Hillview Middle School PTO
Executive Board Meeting
Friday, April 25, 2025

Executive Board members present (need 9 for quorum): Aimee Mathenia, Allison Jagtiani, Azadeh Rasmussen, Danielle O'Brien, Emily Moberg Robinson, Jory Macdonald, Josie Cheung, Katherine Bicer, Katherine Glass, Melitta Stevens, Neelu Akkannapragada, Rachel Maclay, Rebecca Emery, Sarah Thayer, Si Wilber (14)

Chairs present: Lindsay Nalevanko (MPAEF), Jen Nora Singer (Book Fair),

Guests present: Geraldine Wong, Jed Scolnick (MPCSD Board), Kim Novello, Laura Wiggs, Puja Ramani

Executive Board members absent: Joyce Kanemitsu, Maria Lehmkuhl

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

- Upcoming dates to note:
    - Staff Appreciation Week: May 5-9
    - Talent Show: May 8, 9
    - Family Carnival: May 16
    - Book Fair: May 19-23
    - Open House: May 22
    - Decades Dance: June 4
    - 8th grade promotion: June 13 (accepting donations and looking for volunteers for party)
        - Ceremony: 5-630 PM
        - Party: 7-9 PM

- Wed May 28, 830 AM: Danielle's office: write thank you notes to the whole staff; these will be distributed at the end of the year with gift cards

8:35 AM: Nom Com Update: 2025-2026 Slate - VOTE: Sarah T.

- NomCom committee made up of parents from all 3 elementary schools
- March 28: presented the slate for courtesy review by Hillview PTO exec board

- Voting on the slate today

EXEC BOARD ROLE	CURRENT	PROPOSED FOR FULL BOARD VOTE + CONFIRMATION
President	Katherine Bicer + Azadeh Rasmussen	Melitta Stevens* (LR)
Vice President	Melitta Stevens (no co-president)	Kathie Rottier (OK + LR) and Andrea Henry (OK)
Treasurer	Jory Macdonald	Neelu Akkannapragada* (LR)
Vice Treasurer	Neelu Akkannapragada	Barbara Nguyen-Vu (LR)
Financial Secretary	Rachel Maclay	Rachel Maclay (OK)
Recording Secretary	Emily Robinson	Lisa Rakowski (LR)
Communications Chair	Rebecca Emery	Julie Hartstein (LR)
Auditor	Josie Cheung	Josie Cheung (EN)
Volunteer Coordinator	Maria Lehmkuhl	Maria Lehmkuhl (EN)
Staff Appreciation	Katherine Glass	Julie Balzer (EN)
After Schol Athletics Coordinator	Joyce Wong	Joyce Wong (LR)
Parent Engagement Coordinator	Si Wilbur	Si Wilbur (OK)
Student Community Engagement Coordinator	Allison Jagtiani	Allison Jagtiani (EN)
Parliamentarian	Sarah Thayer	Katherine Bicer (EN)
MPAEF Liaison	Lindsay Nalevanko	Lindsay Nalevanko (OK)
MPCSD Board Liaison	Currently Jed Scolnick	Board Members rotate schools
Principal	Danielle O'Brien	Danielle O'Brien
Teacher Rep	Aimee Mathenia	TBD

REVISION 5/27/25: Add Jen Baskin to MPAEF Liaison Chair

- Jory: motion to vote on slate
- Katherine: second
- Vote: 100% approval of slate

8:40 AM: Teacher Rep Report: Aimee M.

- *Thank yous from teachers:* holiday card, classroom library books (coming from the surplus fund), kids in reading support groups getting one book each at the book fair

- *Classroom updates*
  - 8th grade history (Keller): research project on the Civil War: coming up with an historical question, creating a fictional primary source docs to answer the question
  - 8th grade history (Nguyen): mini museum exhibit on the Industrial Revolution

- *Book fair update*
    - May 19-23, HV library: Linden Tree will be the vendor for the first time (will include summer reads for high school)
        - We get 15% of proceeds in gift cards
    - Promote “Family night at the book fair” during Open House
    - 80 kids are getting gift certs for books -- funded by the PTO
        - Linden Tree will invoice PTO for these books after the fair
    - Volunteers will set up the library on the previous Friday; books arrive Monday morning -- need to get everything ready in 2 hours, ready for lunchtime
        - Teacher preview during 4th and 5th periods
    - Discussion: let’s publicize this as a PTO-sponsored event (this is where money is going); tie it into OCC

- *Surplus money:* 18 teachers are getting classroom library books (10K budgeted; 7K spent -- got a discount from Linden Tree)

8:45 AM: Principal’s Report + Surplus Spend Update: Danielle O.

