outdoor Halloween dance (located in the Quad)
    - This event must be reconciled with Oct. 29 Sports Appreciation Event (field).
  - Nov. 6/Dec. 4: Tentative vaccination clinics for ages 5-12 (pending FDA emergency authorization)

V.	**Treasurer's Report**	Jed Scolnick	5 mins

- Refer to Jed's documents distributed on Oct. 7, 2021: "Treasurer's Report for September 2021, which includes transactions and entries up to 9/30/21."
- The Statement of Financial Position is a snapshot of the bank balances; the Budget vs Actuals shows what has been spent as it relates to the overall working budget, and the Statement of Activity by month further breaks this down.
- Waiting to hear how much PTO will receive from OCC in order to finalize budget next month.
- After-school athletics is cash flow positive, and so we must find a way to spend these athletics funds.
- Instructional supply grants: 50%+ of faculty have signed up for this. Exploring alternatives for distributing funds (given some teacher reluctance to Bills.com).

VI.	**Presidents' Report**	Ward Bullard & Astor Toyos	10 mins

- College Bound Dinner was a huge success!
- New PTO 1-sheeter (in English/en Español)
- Budget Discussion: Specific line items in the budget will need to be evaluated by Nov. 12 (prior to Nov. 17 General Membership meeting)
- Service Club: Do we have a staff liaison and another parent? Will there be a KO? Allison and Brandee can help set up a group in Schoology. Need update/next steps.
- Basketball hoops/volleyball nets are on their last leg. Ward stated the PTO can consider replacing.

- Teacher Grants Submissions
  - **Discussion:** In addition to the PTO Hillview Instructional Supplies grant ($300 per teacher) and MPAEF Jeannie Ritchie Grants, the Hillview PTO approved in May 2021 a $30,000 use of existing surplus funds via Teacher Grants. Approved Budget line-item source: Staff Grants Budget

- Seven proposals have been reviewed by Mr. Haug. Six have been approved for funding by Mr. Haug. Target amount: not to exceed $500 per teacher or per program, unless otherwise approved at Willy's discretion.
- Full description: Google Doc
- Form for Teachers to Apply: Google Form
- Full Proposals: Google Spreadsheet

- **Motion:** That the Hillview PTO Executive Board provides approval for the 6 Teacher Grants approved by Willy Haug, totaling $2864.99 + tax to fund programs.
  Tiffany Griego moved the motion. Astor Toyos seconded the motion and called for a vote.
  The motion was carried unanimously.

- Outdoor Education: Up to 200 kids are likely to attend Outdoor Ed. Each student pays $500 to attend.
  - **Discussion:** Ward proposed PTO provide a free Outdoor Ed t-shirt for each student and will work to ensure students' sizing and accurate ordering occurs so that funds are spent efficiently.
  - **Motion**: That the Hillview PTO Executive Board provides approval to spend $4,000 (estimate) to provide t-shirts at no cost to students attending Outdoor Ed.
    Ward Bullard moved the motion. Amy Heinz seconded the motion and called for a vote.
    The motion was carried unanimously.

VII.	**MPAEF / OCC Updates**	Ward Bullard	1 min; +asynchronous update

- **OCC Highlights**
  - Expecting $145K. We continue to receive donations! Thinking the unexpected Monday holiday caused some parents to not be tuned in to making their donation until late yesterday.
  - Since Tuesday's report, we've had 12 new donor families and $22,026 in donations received.
  - Participation continues to rise - and we are currently at 65.9% (just shy of our goal of 70%)
  - We are currently 88.5% to our 2021-2022 goal!
  - We are already seeing pledges be fulfilled - we were at a high of $802K in pledges on Saturday morning - and are already down to $789K in pledges ($13K fulfilled since Saturday).
- **MPAEF Dine Out Reminders**
  - Pizztober is ON! Order Amici's Pick-Up every Tuesday in October 25% goes back to our schools - must mention MPAEF (MPAEF District-wide email was sent Monday Oct 4th)
  - https://mpaef.org/dineout
  - Tuesdays in November will be Left Bank Dine Out, 5% back
- **Jeanie Ritchie Innovation Grants**
  - Deadline: **October 10, 2021**
  - Grant Winners will be selected October 22, 2021
  - The first eight Jeanie Ritchie Grants were awarded in the 1984-1985 school year.
  - Last year, 24 applications were received and 21 grants were awarded, totaling $39,646. The grants were evenly distributed across all 4 schools.
  - In 2020-21, individual grant awards ranged from $400 to $5,400.
  - Jeanie Ritchie Innovation Grants is currently planning to award up to $35k in the 2021-22 school year.
- **Spring Auction Planning**
  - Spring 2022 Auction planning is underway! More information is coming soon.
  - Looking for places outdoors or if anyone has any connections with a venue or tent vendor. An in-kind donation would be preferred.

