Hillview PTO
Minutes of the General Membership Meeting
Thursday, May 18, 2023
8:30–9:15 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 (including 6 members of the community at large, and Wendy Turner on zoom)
Absent: Valerie Cypert, Brenda Lo, Katherine Glass, Maria Lehmkuhl, Tara Carranza Chapman, Aruna Dutta

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

The meeting was called to order at 8:32 AM by Amy Beim. This followed a fun coffee and pastry meet-and-greet event with all parents invited.

II.	**Presidents' Report**	Amy Beim & Amy Heinz	5 min

- Hillview Service Team tree planting project was successful. The trees are in front of Draegers, University & Millie and Oak Grove & El Camino. Students also delivered thank you packages to local businesses for giving them a safe place to gather and enjoy our town. This was well received by store owners and city leaders!

- The Presidents gave a shout out to our awesome PTO volunteers for a spectacular year of accomplishments and highlighted our many accomplishments this year:

PTO Pride- Thank You Team!

Sports Night Out	Parent Circles Launch & Growth	After-School Chess	Athletics Budget Management	6th Grade Girls Club
Movie Night	Dance Show	Regular Website Updates	New Volleyball Poles/Storage	Robotics Club
Girls' Volleyball	Welcome Back Popsicles	M-A Intro Night for 8th Grade	Conference Week Teacher Treats	Art Club
Flag Football	Principal Haug's Bench Dedication	Partnership with SafeSpace	Staff Jerseys	Nintendo Club
Tennis	New Athletics Commissioners	Monthly Treasurer Reports	Back-to-School Staff Lunch	Brain Games Club
Boys' Volleyball	Successful Nominating Committee	Bi-Annual Audits	Back-to-School Night Coffee Cart	Spanish Tutoring Club
Track	Budget Overhaul	Academy Parent Gatherings	Staff Valentine's Cookie Station	Pokemon Club
Girls' Basketball	PE Uniform Scholarships	Academy Celebrations	Power Outage Coffee Deliveries	Kahoot Club
Boys' Basketball	After-School Coding	Service Club Projects	End-of-Year Staff Gifts	Counselor Support
Basketball Tournament Teams	After-School Video Game Design	Entrance Banner Art Project	Spirit Wear Sales	Art Support
Cheer	After-School Writer's Workshop	Lunchtime Workroom	8th Grade Grad Party	Woodshop Support
35 Weekly Newsletters	After-School Fly Fishing	Crossing Guard Appreciation	WEB Day	Music Support
Greek Fest Volunteers	After-School Guitar	OCC Campaign	Cheer & Dance Club	World Language Support
Teacher Appreciation Week	After-School Vex Robotics	MPAEF Partnership	Black Student Union Club	Broadcasting Support
Community Connection Events	After-School Electrical Engineering	TeamSnap Coordination	Lego Club	Library & Book Fair Support
Staff Supply Grants	Staff Development	College Bound Conference Dinner	Athletics & After-School Scholarships	Volunteer Celebration

- Upcoming Events:
    - Talent Show- Thurs, Fri, Sat
    - Sports Night Out @ SportsHouse - Sat 7pm
    - Open House - Wed 6:00-7:30 pm
    - Volunteer & Service Awards - 5/31 12:30pm
    - Book Fair next week

III.	**2023-2024 Executive Board Slate Presentation**	Astor Toyos	5 min

Co-Presidents	Sarah Sobel & Sarah Thayer	After-School Activities Coordinator	Tara Carranza Chapman
Co-Vice Presidents	Katherine Bicer & Azadeh Rasmussen	After-School Athletics Coordinator	Joyce Wong
Treasurer	Carolina Whitty	Parent Engagement Coordinator	Amy Beim
Vice Treasurer	Jory Macdonald	Student Community Coordinator	Dolores Bernardo
Financial Secretary/Data Tracker	**OPEN**	Parliamentarian	Amy Heinz
Recording Secretary	Emily Robinson	Principal	Danielle O'Brien
Communications Chair	Rebecca Emery	Teacher Representative	Valerie Cypert
Auditor	Anne Yeow	MPAEF Liaison	Katherine Glass
Volunteer Coordinator	Maria Lehmkuhl		

Motion: Astor Toyos made the motion to approve the 2023-2024 Executive Board Slate; Amy Heinz seconded. Motion carried unanimously.