- 5th-grade visit on Thursday
    - PTO sponsors the WEB leaders
    - The power went out…. But we had walkie-talkies!!! Funded out of the surplus
        - Emergency lighting; the 5th graders did an a capella version of “Let It Go”
    - 2 WEB teachers next year: Kara Connelly, Liz Wrotniewky

- 6th-grade dance last Friday -- first indoor one for 6th graders (200 attended out of 300); run by ASB
    - ASB leaders taught the 6th graders dances during lunch
    - The 6th graders learned SOS in PE in order to apply for the advanced dance class -- did it at the party

- Intramural flag football MTF during lunch; 8 teams/grade level

- Open House:
    - Same structure as last year: 6th grade HUM Core classrooms open; everyone else out in the quad so you can see lots of classes from each year
    - Woodshop, engineering, hawktalk, art classrooms, hawks’ nest classrooms (funded by OCC) will be open
    - Awards

- STEM open house today
    - Arduino kits for engineering classes
    - Pasta bridges: engineering classes

- Elective requests, master scheduling going on right now

- CAASP testing coming up (practice tests on 4/30, 5/1; testing week May 12-16)
    - so far, only few opt-outs
        - Need a certain percentage to test or our results will be invalid
        - Created testing groups and put kids in classrooms with teachers who know them; asking teachers to hype up the test to try and reduce anxiety

- Surplus update

PTO Surplus Spend Approved 12/13/24	
Item	**Budget**
Art across campus - **request for proposal ongoing**	$25,000
Walkie talkies - **complete**	Actual: $19,590
PE seminar - CPR – **on hold for this school year**	$18,000
Classroom budgets for books – **~17 teachers requested funds!**	$10,000
PE clothes - WEB day set – **order to be placed this spring**	$7,500
ELA Shakespeare presentation – **plans in progress for next year**	$6,000
Life skills elective supplies – **ordering will begin this summer**	$5,000
Recess enrichment (foosball, ping pong, new games) – **in progress for fall** ASB field day equipment – **approved by PTO Exec Board 01/31/15**	$3,500 $1,500
Hawks' Nest refresh - **complete**	Actual: $2,370
Band, Orchestra and Jazz Band uniform refresh – **Kathy M managing**	$1,000

    - Life skills class: will run in the fall
    - Art: got a non-profit that specializes in school murals -- proposal should be ready in 2-3 weeks; installation would start in the fall

8:55 AM: School Board Report: Jed S.

- Bond measure report
    - First issuance of $123.6M in bonds -- $65M; got an AAA rating, and we have a lower interest rate than originally projected, so we're saving a lot of $$
        - Big projects: District-wide HVAC updates + reconstruction of Lower Laurel
        - Quick-start projects:
            - new data wiring project: moving from Cat 5 to Cat 6/6A
            - Plant some trees in front of Encinal; Upper Laurel will get play structure resurfaced

- Tentative agreement with teacher union; they're voting on the proposed contract; it will then go to Board for approval -- collaborative, meaningful process

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

- Last night of dine-out is tonight
- Run is coming up (May 18)
    - Would like to boost HV registration on Hawk Talk

9:10 AM: Committee Updates

- *Spring Carnival: Alison J.*
    - May 16, 5-7 PM
    - ASB is planning it
    - Field games, food trucks
        - All are giving a percentage back to the PTO after they make their minimum
        - Pre-ordering will be available

- *Staff Appreciation: Katherine G.*
    - Staff Appreciation week coming up In 2 weeks
        - Parent-designed posters will get put up around campus
        - Cinco de Mayo: Mexican food
        - Custom HV lanyards
        - Wed: ASB is coordinating kids to write thank you cards for teachers
        - Fri: catered lunch

    - May 1: flower day -- will hang little bouquets on teacher doors

9:20 AM: Treasurer's Report: Jory M.

- One final allotment of OCC $$ coming in; we are on track with the budget

- Pass-throughs
    - Drama: collected $731 for concessions (passed on)
        - FYI: Next year: changing the way we are funding drama
            - All ticket sales will go through PTO
            - Will be looking for a drama-specific treasurer next year to manage certain expenditures
    - 8th grade grad: collected $3172 so far; on top of PTO $10K line item

Adjourn: Katherine: motion to adjourn; Azadeh: second

9:30 AM: Meeting Adjourned

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