Hillview Middle School PTO
Executive Board Meeting
Friday, March 28, 2025

Executive Board members present (need 9 for quorum): Katherine Bicer, Melitta Stevens, Azadeh Rasmussen, Heiko Ritter, Joyce Kanemitsu, Katherine Glass, Rebecca Emery, Allison Jagtiani, Jory Macdonald, Johnna Becker, Josie Cheung, Neelu Akkannapragada, Maria Lehmkuhl, Rachel Maclay, Si Wilber (15 present)

Chairs present: Jen Baskin (MPAEF), Lindsay Nalevanko (MPAEF)

Guests present: Kim Novello, Ritu Chitkara

Executive Board members absent: Sarah Thayer, Emily Moberg Robinson, Danielle O'Brien

Agenda

SEE FULL PRESENTATION HERE

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

- Follow up on family in need, we collected $1850. Thanks!
- Next meeting is a General Membership meeting with a parent coffee and STEM showcase on 4/25

8:35 AM: Approval of February 28, 2025 minutes: Katherine Bicer

- Jory moves to approve; Melitta seconds
    - → majority approves

8:40 AM: Auditor's Report: Josie Cheung

- All looks great, signed off
- Report included in the slide deck
- One transaction was double counted, resolved in Quickbooks
- Discussed what kind of a person would make a good auditor – someone with some financial background, but it's not a time consuming role

8:45AM: Treasurer's Report: Jory Macdonald

- Sports income caused our balance to increase, and we still have plenty of money to spend
- Budget analysis looking at if we spend to full budget plus approved surplus
    - If we spend everything minus the required reserve, we end up with about $8,000 at the end of the fiscal year.
    - Jory expects this is unlikely because we usually don't spend the full budget
    - OCC raised about $163K, exceeding our $155K goal but this includes pledges which usually don't convert 100%
- Discussed sports budget
- Reminder that Drama is a pass through and the PTO has a PayPal account to use for transactions like concessions/flowers. Please use this account and the PTO will cut a check to the District for the total collected.
- Jory reminded us that he can create more QR codes if there are other events or groups that want to collect money
- PayPal also works with credit card and apple pay, so payers don't need a PayPal account

8:50AM: Nom Comm Update: 2025-2026 Slate Preview: Ritu Chitkara

- PTO thanked the committee members
- Overview of the nominating process, including placing a blurb in the elementary newsletters
- Looked over the proposed slate, which the General Membership will vote on at April general meeting.
- A few names will be referred to committee positions

9:00 AM: Teacher Rep Report: Heiko Ritter

- Science is working on energy transfer experiment by burning cheetos
- SFMOMA art field trip
- English is practicing random acts of kindness as part of Outsiders curriculum
- Library looking at political cartoons, argumentative writing using ProQuest Database, topics include AI, animal testing, social media, cell phones in schools.
- 17 teachers ordered about 600 books for their classroom libraries! Aimee will reach out with receipts

9:05 AM: MPAEF Update: Jen B., Lindsay N.

- Auction update – raised over $510,000 which exceeded goal, $152,000 for Students as Mathematicians = acquiring new curriculum, professional development around the curriculum, math manipulatives
    - Sold almost 300 tickets, including 10 at the door
    - Survey results were positive on the venue, auctioneer, theme; improvements could be more tables to eat, use a different online platform or at least don't show names of bidders.
    - Next year auction date proposed for March 21, 2026
- Update on the Run
    - Early bird pricing until April 21st = $55 per runner then $65 after April 21
    - You can sponsor the run for $500 and get bibs, shirts, a few perks
    - Expect more signage in the community than previous years
- OCC thank you reception ahead of Open House on May 22
    - 45 minutes before start of Open House, starting at 5PM
    - Sweet treats, balloons, stickers, spotlight art and woodworking, potentially have student musicians
    - Set up as a thank you to the community, not an ask for $, open to everyone

9:10 AM: Committee Updaters

- **Parent & Student Engagement: Si Wilber and Allison Jagtiani**
    - ASB is planning its first Carnival for May 16, 5-7PM – field still not yet reserved but Joyce will work with Johnna on it.
    - Kona Ice, Oaxacan Kitchen, Golden Ice, Waffle Roost reserved, no charge to Hillview and we get a % back if they exceed their minimum
    - Allison J to double check if the trucks will take cash
    - This is the first year we've done this, it's a way of getting families onto campus
    - Great way for PTO to partner with ASB, great success with fall movie night and bilingual bingo night
    - Carnival will be an opportunity for families to mingle and socialize, getting an inflatable obstacle course, PTO has approved $1500 for lawn games, ASB getting a DJ

- **Staff Appreciation: Katherine Glass**
    - Beginning of March was end of T2, coffee and baked goods for teachers
    - Coffee cart and treats on St. Patrick's day
    - 1st week of May teacher appreciation week, trying to change it up a little, getting lots of opinions, working with the office to figure it out
    - Might do May Day flowers instead of during teacher week

- **Sports: Joyce Wong**

- Spring season underway
    - 100 kids in tennis at Nealon park
    - Track and field at Woodside, collaboration with other local schools. Two HV staff are coaching. About 36 kids
    - Boys volleyball, split into three teams, about 35 boys
- Girls Volleyball tournament team tryouts will be in the spring for fall 2025

- **Committee recruitment: Melitta Stevens**
    - WEB day looking for 2 more leads
    - 1 more newsletter editor
    - After school sports will have a few more roles, looking for 5 volunteers

9:20 AM: Principal's Report, Surplus spending update: Johnna Becker

- Frozen is happening! Seats are still available
    - After the shows we will try to get the cast to come to the front and have parents meet out there.
- Final spirit week of the year is next week. Worked with ASB to find themes that require less special stuff to participate, to be more inclusive and encourage more participation
    - Friday spirit rally, giant game of Simon Says
- This week we had the initial CAASP training for teachers. Working to change the mood and the narrative about state testing. Testing is May 12-16
    - We put kids in the smallest possible testing group
    - As parent leaders, we can help communicate the importance and the positives of testing
    - Big point of communication is to reduce number of opt outs and reducing rumors around opt outs
    - Can we do popsicles at lunch as a reward? Staff will get MPCSD treat that week too.

9:30 AM: Meeting Adjourned

Motion to adjourn: Rachel; seconded: Josie

Respectfully submitted,
Katherine Bicer
standing in for 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