IV.	**2023-2024 Preliminary Budget Review and Vote**	Carolina Whitty, Sarah Sobel, Sarah Thayer	10 mins

- Carolina Whitty presented the 2023-2024 Preliminary Budget. (See attached as exhibits).

Motion: Sarah Thayer made the motion to approve the 2023-2024 Executive Board Slate; Sarah Sobel seconded. Motion carried unanimously.

V.	**Principal's Report**	Danielle O'Brien	5 mins

- Danielle made presentation about "Looking Back and Looking Ahead"
- Focused this year on helping all students, families and staff feel connected, valued and inspired.
- Thanked the PTO for so many successful events this year
    - Parent events – coffees, "Food for Thought" brown bag lunches
    - Student events – Family movie night, SportsHouse night, several Bompops events, etc.
    - Staff events – coffees and teacher appreciation events, plus helping with support during the black-outs related to the week of storms
- Facilities – completed track; expect to see completion of accessible paths and enhancements to the field
- Very excited about the new format for the Open House on May 24th – the teachers have designed a means to help teachers to feel connected and engaged with parents and students.
- Johnna Becker and Tom Lyons are staying on as the Assistant Principals.
- Only one other open position currently, which is a strong position.
- Developing the master schedule and placing students in classes right now.
- Bell schedule is close to being finalized: Mondays, Tuesdays and Fridays will include all 7 periods; start and end times will stay the same each day; will move lunch to after the long block of classes. Wednesdays and Thursdays will become 80-mins in length to then increase brunch time to become a "flex" time. QU3ST will become redesigned as well. This will be an ideal time for students to attain academic or friendship support.
- Will soon have a parent event to help explain Standards Based Grading.

VI.	**Open Forum**	Amy Beim & Amy Heinz	5 mins

- Still seeking volunteers for the following positions:
  - Financial Secretary (Exec Board role)
  - Spirit Wear Coordinator
  - Newsletter Team Member

Meeting adjourned at 9:12 a.m.

Respectfully submitted,

Tiffany Griego-Crowe
Hillview PTO Recording Secretary

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

Exhibit: 2023-2024 Hillview PTO Preliminary Budget

2023-2024 Preliminary Budget Overview

Description	Current Year Budget	Preliminary 23/24 Budget	Increase/ (Decrease)
Income	$300,750	$315,750	$15,000
Expenses	$400,750	$315,750	($85,000)
Surplus Spend	$100,000	$0	($100,000)

The current year budget includes $100,000 of surplus, the 2023/2024 Preliminary Budget does not have this surplus to spend. Income has increased by $15,000 to reflect the expected donations for the upcoming year, and expenses have been cut by $85,000.

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2023-2024 Preliminary Budget Overview: Income

Income/ Donations	Current Year Budget	Preliminary 23/24 Budget	Increase/ (Decrease)
Donations	$135,000	$150,000	$15,000
Bank Interest	$150	$150	$0
Pass Through Income	$165,600	165,600	$0

This current year we raised close to $160k in donations, we have increased our preliminary budget to $150k to be closer in line with current year actuals.

Pass Through Income - Will be offset with expenses. These expenses include after school sports, holiday gift cards, end of year school gifts for teachers, 8th grade grad party and squadlocker.

2023-2024 Preliminary Budget Overview: Academic Enrichment Expenses

Academic Enrichment Expense Increases/(Reductions)	Current Year Budget	Preliminary 23/24 Budget	Increase/ (Decrease)
Elective & Program Supplies	$28,980	$20,000	($8,980)
Instructional Supplies	$18,000	$21,000	$3,000
Lunch & After School Payroll	$31,000	$35,000	$4,000
Parent Education Series	$3,300	$3,000	($300)
School Hospitality & Reward	$10,000	$5,930	($4,070)
After School Activities Scholarships	$3,150	$1,000	($2,150)
Total Academic Enrichment Expense Reduction			**($8500)**

2023-2024 Preliminary Budget Overview: Academic Enrichment Expenses

Funds and activities are largely driven by School Leadership (Exception WEB, Parent Education Series and Scholarships)

