Hillview Middle School PTO
Executive Board Meeting
Friday, January 31, 2025

Executive Board members present (need 9 for quorum): Aimee Mathenia, Danielle O'Brien, Emily Moberg Robinson, Jory Macdonald, Josie Cheung, Joyce Wong-Kanemitsu, Katherine Bicer, Katherine Glass, Melitta Stevens, Neelu Rapaka, Rachel Maclay, Rebecca Emery, Sarah Thayer, Si Wilber –14 members present

Chairs present: Jed Skolnick (school board), Jennifer Baskin (MPAEF), Lindsey Nalevanko (MPAEF), Nora Singer (book fair)

Guests present: Kim Novello, Laura Low Ah Kee

Executive Board members absent: Alison Jagtiani, Azadeh Rasmussen, Maria Lehmkuhl

Agenda

Call to Order / Presidents' Report: Katherine + Azadeh

- Exceeded OCC goal: $161K raised so far (includes $18K in pledges)
- Spring events: Band, orchestra, drama performances; auction, run
- Service club
    - Fundraising for LA fire relief at the Burgess snack shack: service club + ASB joint effort
    - Encinal Lion King team: selling flowers to support LA relief efforts

Approval of Minutes: Emily

- November 22, 2024: Board meeting
- December 13, 2024: General Membership meeting
- Jory motioned to approve; Sarah seconded; unanimous approval

Teacher Representative Report: Aimee

- Thank you for the Amazon gift cards in December (for staff appreciation)
- Have learned about the surplus -- walkie talkies were well received
    - Aimee is working with teachers on distributing funds for classroom libraries

MPCSD Board Update: Jed Scolnick

- Measure U bond passed -- thank you to everyone who worked on the campaign
    - Goal: release a large portion of the bond funds within the first year (with 2 more distributions in the future)
    - Hired a project management team – Cumming Group (they managed some other district projects as well)
    - Looking for some short-term projects that can completed right now to show community that we're using the money
    - The LA fires will likely depress the amount of money we will get from the state, so we will have to adjust accordingly

- New Chief Business Officer
- Have started contract negotiations with teachers
- State testing in spring, surveys in February

- Questions from PTO
    - City housing meetings: the Board's position is that we educate the kids in our district; we are pro housing but FYI we don't have tons of space to put 1000s of more students; we do not dictate where it's placed; superintendent attends city housing meetings
    - Board remains committed to equity, belonging, and access for all students

OCC Memorandum of Understanding Update: Melitta

- Schools + foundations + district all participating in the negotiations
- New this coming year: some start-up funds will be available to schools on August 15th (25K to each school) -- before the first day of school, so that makes things easier to create budgets

MPAEF Update: Jen, Lindsay

- Auction coming up: March 15 in the Hillview PAC (early bird pricing until Feb 13)
    - Still need more adult and kid parties
- Run in May -- let's start to think about how to promote to middle schoolers again
    - Planning on providing free transportation for people who need it

Committee Updates

- **Nom Com: Sarah Thayer**
  - Volunteer recruit event today at 10 AM
  - Proposed slate of nomcom cte members (with the elementary schools their kids attended before coming to Hillview)

    - Meredith Bergin Bailey: Laurel
    - Page Arata: Encinal
    - Ritu Chitkara: Laurel
    - Katherine Cherry: Oak Knoll
    - Allison Carlson: Encinal
    - Amy Kurpius (alternate): Oak Knoll

    - → NomCom slate is approved by Exec Board

  - Positions open next year:
    - **Staff appreciation:** get to interact with staff members; bring food in and decorate the staff room a few times/year (10 or 12); the system is in place
      - Joyce has a parent who's interested in this position
    - **Communications:** oversee team of newsletter editors and webmaster; push out notifications on parent square; Rebecca will train!
      - Laura Wiggs is staying on as next year's newsletter editor
    - **Recording secretary:** take minutes; update Standing Rules and Bylaws as necessary; organize online votes
    - **2 vice presidents**: shadow the presidents; attend MOU negotiations on behalf of Hillview; corral committee chairs and get their reports
    - **President** to co with Melitta next year
  - Google form for people who are interested -- send it on!
  - Nomcom will come up with a proposed slate; it'll go to exec board first, and then to broader community in the fall

- **Book Fair: Nora**
  - May 19-23
  - Linden Tree Books will be the vendor; this will be their first middle school fair
  - Learning Resource and ELA teachers will have book donation boxes
  - Book fair funds go to purchasing books for the library
  - Books arrive 830 Monday morning -- will need help setting up in time for 10 AM open

- **Parent Engagement: Si**
  - Disco Bingo tonight! 6–8 PM, free
    - Prizes are already delivered
    - ASB will be selling treats and swag
    - 100 current RSVPs

- **Teacher Appreciation: Katherine G.**
    - Valentine's Day event coming up
    - end of Tri 2 event: parents will donate items to go with coffee cart

- **Athletics: Joyce**
    - Spring sports kicking off: tennis, track and field, boys volleyball
    - Will have to limit sign ups for track and field – it was not manageable last year (facilities issue)
        - Talking about breaking into 2 leagues (travel + home)
    - Talking with Run Club about introducing cross country in the fall
    - Basketball has been an administrative nightmare
        - Reffing issues -- need feedback

ASB reps: Vi, Johnny

- Would like $5K from the surplus fund to purchase/rent the following items:
    - Reusable: Limbo bar; tug of war rope; potato sacks or 3-legged race bands; capture the flag gear, water shooters
    - For field day evening event (for whole school): Bounce house rental; bubble soccer; inflatable obstacle course
    - Katherine: propose we give ASB $1500 from the surplus fund
        - Melitta motion to approve, Jory second; all approve

Treasurer's Report: Jory

- Spend the money we've allocated!! Look at the table
- Budget lags actual expenditures – so submit those receipts
- Pass-throughs are fine
- Sports reporting lags; we pay coaches at the end of the season

Principal's Report + Surplus Spend Update: Danielle

- Disco Bingo tonight
- PE uniforms: shirt, shorts, bag will be provided for every 6th grader in the fall; we'll pay for these out of surplus
- No Place for Hate – part of the district's 'creating a sense of belonging' initiative
    - ASB is involved
    - San Mateo County STOPit program: anonymous tool that students can use to report threats, violence, self-harm, etc.; always someone there who will response
    - Also encouraging kids to deal with things openly in the moment
- Trying to pare down Panorama survey
    - Students take it during the day
    - Parent responses hover between 15–18% – it's hard to find actionable items with that low of a response rate
        - Ask to PTO: hold off on sending out any surveys during the next 2 weeks

Surplus spend: Katherine B.

- Money is getting spent!
- Goal: spend it by June -- get all paperwork through before July deadline

Meeting Adjourned: Katherine B.

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