Hillview PTO
Minutes of the Regular PTO Executive Board
Thursday, May 11, 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: 15 (Wendy Turner, Carolina Whitty, Rebecca Emery attended via zoom); Sherwin Chen
Absent: Valerie Cypert, Brenda Lo, Kelly Morehead, Astor Toyos, Katherine Bicer

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

- Successful Teacher Appreciation Luncheon during Teacher Appreciation Week
- **Please complete the PTO role description to support our recruiting and on-boarding efforts**
- 2023-2024 Committee Roles: we are looking for two newsletter editors, spiritwear coordinator, OCC coordinator.
- Maria is developing a call to action email for new positions; will bring information to the new parent coffee on Thurs, 5/18
- Sports Night: Close to 100 tickets have been sold; have space for 300+ more kids. Will cut off sales this Friday.
- **Upcoming PTO Events:**
  - Th, May 18: PTO Coffee
  - Th, May 18: PTO General Membership Meeting at 8:30 am
  - Th, May 20: SportsHouse Night Out at 7:00 pm**; will need more chaperones**
  - May 22-26: Book Fair designed to allow parents the opportunity to buy books for teachers' classrooms
  - Wed, May 31: HV Service Awards Event at 12:30 pm

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

- Tiffany distributed the 4/20/23 meeting minutes by email for approval. Amy Heinz motioned approval; Sarah Sobel seconded. Meeting minutes were approved unanimously.

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

- Thanked the PTO for Teacher Appreciation Week.
- Please consider including OT in the Teacher Supplies Grants (e.g., they need to buy noise-cancelling headphones and other supplies); consider support PT, OT, Adaptive PE. Danielle O'Brien anticipates 5 additional recipients for the Teacher Supply Grants. An additional suggestion was supply kits for students.

V.	**MPCSD Report**	Sherwin Chen	5 mins

- Enrollment is anticipated to decline in the elementary program next year, and Hillview will be a little bigger (+/- 10 students). The TK program will double or triple next year.

- Modernization project is planned (anticipated $1.5 million), but no new buildings are required due to enrollment demographic trends (which would have cost $4-6 million). At Hillview, the PAC will receive new A/V equipment, new ADA upgrades to the track.
- Guidepost (security vendor) is completing a security and safety assessment for each campus and will make recommendations for improvements.
- Superintendent Gracia has been reaching out to engage with parents in her "Straight Talk With the Superintendent" meetings. Next year she will engage in a strategic planning process.

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

- Wendy presented April financials that Carolina Whitty had distributed on May 2, 2023 via email.
- First Republic was acquired by Chase Bank and our accounts are safe.
- Need to send out another call to action to raise funds for graduation party fundraising.
- Not anticipating a significant surplus of unspent funds this year, indicating the budgeting process this year has been well dialed in.

VII.	**After-School Athletics Report**	Becky Genauer	2 mins

- Nick Fogel is going to continue serving as Sports Commissioner. He is seeking to fill a position to support him. This supports the After-School Athletics functions. Becky has a document that stipulates roles and responsibilities.
- Kristen Gracia has worked out how to use PTO funds through District Payroll.
- New volleyball equipment has been received and is a great deployment of surplus funds.
- Nick will be asked to put together a list of needs (e.g. jerseys). It is important to order any supplies over the summer.

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

- State testing is underway (8th grade CAST (Science) Test; 9 students took the Spanish AP test; CASP (ELA) tests next week). The schedule this week and next week is special in order to accommodate all the testing.
- Wed, May 24th: Open House, which has been redesigned to feel like a student-led showcase.
- Anna with her art classes has led an effort to promote student art to be showcased on the entry-way poles. Art Department is working with the City of Menlo Park to paint a mural on the street (Middle Ave), deploying the PTO budget on campus enhancements.
- Today, the Service Team will plant 3 trees in downtown.
- 6th Grade Dance was a huge success. 200 kids attended. Highlight was the 200-student Conga Line. The ASB students planned and led this event.

IX.	**Open Discussion**	--	- mins

- MPAEF Fun Run is May 21, and ASB will be promoting the event with a Spirit Event tomorrow.
- We discussed cleaning and budgeting for cleaning the Hawk costume.

Meeting adjourned at 9:30 a.m.

Respectfully submitted,

Tiffany Griego-Crowe
Hillview PTO Recording Secretary

These minutes were approved at 8:40 AM on June 1, 2023.