Hillview Middle School PTO
Executive Board Meeting
Friday, September 27, 2024

Agenda

Present: Jen Baskin, Katherine Bicer, Josie Cheung, Rebecca Emery, Katherine Glass, Allison Jagtiani, Joyce Kanemitsu, Jory Macdonald, Rachel Maclay, Lindsay Nalevanko, Danielle O'Brien, Azadeh Rasmussen, Emily Moberg Robinson, Sarah Sobel, Melitta Stevens, Sarah Thayer, Si Wilber

Absent: Neelu Akkannapragada, Maria Lehmkuhl

8:30 AM: Call to Order / Presidents' Report: Katherine and Azadeh

- Official welcome to Josie Cheung (auditor) & Neelu Akkannapragada (vice-treasurer)
    - Record of online election, September 13, 2024

- By Law & Standing Rules update in progress (
    - Will be ready to review by General Meeting in October

- Meeting calendar for the year (vote at gen mtg)
    - Propose change for Bylaws and/or Standing Rules: we can be flexible with meeting frequency (especially in Dec, June) -- instead of specifying what month the Board meets, specify that there will be a minimum of 8 meetings

- Yes on U community fundraising update
    - Since our PTO initiated donating to the campaign, Laurel has also voted to donate $5000
    - Suggestion for future: if the PTO knows something like this is coming up, allocate funds in advance

8:35 AM: Approval of August 30, 2024 Minutes: Emily

- Jory: motion to approve; Katherine: second
- Unanimous approval

8:35 AM: Principal's Report: Danielle

- Staffing update:
    - Mr. O'Brien is back at Hillview
    - Mr Coldoff and Mr Espinoza are both out for the rest of the first trimester (Ms Bradshaw is taking Science; Ms Walker is taking math -- both long-term subs with lots of experience)
- Parent-teacher conferences sign-ups are out
    - Google form went out and you can sign up through that
- College-bound conferences on Oct 7 -- will ask PTO for food support (lots of teachers generally show up)
    - Student Community Coordinator (Allison) will work with Danielle on that
- Still looking for teacher rep to PTO
- 30 girls are playing flag football :)

8:45 AM: MAPEF Report: Jen Baskin and Lindsay Nalevanko

- Last day of OCC campaign
- As of yesterday morning (926): just under $1M shy of goal
    - historically, if we end at the campaign at $500K under, the remainder is raised over the rest of the year
- HV: $155K goal; we are at $100K
- ASB did a fabulous job at the carline
- BTSN speeches were very effective
- Publishing an early donor list (not differentiated by amount) was effective

8:50 AM: Treasurer's Report: Jory

- 2024-25 Draft Budget
    - Last year: $141K donation budgeted; got $167K; underspent so had a $39K surplus
    - This year: $155K donation budget; proposed $201K in spending
        - FYI: PTOs generally budget conservatively and underspend
        - This will use $46K of surplus we have
        - Pass-thrus (eg after-school sports) are held in separate account -- their surplus does not go to the PTO's general fund
    - Budget overview
        - Prior year reimbursement for 8th grade grad (2024) is on this budget
            - this is pass-thru funds collected by parent donations
            - It's showing up in this year's budget because the reimbursement receipts have come in late
        - $10K for Measure U -- will come out of surplus
        - Academic enrichment category: propose to increase by $3K
            - More $$ for WEB -- better quality supplies ($10.5K)
            - Increased teacher grants -- amount/teacher and number of teachers from $350 to $400 per teacher
            - No more Parent Ed spending (this program has been taken on by MPCSD)
        - Program support category: propose to increase by $18K this year
            - Community building up $3K
            - Family engagement activities up $1300
            - College bound gift cards at winter break at $5K (these will be in addition to Thanksgiving gift cards -- which are a pass-thru based on community donations)
            - 8th grade grad party: $10K base-line budget (as opposed to solely being a pass-thru)
                - Timing issue: we don't start asking for money until April, but things need to be booked ASAP and the money isn't there yet -- hard to plan

- We have $148K in surplus BEYOND the $36K that is required by our Bylaws as a minimum reserve
    - In comparison: Encinal has spent down their surplus
    - We need to thoughtfully think through whether to spend it down and by how much

    - Potential ideas
        - New umbrellas, walkie talkies, fund-a-need
        - Azadeh proposed: committee on spending down surplus -- bring it to Gen Meeting
            - Head by vice-treasurer (tbd)
            - Staffed by teachers, non-finance board members, parents
            - How can this money be spent on parent, student, teacher communities (not necessarily infrastructure….)
            - Can we expand our budget so this surplus gets spent down over the next few years?
            - goal: the committee creates a proposal and the PTO calls an special General Meeting in Dec to approve surplus spending -- and then spend it down over the next school year (ends July)
            - Need to coordinate with District as to what is appropriate for us to fund

- Discussion of adding a $10K grad party line item to the budget
    - General consensus reached on funding grad party for $10K
        - This way, the grad party committee can secure vendors in a timely fashion rather than having to wait and see how much money is raised via parent donations
        - Discussion of asking 8th grade parents to donate a small amount to cover the difference

9:20 AM: Committee Reports

- Teacher Appreciation: Katherine
    - Snacks all week for conference week
- After School Sports: Joyce
    - 13 volleyball teams
    - 2 girls flag football (plus a bunch of boys)

9:45 AM: Meeting Adjourned: Katherine and Azadeh

- Jory: moved to adjourn; Katherine: seconded

Respectfully submitted,

Emily Moberg Robinson
Hillview PTO Recording Secretary

PTO Executive Board Members 2024-2025

Co-Presidents	Katherine Bicer & Azadeh Rasmussen	Volunteer Coordinator	Maria Lehmkuhl
Co-Vice Presidents	Melitta Stevens & OPEN	Parent Engagement Coordinator	Si Wilber
Treasurer	Jory Macdonald	Student Community Coordinator	Alison Jagtiani
Vice Treasurer	Neelu Akkannapragada	After-School Athletics Coordinator	Joyce Kanemitsu
Financial Secretary/ Data Tracker	Rachel Maclay	Parliamentarian	Sarah Thayer
Recording Secretary	Emily Moberg Robinson	After- School Programs Coordinator	OPEN/may be eliminated
Communications Chair	Rebecca Emery	Teacher Representative	OPEN
Auditor	Josie Cheung	Principal (non-voting)	Danielle O'Brien
MPCSD Board Member Liaison (non-voting)	Scott Saywell	MPAEF Liaisons (non-voting)	Jen Baskin, Lindsay Nalevanko

Bylaws:
https://resources.finalsite.net/images/v1680769346/districtmpcsdorg/mmpuinwdjp3za55szjdw/2020-21_Hillview_PTO_Bylaws_-_approved_31221.pdf

Standing Rules:
https://resources.finalsite.net/images/v1680769284/districtmpcsdorg/bvgce7t948ne88qkt5dp/2020-21_Hillview_PTO_Standing_Rules_-_approved_31221.pdf