Hillview Middle School PTO
Minutes of the General Meeting
Friday, November 17, 2023
8:30–9:30 AM
In-Person Meeting

PTO Executive Board Members 2023-2024

Co-Presidents	Sarah Sobel & Sarah Thayer	Volunteer Coordinator	Maria Lemkuhl
Co-Vice Presidents	Katherine Bicer & Azadeh Rasmussen	Parent Engagement Coordinator	Amy Beim
Treasurer	Carolina Whitty	After-School Activities Coordinator	Tara Carranza Chapman
Vice Treasurer	Jory Macdonald	After-School Athletics Coordinator	Joyce Kanemitsu
Financial Secretary	Rachel Maclay	Parliamentarian	
Recording Secretary	Emily Moberg Robinson	Principal	Danielle O'Brien
Communications Chair	Rebecca Emery	Teacher Representative	Valerie Cypert Kara Connelly
Auditor	Anne Yeow	MPAEF Liaisons	Katherine Glass, Lindsay Nalevanko
Student Community Coordinator	Dolores Bernardo		

Present: Amy Beim, Meredith Bergin Bailey, Katherine Bicer, Tara Carranza, Sherwin Chen, Valerie Cypert, Rita Chitkara, Rebecca Emery, Katherine Glass, Maria Lemkuhl, Jory Macdonald, Danielle O'Brien, Azadeh Rasmussen, Emily Moberg Robinson, Nora Singer, Sarah Thayer, Carolina Whitty, Joyce Wong, Liza Zassenhaus

Absent: Dolores Bernardo, Kara Connelly (Valerie Cypert's week), Rachel Maclay, Lindsay Nalavanko, Sarah Sobel

I. Call to Order: Sarah Thayer

II. Approval of October Minutes: unanimous approval

- October 20, 2023 minutes

III. Treasurer's Report: Carolina Whitty

- November 2023 Treasurer's Report
    - Will use 25% of surplus this fiscal year (this is after required $36K reserve is taken out of the surplus)
    - A new drama pass-through line item will be added next month
    - Nothing from the surplus will allocated to 8th-grade party at this point; it will be a pass-through for now

- 2023-24 budget overview
    - *Academic enrichment expenses:* mostly driven by school leadership
    - *Program support expenses:* driven by academy support leads
        - Note: zero lines were supported by surplus in pre-COVID years (during the last two years, we spent funds accumulated during lockdown when donations came in but we couldn't have events)
    - *Tech, ops, and other expenses*
    - *Pass-through expenses* (drama will end up being in there in the future)
    - *Budget overview*
    - *October 2023 financial highlights*

- Motion to approve November budget: Tara Carranza
    - Second: Maria Lemkuhl

IV. School Board Update: Sherwin Chen

- Big board mtg presentation yesterday on Facilities Planning
- Ongoing tally of facilities and sites needs; 4 major areas targeted
    - *1. Safety and security* (Guidepost came in and gave recs)
        - More fencing
            - note: HV's fencing was recently finished; Encinal and Oak Knoll have whole stretches of area that are wide open
            - HV: Will add more signs directing people to enter campus in the front
        - Security cameras
        - Access: implement a centrally-controlled card key system, so we don't need to give out keys or passcodes to people who need access after hours

    - *2. Buildings and facilities*: biggest part of the proposed facilities budget
        - Most of Lower Laurel buildings are over 50 years old – cannot remodel and get them to code; need to rebuild
            - 6 classrooms and multiuse buildings need to be rebuilt
        - Parts of HV needs remodeling (carpets, windows, shade structures)

    - *3. IT infrastructure*
        - Classroom AV, communications
        - Internet connectivity

- *4. Air quality, energy, efficiency*
    - HVAC systems all are at the end of their lives; at least one breaks down every year → Need to replace them all
    - Because of climate change, we now have a few weeks/year when we need AC (as opposed to a few days/year)
    - MPCSD has the opportunity to convert from gas to electric, and add solar

- Bill: well over $100M, maybe up to $200M
    - The district is looking for grants, and there are state funds available on first-come-first-serve basis that we are applying for
    - But this is not enough; we will have to go to the community
        - → bond measure, prob during 2024 presidential election
            - Need 55% of votes to pass
            - Accelerated timing because of: multiple end-of-life issues; heightened safety concerns; some state funds are designated for shovel-ready projects, so the rest of the funding (ie a bond) must be available