- Elective and Program Supplies ($8980): The current year budget is using $8,980 of surplus, we do not have the surplus that we had last year.
- Instructional Supplies + $3,000: This current year each teacher has received $300, next years budget increases the reimbursement amount to $350 per teacher.
- Lunch and After School Payroll + $4,000: Our plan for the upcoming year is to have Lunch/After School Clubs, Workroom, and WEB changed to a stipend for teachers, the increase represents the increase in the salaries that teachers will be getting from the district next year.
- Parent Education Series ($300): The slight reduction in this budget was made in order to cut costs, will solidify this number in the fall budget when we know what type of education we will be doing.
- School Hospitality & Reward ($4,070): In the current year we used some surplus to increase this budget. Prior to the current year the budget for this was $5,000.
- After School Activities Scholarships ($3,150): In the current year we used some surplus to increase this budget. Prior to the current year the budget for this was $1000.

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2023-2024 Preliminary Budget Overview: Academic Enrichment Expenses

	2022-2023 November Final Budget	2023-2024 Preliminary Budget	Year over Year Change
Academic Enrichment			
WEB Day	7,500	7,500	-
Elective and Program Supplies (incl. Library)	28,980	20,000	(8,980)
Instructional Supplies ($300 per teacher)	18,000	21,000	3,000
Lunch / After School Activity Payroll (MPCSD)	31,000	35,000	4,000
Parent Education Series	3,300	3,000	(300)
Principal's Strategic Initiatives Fund	7,500	7,500	-
Staff Grants		-	-
School Hospitality & Reward	10,000	5,930	(4,070)
Staff Leadership & Professional Development	5,000	5,000	-
After School Activities Scholarships	3,150	1,000	(2,150)
Total Academic Enrichment	**114,430**	**105,930**	**(8,500)**

2023-2024 Preliminary Budget Overview: Program Support Expenses

Program Support Expense Increases/(Reductions)	Current Year Budget	Preliminary 23/24 Budget	Increase/ (Decrease)
Community Building Events	$20,000	$14,000	($6,000)
Academy Celebrations	$9,000	$0	($9,000)
Campus Enhancements	$11,000	$0	($11,000)
College Bound Program	$4,000	$5,500	$1,500
HSA Awards & Volunteer Lunch	$2,500	$2,000	($500)
Service Club	$2,500	$1,000	($1,500)
Staff Appreciation	$15,000	$12,000	($3,000)
8th Grade Graduation (Non Pass Thru)	$10,000	$0	($10,000)
TOTAL PROGRAM SUPPORT EXPENSE REDUCTION			($39,500)

2023-2024 Preliminary Budget Overview: Program Support Expenses

Funds and Activities are largely driven by PTO Committee Leads and the Board

- Community Building Events ($6,000): The current year budget is using $6,000 of surplus, we do not have the surplus that we had last year.
- Academy Celebrations ($9,000): The current year budget is using $9,000 of surplus, we do not have the surplus that we had last year. This will go back to parent donations.
- Campus Enhancements ($11,000): The current year budget is using $11,000 of surplus, we do not have the surplus that we had last year.
- College Bound +$1,500: We are budgeting approximately $4500 for PE Uniforms and $1000 for other college bound spend (dinners, etc).
- HSA Awards & Volunteer Lunch ($500): Small reduction as we need to cut costs, went back to the budget we had in prior years (pre surplus). Prior to the current year the budget for this was $2000.
- Service Club ($1,500): Given need for cost reduction we reduced the budget downwards more in line with spending to date and prior years budgets. Prior to the current year the budget for this was $500.
- Staff Appreciation ($3,000): Given need for cost reduction we reduced the budget downwards more in line with spending to date. Prior to the current year the budget for this was $12,825
- 8th Grade Graduation PTO Funded ($10,000): The current year budget is using $10,000 of surplus, we do not have the surplus that we had last year so this will go back to a fully parent funded event.