- Hoping to receive a donation from LaBelle Day Spa but in order to do that we need someone to have spent $5k in spa treatments in the past year.

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

- Working to schedule our first Conversation Chat of the year — an interactive parent/student event covering topics unique to the middle school years. Teen Esteem (teenesteem.org), a Bay Area 501c3 non-profit organization that was founded in 1994 out of a desire to empower young people with tools for making informed choices, will host the workshop entitled ***Teens, Tweens, and Screens.*** Conversations will be facilitated between students and parents and each family will leave with actionable plans and a deeper understanding of their individual family's guidelines/values. Tentatively scheduled for the evening of Thursday, Dec 2nd over Zoom.

IX.	**Auditor's Report**	Archna Mehta	N/A

- Audit will be presented at November meeting.

X.	**After School Athletics**	Brian Roberts & Derrik Shirley	Submitted via email

- Flag Football and Volleyball Games are ongoing. Greater than 200 student participants.
- Basketball registration window will open Sunday Oct. 10 through 11/10. We are still recruiting coaches but have received some solid commits.
- FYI - Volley lites came in last night so those will be in the cart today; 2 clinics next week with Coach Darryl.

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

- Fall Programs are in full swing, but enrollment is down. We had to cut a handful of classes (cooking, one writing classes, and one starfire class)
- Should we add different classes to winter offerings? Tara was approached by a company that offers after school art classes.
- Perhaps a good idea to put a survey in the newsletter to ask parents for input on after school programs.

XII.	**Communications**	Allison Matthews	asynchronous update

- Started a Fri weekly meeting w/ Danielle/Willy to review the newsletter (vs. scramble over weekends)
- Looking to start building out the website (PE, Language, new pictures, 4 core) but taking time due to staff needing to support content.
- Supporting Block H/Conference week comm

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

- Volunteers chaperoned 8th grade movie night and served dinner for College Bound Program.
- Volunteer requests are going well using ParentSquare for recruiting.
- Academy Leads are all set. Some Leads are more responsive than others. We did have one parent quit as Lead of a 6th grade academy, but the amazing Becky Bullard stepped in to take on that academy in addition to the 8th grade one she was already leading!
- Academy Leads have been reminded to check in with their teachers about Halloween.
- ParentSquare allows me to post a volunteer request to all parents/guardians in each grade. This process allows more people to be involved in volunteering.

IVX.	**Additional Discussion, Action Items**	Ward Bullard	1 min

- Ward and Willy will discuss offline the Oct. 29 after school plans: 7th and 8th grade outdoor Halloween dance (located in the Quad) and Sports Appreciation Event (field).

- Follow-up Items:
    - Need to see if Service Club will start again.
    - Basketball hoops/volleyball nets need to be replaced.
    - Consider putting a survey in the newsletter to ask parents for input on after school programs.
    - Finalized budget next month.
    - Audit next month.

- Next Meetings:
    - Executive Board - Friday, November 12 at 9:00 am (Zoom)
    - General Board Meeting – Wednesday, November 17 at 6:30pm (Zoom)

Video Recording of the meeting is found here:
https://mural.zoom.us/rec/share/IJ2Mf2ctAVHXG_dH8IiicCWM_Nddubb83g9bUvS65jiTunbQNjvzUoHMjVeeUiv4.VjZoqALASlrtiXCU Passcode: O&yEa1@R

The meeting was adjourned at 10:01 AM.

Respectfully submitted,

Tiffany Griego-Crowe
Hillview PTO Recording Secretary

These minutes were approved at 9:04 AM on November 12, 2021.