- Questions/comments
    - If the bond measure passes, what's the timeframe for improvements?
        - Longest timeline is the complete rebuild of Lower Laurel; those projects probably won't start until 2025-26
            - need governmental approval of everything on top of normal permitting/approval process (relevant bond/construction history: last bond passed in 2006; a remodeled HV opened in 2012)
            - Not every single building needs to be torn down, but will likely need portables
        - HVAC: every single MPCSD classroom will get an update; this can be completed on a shorter timeframe
            - District is looking to exceed AQ standards – want good filters in all classrooms
            - Valerie: current air filters are inadequate
                - Sherwin: still early in process but want to get to 100% new units
                - Danielle: entire gas system needs to come out; heater-only units will be replaced by AC+filters+heat – and board wants to move to electric so the whole system needs to be re-done (ducting etc.)
        - HV roofs are already set up for solar – so this project also could be completed on an earlier timeframe

    - What's the timeframe for the bond measure/campaign?
        - The Board's informal go-ahead will take place in late winter/early spring
        - The Board needs to submit bond measure language to the Board of Elections no later than August 2024
        - Then the campaign needs to be put together: usually takes place in late summer/fall; looking to identify leaders/team in spring/summer

- USGS opportunity??
    - Context: MPCSD enrollment is declining (this is true over the whole Bay Area; young families can't afford to move in)
        - but at the same time, Menlo Park will be adding 1000s of new units bc of the Housing Element requirement
        - Looking at 5-year decline, but then a 10-year increase over the 3000 that we've been seeing historically
    - $100M opportunity to buy new land is a very hard sell to the community
    - But if we don't build out…. then we can't plan for possible 3500 new students in 10 years (we currently are maxed out on capacity)
        - …if we get a big donation, then sure
    - so: we are looking for opportunities to incrementally increase capacity where we can
        - Lower Laurel: can add new classrooms when we remodel
        - Convert classrooms to be TK/K-appropriate – ie include bathrooms
        - Hillview: space to add new classrooms by gym

- **THANK YOU to Sherwin** for all of his informative updates this past year! He is coming off of the Hillview rotation, and moving to another school

V. Principal's Update: Danielle O'Brien

- Thank you for the huge spread of baked goods – feels like the community is involved
- Staffing
    - Monica Bosch is transitioning to DO; last day is Dec 8; Carolina (Lina) Flores starts at HV on Monday
- Holiday gift cards for families – org by Azadeh ($70 for each college-bound fam)
- Lost and Found goes to Encinal – there will be an end-of-trimester giveaway for families
- Report card prep week after Thanksgiving
    - every teacher is issuing new standards-based report card (new for almost all 7th and 8th grade teachers and specials) – should come out on the 4th; info night on the 5th
    - Valerie Cypert: lots of teacher anxiety around doing this right (and what does that look like?); and there's a ton of extra work (100+ kids/teacher)
    - Moving to standards-based grading is a board decision, not a site decision
    - PD on Mon and Tues on 1) 504s and 2) standards-based assessment
- Site plans/goals presented at end of Oct
    - Build community with entire pop
    - 7th grade dance coming up; need vols (Dec 1; 330-530)
        - Will have transportation for students at end of dance
    - Newsletter – need more editors

VI. Teachers' Update: Valerie Cypert

- Counselors organized the Coffeebar partnering – students decorated sleeves for cups – to connect with MP community
- Anna Kogan – working on paintings for front office
- field trip to Stanford for shadow puppet show *Frankenstein*
- HV won the district IT phishing challenge – identified and reported the most scams received

VII. Student Community Coordinator: Dolores Bernardo (Sarah Thayer reporting)

- Sportshouse events proposed dates: April 19, 20, May 10, 11, 18

VIII. MPAEF Update: Katherine Glass

- The auction committee is looking for more parties this year, esp ones targeting HV kids and parents to build up the middle school community

IX. Parent Engagement Update: Amy Beim

- Parent ed ideas
    - March: book reading + panel discussion
    - May: something around stress
- More Sportshouse events in the works
- 2 parent-child events proposed
    - Disco bingo
    - Movie night

X. After-School Sports Update: Joyce Wong

- January: field/court allocation meeting for spring; District schools are near the top of the priority list for city field space, so we shouldn't have a problem getting courts for tennis
- MOU meeting next month
- Hillview needs more tennis coaches

XI. Adjourn

- Amy Beim: move to adjourn
- Carolina Whitty: second