Hillview Middle School PTO
Executive Board Meeting
Friday, November 22, 2024

Executive Board members present (need 9 for quorum): Aimee Mathenia, Andrew Dinh, Azadeh Rasmussen, Emily Moberg Robinson, Jory Macdonald, Josie Cheung, Joyce Kanemitsu, Katherine Bicer, Melitta Stevens, Rebecca Emery, Sarah Thayer

Chairs present: Jennifer Baskin, Lindsey Nalevanko, Sarah Sobel

Executive Board members absent: Allison Jagtiani, Katherine Glass, Maria Lehmkuhl, Neelu Akkannapragada, Rachel Maclay, Si Wilber

Agenda

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

- 99% to HV OCC goal
    - Now we move to spend and execute
- Measure U passes
    - Beat expectations by 15 points!!!
    - Great job, Katherine and team
    - Already starting to plan on how to spend the money -- beginning with new Laurel schematic

8:35 AM: Approval of October 24, 2024 Minutes: Emily MR

- Jory + Melitta
- Unanimous approval

8:40 AM: Teacher/Staff Representative Report: Aimee M.

- Thank you for the end-of-tri cookies! And Thanksgiving treats
- Talking to teachers about the surplus -- they have ideas (Aimee and Heiko both attended the surplus meeting)
    - Field trip budget especially -- lots of new ideas

8:45 AM: MPAEF Update: Jen B., Lindsay N.

- At 99.4% for Hillview; 98.1% for the district
- Campaign went really well -- slightly compressed (4 weeks) this year, which worked
- Next year: focusing on entire community participation
    - Lower number of donors is tracking with lower volunteerism
    - Enrollment also is down
    - Will be discussing this at the MOU meeting; and will present back to the PTOs next year
- Dec 3: Giving Tuesday for MPAEF endowment: $5K match offer
- March 15: auction party (at HV this year) + online auction

8:50 AM: Committee Updates

- Thanksgiving Drive: Melitta S.
    - Donations fell a little short this year, so we are combining them with PTO holiday gift money for a total of $7400, given to 70 families
    - Re-evaluating messaging for next year

- Athletics: Joyce W.
    - Really busy right now….
    - Just wrapped up girls volleyball this week -- 14 or 15 teams
    - Just finalized basketball teams: 15 boys, 10 girls
        - Combining 7th and 8th grade girls teams because number of teams across the leagues dropped (ie not at Hillview, but at other schools)
    - Clear messaging on registration: no longer doing late registration, bending rules, etc. -- it makes it too difficult for the organizers
    - Surplus meeting: talked about needs, long-term needs
        - Discussed increasing support for coaches -- training clinics for coaches, stipends
            - Many of the coaches are high schoolers
        - Updating uniforms ($30,000) (some of the teams do not have uniforms at all)
        - Still have a $20K reserve
        - Reserving $5K for updating artwork in the gym
        - Tournaments -- helping fund these instead of having a few parents fund them
    - THANK YOU to Joyce for carrying this program!!

9:00 AM: Treasurer's Report: Jory M.

- $105,619 in from OCC
- $218,748 in checking; $71,825 in savings (separate from the sports savings account, since sports is a pass-thru)
- Elective supplies: money going to art + woodshop primarily
- Staff Appreciation: cookies + lunch
- College Bound: dinner
- Comm building: popsicles for all the kids

- Pass-Thru
    - Sports: ~$90K coming in; $8,500 spent so far but checks for league fees, stipends etc. are being disbursed soon

- Holiday gift cards: $2400 raised from parent community; this will be combined with the $5K the PTO voted to allocate for winter holiday gifts
    - These were distributed to families today

- Drama
    - Need to make sure that there's a liaison between drama and the PTO
    - Emily Robinson will make the connection for next show
        - Money for in-person tickets and concessions should go through the PTO Paypal account
        - Ensure that OCC signage is put out for *Frozen*

9:05 AM: Surplus Committee Report: Sarah Sobel

- Cte: PTO board, teachers, parent reps
    - Ended up with 52 distinct items on the we-could-spend list
    - Then prioritized with input from PTO pres+HV principal

- Ideas generated by committee to spend ~$101K out of the $148K surplus
    - Teacher grant: small amounts (200-500) -- things that don't qualify for Jeanie

Ritchie
- ELA: bring in a Shakespeare theater company
- Walkie talkies for staff (budgeted for every teacher; we can be flexible)
- Life skills class elective (cooking, sewing, financial literacy, etc.) -- PTO would provide some supplies
- PE clothes -- first set free for 300 6th graders (we upped WEB budget by $3000 for swag this year -- so we'd fold that line item into the new PE clothes budget instead of giving out stickers)
- Outdoor game supplies (foos ball table, etc.)
- Update the music program's uniforms
- Hawks' Nest furnishings
- Murals throughout the school: both created by our kids and outside artists
- Classroom library books
- CPR, self-defense classes for PE

- Next steps
    - Dec 13: hold an extra General Membership Meeting (fold this in with the already-scheduled parent/Lion King coffee)
        - These items will have to be voted on by the general membership

    - Discussion
        - Suggestion: we go in to the GM with this list, estimates
        - separate one-off expenditures vs. ongoing items that will to be budgeted for every year
            - We should consider how we construct next year's draft budget to incorporate these items
        - Are people on the committee open to continuing? We will need project managers for these items in order to actually get the projects done and the money spent.
        -

9:20 AM: Standing Rules: Emily MR
- We voted on Bylaws at the General Membership meeting in October
- The Standing Rules are explanations of the Bylaws; these can be updated by the Board at any time with a majority vote (unanimous if online)
- The committee went through and conformed the Standing Rules to the updated Bylaws. The big changes/updates/clarifications are highlighted in mauve. Officers and committee chairs: please read your section and make sure it's correct.
- Emily: will fix the line about Executive Board authorizing bills of $10,000 or more (it should be "between $5000 and $9999.)
    - After all content changes are approved, will have final document ready to go for the December 13 meeting
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9:25 AM: Principal's Report: Andrew Dinh
- Staffing update: Coldoff and Espinoza are back; one of the Spanish teacher is leaving on Dec 2 (will be replaced by Iborolla -- longtime staff member)
- New initiative: "No Place for Hate" -- thru ASB
    - Program to inform, educate kids -- lessons, pledges
    - Hoping to partner with La Entrada
    - Will kick off with entire school on Dec
- Ipads will be off during Thanksgiving: Fri at 10 to Sunday

9:30 AM: Adjourn: Katherine B., Azadeh R.

- Katherine + Sarah T

Respectfully submitted,
Emily Moberg Robinson
Hillview PTO Recording Secretary 2024-25

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	Teacher Appreciation Coordinator	Katherine Glass
Communications Chair	Rebecca Emery	Teacher Representative	Aimee Mathenia, Heiko Ritter
Auditor	Josie Cheung	Principal	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/v1731451023/districtmpcsdorg/yssysb323aznlvxos63h/REVISED_2024-2025HillviewPTOBylaws.pdf

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