Hillview Middle School PTO
General Membership Meeting
Thursday, October 24, 2024
Minutes

Executive Board Present:
Aimee Mathenia, Azadeh Rasmussen, Danielle O'Brien, Emily Moberg Robinson, Jennifer Baskin, Jory Macdonald, Josie Cheung, Joyce Wong, Katherine Bicer, Katherine Glass, Lindsay Nalevanko, Maria Lehmkuhl, Melitta Stevens, Neelu Akkannapragada, Rachel Maclay, Sarah Thayer, Si Wilber

Executive Board Absent: Alison Jagtiani, Rebecca Emery

General Membership Present: Albert Finn, Brenda Lo, Kim Novello, Laura Low Ah Kee

8:30 AM: Call to Order / Presidents' Report: Katherine B., Azadeh R.

- Priorities this year: welcome feedback for all of these items
    - **Increase fiscal awareness** – we have a surplus and we want to figure out how to spend this responsibly year over year
    - **Operational clarity**
        - Presidents' update goes out to parent community each trimester
        - Operational efficiencies – newsletter running more smoothly; finance team working on improving reimbursement processes
        - Bylaws (voted on by General Membership; this is a legal doc that needs to be filed); and Standing Rules (voted on by the executive board; clarifies the bylaws; easier to change)
    - **Innovate and cultivate community**
        - Serving teachers, parents, students
        - Teacher thank yous from the community (in addition to teacher appreciation)
            - Thank you notes available at all events for students and parents to write
        - Movie nights with food trucks
        - Donated to Measure U – supporting mission-aligned measure

8:35 AM: Approval of Minutes (September 27, 2024): Emily MR

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

8:40 AM: Auditor's Report: Josie C.

- The audit went really smoothly
- No outstanding checks; everything is current
- Summertime: bank transition – will require some book cleanups; working with accountant to do this

8:45 AM: Treasurer's Report: Jory M.

- OCC Context: Lindsey: update as of Tuesday this week
    - Foundation goal: $3.752M; current: $3.383M
    - Hillview PTO goal: $155K; current: $138K
        - Hillview is on track to make or exceed our budgeted goal
    - (OCC conversation now is about increasing participation %)

- 2024-25 Draft Budget
    - Last year: raised over the budget, and underspent → ended up with a $39K surplus
    - This year: we are budgeting $155K in donations
        - If we do end up coming in lower, we can adjust during the year (most of spending is ahead of us and we have a large surplus)
        - Proposing $201K in spending, using $46K of surplus left over from last year
            - In addition: we have a large structural surplus built up over many years

                - Question from floor: how do we reduce the possibility to underspend in the future?
                    - A perfect year zeros out
                    - Individual committees are where we generally underspend – remind leads of their budgets and encourage them to spend them
                    - Board is building processes around spending the surplus going forward
                    - FYI: the Exec Board can vote to spend up to 10K; requests above that need to be approved by the General Membership

    - 2024-25 budget expense details/notes
        - Some prior year expenses are getting paid this year (eg 8th grade grad party reimbursement forms didn't come in until late summer; fiscal year ends July 31)

        - Measure U donation approved last month

        - Academic enrichment budget: **propose net increase of $3K**
            - WEB day increased
            - Increased teacher grants from $350 → $400
            - No more parent ed (budget decrease)

- Program support: **propose net increase of $18K**
    - College Bound gift cards
        - Thanksgiving gift cards are funded by community donations (ie. a pass-thru expense) and administered by the PTO
        - added 5K for winter holiday gift cards, funded by the PTO (not a pass thru)
    - 8th grade party
        - Up until this year: the party has been funded solely as a pass-thru (with one post-COVID exception)
        - 24-25 budget: added $10K from PTO to committee budget
            - committee can ask for additional donations as a pass-thru
            - Can be sponsorship of items or just asking for $$
            - Clarification: this $10K is a baseline to allow committee chairs to start planning in a timely fashion; the expectation is that additional funds will be raised or allocated

→ **Vote on the 2024-25 Budget**
- Melitta moved to approve; Maria L seconded the motion
- Unanimous approval

- FYI: we now have ATM cards linked directly to the PTO bank account which can be used for large up-front expenses – this should make accounting and payments easier

