**Hillview PTO**
**Minutes of the Regular PTO Executive Board**
**Thursday, March 9, 2023**
**8:30–9:30 AM**
**In-Person Meeting**

**PTO Executive Board Members 2022-2023:**

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| Co-Presidents | Amy Beim & Amy Heinz | Volunteer Coordinator | Kelly Morehead |
| Co-Vice Presidents | Sarah Sobel & Sarah Thayer | 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 | Danielle O'Brien |
| Communications Chair | Rebecca Emery | Teacher Representative | Aruna Dutta, Valerie Cypert |
| Auditor | Anne Yeow | MPAEF Liaisons | Katherine Bicer, Katherine Glass |

**Present: 19** (Amy Heinz, Wendy Turner, and Kelly Morehead attended via zoom), Brenda Lo (arrived at 9:00 am)
**Absent:** Aruna Dutta

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| **I.** | **Call To Order** | Amy Beim | 5 min |

The meeting was called to order at 8:32 AM by Amy Beim.

Sherwin Chen (MPCSD School Board Member) attended to give an update on School Board activities and priorities.

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| **II.** | **Co-Presidents' Report** | Amy Beim & Amy Heinz | 10 min |

- PTO put on a successful Valentine's Day cookie decorating event for teachers.
- We are developing two prospective art projects with Ms. Kogan (a crosswalk safety art project that requires City of Menlo Park approval; a project to beautify and upgrade to the banners around school).
- Service Team (Brandy and Dana) will consult with City Council, Burgess Rec Center/Library to identify a downtown beautification project to bring to PTO for sponsorship.
- Three ASB students (Mika, Coral, Devon) presented that they are developing a movie night to build community among students and their families; ASB is preliminarily seeking PTO sponsorship for snacks (amount TBD); the planned night for the event is April 21. Amy Beim requested a line-item proposal. Becky Genauer and Amy Beim will be the liaisons to ASB for this funding request.
- **Friday, March 31 at lunch:** Mr. Willy Haug's bench unveiling celebration; please come.
- PTO sponsored providing pizzas at the 8th grade night to hear about M-A.

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

- Tiffany distributed the 2/9/23 meeting minutes by email for approval. Tiffany motioned approval; Sarah Sobel seconded. Meeting minutes were approved unanimously.

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| **IV.** | **Parliamentarian Update** | Astor Toyos | 1 min |

- We now have two open Exec Board positions to fill: two (2) After-School Athletics Coordinators.
- Astor has filled the balance of positions in the meantime.

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| **V.** | **Teacher Report** | Ms. Valerie Cypert | 5 mins |

- Food sensitivities: It is important to offer vegetarian/vegan

| VI. | **School Board Update** | Sherwin Chen | 10 mins |
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- Board meeting tonight will include a presentation from MPAEF, whose endowment has generally been yielding a healthy annual contribution to the annual budget.
- Next year's enrollment numbers are expected soon.
- Stanford's $1.5 million cash consideration will cover only a portion of the costs per student expected to enroll in Menlo Park School District from Stanford's property tax exempt Middle Plaza apartments. MPCSD is coordinating an effort with Palo Alto Unified School District (PAUSD) to achieve equitable consideration for any projects currently in Menlo Park or in the future for which Stanford claims its property tax exemption.
- Housing element would generate new student population; PAUSD is actively monitoring the housing units, anticipated locations, and anticipated number of students to be generated by the Housing Element over time.
- Recognized and applauded Danielle O'Brien's principalship.

| VII. | **Principal's Report** | Danielle O'Brien | 10 mins |
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- **Excellent and exciting news: Danielle has been awarded the Principalship. Ms. Cypert added that faculty and staff are thrilled!**
- Second pilot bell schedule was successful and more well-received by students and staff that the first pilot; may result in some tweaks before the new bell schedule is rolled out next year. Feedback about the challenges of the Second pilot bell schedule primarily related to the challenges of having lunch occur at different times throughout the week.
- Successful Brown Bag Lunch on March 8: 10 parents and Danielle; conversation was great.
- **Wednesday, April 19, 12:30-1:30:** Next Brown Bag Lunch with Danielle
- Messaging in newsletter could be amplified by secondary messaging by Academy Leads, and alternate communication approaches should be explored.
- 125 kids attended the 7th grade dance, and it was well-run by the 8th grade ASB members.

| VIII. | **Treasurer's Report** | Wendy Turner | 10 mins |
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- To report on financials with a more streamlined approach and to ensure greater accuracy, the new financial reporting schedule will be:
  - 3/9: January Financials are presented today.
  - 3/18: Email February Financials to Exec Board
  - 4/20: Board meeting to review February and March Financials
  - 5/18: Email April Financials to Exec Board
  - 6/1: Board meeting to review April Financials
- Incorporating lessons learned last year from bills received last April for retroactive raises and staff-related payments will inform this year's budgeting.
- Been a big emphasis in discipline in budgeting and setting expectations.

| IX. | **Misc.** | -- | - mins |
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- There were no asynchronous updates provided in the PTO google doc.

Meeting adjourned at 9:45 a.m.

Respectfully submitted,

Tiffany Griego-Crowe
Hillview PTO Recording Secretary

These minutes were approved at 8:40 AM on April 20, 2023.