Hillview PTO
Minutes of the Regular PTO Executive Board
Thursday, April 20, 2023
8:30–9:30 AM
In-Person Meeting

PTO Executive Board Members 2022-2023:

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: 18 (Wendy Turner and Carolina Whitty attended via zoom), Brenda Lo (arrived at 8:50 am)
Absent: Valerie Cypert, Maria Lehmkuhl

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

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

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

- Willy Haug bench celebration on March 31 was successful; kids received popsicles
- Art projects - There are two art projects. The street mural project is still awaiting approval by the city. The banner project is moving ahead. Students are working on banner designs. Ms. O'Brien will help Ms. Kogan decide which designs to use.
- Athletics program - PTO leadership working with Ms. Gracia and Ms. O'Brien to develop a strong, sustainable athletics program. Have had several meetings and will have a proposal at our May exec board meeting.
- Funds for grad party - Have raised approx. $7000. Will do one final push for donations. PTO has also dedicated $10K for the party, so the total is currently approx. $17K.
- **Upcoming PTO Events:**
  - Friday, April 21: Family Movie Night
  - May 1-5: Teacher Appreciation week; refer to newsletter for the week-long plan and how students/parents can contribute; **there will a request for parent volunteers**
  - Saturday, May 20 7-9 pm at SportsHouse: a school wide "Sports Night Out;" **will need parent volunteers;** there will be a cost to attend; all grades are welcome
  - May 22-26: Book Fair designed to allow parents the opportunity to buy books for teachers' classrooms
  - May 31: HV Service Awards Event

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

- Tiffany distributed the 3/9/23 meeting minutes by email for approval. Tiffany motioned approval; Astor Toyos seconded. Meeting minutes were approved unanimously.

IV.	**Teacher Report**	Ms. Aruna Dutta	5 mins

- Thanked the PTO for providing coffee during the storm-related blackouts.
- The kids loved popsicle day; kids suggested a hot chocolate bar (with whipped cream and sprinkles) next year when weather is cold.

V.	**Principal's Report**	Danielle O'Brien	10 mins

- Wed, May 24, 6:00 pm start: Open House

- Learned lessons about emergency supplies from the storm-related blackout (need orange vests for every teacher/staff members, batteries and battery-powered lanterns for each classroom); battery-auto-flush toilet retrofits were completed over Spring Break.
- Completed final pilot bell schedule and will put publication out.

VI.	**Treasurer's Report**	Wendy Turner	10 mins

- Wendy presented February and March financials.
- Keeping eye on graduation party fundraising; currently at $7,000.
- We have a one-time $10,000 surplus to spend this year.
- After finding an error, there has been a big emphasis on confirming accuracy of bills before paying bills, including District bills.
- There has been a discussion that $40,000 is the correct budget surplus amount to target.
- There was discussion about how to automate the reimbursement process, requiring a PDF for uploading to Bill.com.
- Each Academy was given $900 for the year; we haven't heard from each academy of their intention to spend down their money; Kelly Morehead will follow-up.
- Amy Heinz presented how the budgets are being managed. Certain line items are managed by Danielle and Cathy (out of the control of PTO), amounting to about $82,185.25. Amy has worked on a system to force greater transparency between school spending (broadly and by line item) and PTO. Carolina Whitty keeps track of this system. This system is designed to improve accuracy and transparency, as well as to prevent PTO from reimbursing based on incorrect bills and invoices or lack of insight. This system also helps us know and report out what PTO is supporting at the school. This will help with future budgeting.

VII.	**Auditor's Report**	Anne Yeow	5 mins

- Reviewed cash balances and all in's and out's tie out.
- Flagged a $22K amount that needs to be reconciled (non-cash item).
- Sarah Sobel motioned to approve the audit; Amy Heinz seconded. Motion passed unanimously.

VIII.	**Vice-Presidents' Updates**	Sarah Sobel and Sarah Thayer	1 min

- Currently actively recruiting for 2023-2024 Committee Roles
    - Katherine Glass agreed to oversee teacher/staff appreciation events
    - 2 newsletter editors
    - 1 New Family Liaison
    - 1 Spirit Wear coordinator
    - 1 OCC Engagement Coordinator
    - 1 Book Fair coordinator
- Considering hosting at Hillview a coffee and invitation to rising 6th grade parents to come learn about opportunities to get involved.

IX.	**Misc.**	--	- mins

Meeting adjourned at 9:40 a.m.

Respectfully submitted,

Tiffany Griego-Crowe
Hillview PTO Recording Secretary

These minutes were approved at 8:45 AM on May 11, 2023.