2023-2024 Preliminary Budget Overview: Program Support Expenses

	2022-2023 November Final Budget	2023-2024 Preliminary Budget	Year over Year Change
Program Support			
Community Building Events (including welcome event in Aug, parent coffees, movie nights)	20,000	14,000	(6,000)
Academy Celebrations	9,000		(9,000)
Campus Enhancements	11,000		(11,000)
College Bound Program	4,000	5,500	1,500
District Council & Joint Campaign Dues	2,000	2,000	-
General Meeting and Hospitality	500	500	-
HSA Awards & Volunteer Lunch	2,500	2,000	(500)
Service Club	2,500	1,000	(1,500)
Staff Appreciation	15,000	12,000	(3,000)
8th Grade Graduation (non-pass through)	10,000	-	(10,000)
Total Program Support	**76,500**	**37,000**	**(39,500)**

2023-2024 Preliminary Budget Overview: Technology, Operations and Other Expenses

Technology/Ops and Other Expense Increases/(Reductions)	Current Year Budget	Preliminary 23/24 Budget	Increase/ (Decrease)
Tax Preparation & Legal Fees	$3,500	$2,500	($1,000)
Prior Year Unpaid Expenses	$9,000	$1,000	($8,000)
TOTAL TECHNOLOGY, OPERATIONS AND OTHER EXPENSE REDUCTIONS			**($9,000)**

- Given our need for cost reduction we have had to remove the extra $1000 we included in this current years budget for legal fees.
- This year we are working closely with the district to ensure we get all bills paid this year, therefore we are expecting less prior year unpaid expenses.

2023-2024 Preliminary Budget Overview: Technology, Operations and Other Expenses

	2022-2023 November Final Budget	2023-2024 Preliminary Budget	Year over Year Change
Technology / Operations			
Administration (office supplies, stamps, etc.)	250	250	-
Internet / Website Maint./ Accounting Software/Technology	2,500	2,500	-
Liability Insurance	970	970	-
Tax Preparation	3,500	2,500	(1,000)
Total Technology / Operations	**7,220**	**6,220**	**(1,000)**

	2022-2023 November Final Budget	2023-2024 Preliminary Budget	Year over Year Change
Prior Year's Unpaid Expense (2B)	9,000	1,000	(8,000)
One-Time Expense (2C)		-	-
Total 2B & 2C	**9,000**	**1,000**	**(8,000)**

2023-2024 Preliminary Budget Overview: Pass Through Expenses

	2022-2023 November Final Budget	2023-2024 Preliminary Budget	Year over Year Change
Expenses -PTO Sponsored Pass Through (as designated)			
After School Sports	130,000	100,000	(30,000)
Holiday Gift Cards	12,600	12,600	-
Squadlocker		2,000	2,000
End of Year School Gifts for Teachers	36,000	36,000	-
8th Grade Graduation Party (Net of PayPal fees)	15,000	15,000	-
PTO Sponsored Pass Thrus	**193,600**	**165,600**	**(28,000)**

	2022-2023 November Final Budget	2023-2024 Preliminary Budget	Year over Year Change
Income - PTO Sponsored Pass Through			
After School Sports	100,000	100,000	-
Holiday Gift Cards	12,600	12,600	-
Squadlocker	2,000	2,000	-
End of Year School Gifts for Teachers	36,000	36,000	-
8th Grade Graduation Party (Net of PayPal fees)	15,000	15,000	-
Total PTO Sponsored Pass Through	**165,600**	**165,600**	**-**

In the current year "After school sports" budgeted to utilize some of the surplus. For purposes of this preliminary budget we are not budgeting it at this time.

Pass through expenses = Pass through Income

2023-2024 Preliminary Budget Overview: Overall Budget

Description	Current Year Budget	Preliminary 23/24 Budget	Increase/ (Decrease)
Income (Donations/Interest)	$135,150	$150,150	$15,000
Income Pass Through	$165,600	$165,600	$0
Total Income	**$300,750**	**$315,750**	**$15,000**
Academic Enrichment Expenses	$114,430	$105,930	($8,500)
Program Support Expenses	$76,500	$37,000	($39,500)
Technology/Operations & Other	$16,220	$7,220	($9,000)
Expenses Pass Through	$193,600	$165,600	($28,000)
Total Expenses	**$400,750**	**$315,750**	**($85,000)**
Net Balance	**($100,000)**	**$0**	**($100,000)**