- Budget surplus & Surplus Committee
    - As of Sept 26: $148K surplus in bank account (net of/on top of required $36K reserve)
        - This surplus has been building up over the last few years
        - We would like to spend $100K of this surplus
    - Potential ideas on how to use these funds
        - One-time expenses
        - Short-term (2–4-year) increases to existing budget items
        - Note: as a PTO, we have control THIS year over how these funds are spent

- Proposal: form a budget surplus committee
    - Identify ideas over the next month; bring a proposal to the PTO in a special General Membership meeting in December
    - Sarah Sobel (chair); Danielle O'Brien (principal); Neelu Akkannapragada (vice-treasurer), 2 teacher reps, and 2 parent reps
        - Parents who volunteered at the meeting: Kim Novella, Katherine Glass, Brenda Lo, Albert Finn, Joyce Wong, Maria Lehmkuhl

- Discussion
    - Use surplus to fund teachers who submitted Jeannie Ritchie grants that didn't get picked
    - Reminder: $148K surplus; would like to spend $100K
    - $10K rule applies (the Exec Board can approve spending up to $10K; anything above that needs to be approved at a General Membership meeting)
    - Sarah T.: advise looking into root causes of this big surplus
        - Add a surplus advisory committee to the board
        - Surface the surplus in every treasurer's report (it's always been in there, but it's not front and center)
    - It can be challenging to fundraise when there's a big surplus…

9:05 AM: Bylaws Update: Sarah T.

- Review proposed changes
    - Original Bylaws
    - Proposed Revision to Bylaws
    - High-level notes
        - added Parent Engagement Committee chair, Student Engagement Committee chair, and Staff Appreciation Committee chair to the Executive Board (the committees may have vice chairs, but there is only one chair who gets one vote on the board)
        - Clarified that principal and teacher rep are Exec Board members and get one vote each (reconciled Bylaws and Standing Rules; this is in line with all other district PTOs)
        - deleted After-School Activities chair (there are no longer after school activities run by the PTO)
        - Clarified roles
        - Clarified meeting schedule for Exec Board and General Membership -- rather than specifying months, there are now 6 EB meetings and 2 GM meetings (special meetings can be called when necessary)
        - Removed "Honorary Members" category
        - Added a standard indemnification clause
    - Danielle motioned to adopt updated Bylaws; Josie seconded
    - Unanimous approval

- **VOTE**: Add Katherine Glass (Teacher Appreciation Committee) to the executive board
    - Jory motioned to elect; Melitta seconded
    - Unanimous approval

- committee will update the Standing Rules according to the newly approved Bylaws

9:20 AM: Principal's Report: Danielle O'B.

- Tonight: all schools will be giving their site plan presentations to the school board
    - HV report will focus on the "strengthening academic achievement" pillar, in particular: disrupting inequitable outcomes
        - At HV: students with disabilities, in lower economic brackets, English Language Learners, and members of certain ethnic groups are underperforming academically relative to their peers
            - This mirrors statewide data
            - Presentation will highlight what HV is doing to address this
            - In addition: over the last 2 years, these groups are increasing performance
- College Bound conference was a success
    - 55/61 families attended (much bigger turnout than in the past), and 40 staff members
    - Taco grill :)

- ~300 parent-teacher conferences last week

- Staff updates
    - Mr. Dinh is incredible
    - Mr. Espinoza and Mr. Coldoff should be back at the end of the trimester; their long-term subs have been great

- 20 clubs, tons of kids doing intramural sports, flag football is booming
- Drama is gearing up for performances – many kids involved

- New music teacher
    - jazz band performance this morning
    - Band is playing at MA's homecoming
    - Orchestra is playing at Relay for Life

9:25 AM: Teachers' Report: Aimee Mathenia

- Aimee will split this role with Heiko Ritter
- Teachers really appreciate the coffee stations, snacks during BTSN, conference week
- Anna Kogen asking for parent help with an art project
    - Maria, Katherine, and Azadeh will reach out for details
- Love the idea of using the surplus to fund teacher grant applications

9:33 AM: Adjourn: Katherine B., Azadeh R.

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** **Teacher Appreciation Coordinator**	**OPEN: eliminated today** **Katherine Glass: voted in today**
Communications Chair	Rebecca Emery	Teacher Representative	Aimee Mathenia, Heiko Ritter
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