

**Hillview Middle School PTO
Executive Board Meeting
Friday, February 28, 2025**

Executive Board members present (need 9 for quorum): Alison Jagtiani, Azadeh Rasmussen, Danielle O'Brien, Emily Moberg Robinson, Heiko Ritter, Katherine Bicer, Melitta Stevens, Neelu Akkannapragada, Si Wilber (9 present)

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

Guests present: Kim Novello

Executive Board members absent: Jory Macdonald, Josie Cheung, Joyce Kanemitsu, Katherine Glass, Maria Lehmkuhl, Rachel Maclay, Rebecca Emery, Sarah Thayer

Agenda

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

- Event suggestions from parents are always welcome: ex Lunar New Year assembly came about because a parent reached out
- 8th grade party planning is in process
- Committee reports
 - Joyce: sports
 - boys vball is fully subscribed; track and field still has spots
 - Tennis is underway beginning next week -- reach out to Joyce or Shani
 - Katherine G: surplus spend
 - CPR class is happening (will be run thru PE)
 - hoping for a multi-year program
 - not a certification class, but they get a lot of info, and can practice on mannequins
 - Will send out mural solicitations to local artists; hoping to start work in April
 - NomCom: looking good; next meeting is Monday

8:35 AM: Approval of [January 31, 20205 Minutes](#): Emily R.

- Melitta moves to approve; Katherine B seconds
 - → majority approves

8:40 AM: Teacher Rep Report: Heiko Ritter

- 6th grade science team: 150 heart dissections this week -- very hands-on; 2 kids/specimen

8:50 AM: OCC MOU vote: Melitta S.

- Biggest update: change in first distribution of funds: will now come before school starts – helps with teacher grants, etc.
- Same ask; same PTO-Foundation distribution
- Emily MR: Motion to authorize Melitta to take HV PTO approval of updated MOU to foundation; Katherine B second
 - → unanimous approval

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

- Auction and run are coming up
- Jeannie Ritchie grants are being disbursed – increase in funds and numbers
- Ask to PTO: help educate new families on what the OCC is
 - The OCC holds a District-wide event at the beginning of year: PTO leaders, staff come and engage with people
 - → Hoping to do a thank-you version of this event at the school level in the spring
 - ask current donors to bring a friend (or a new district family) to the party
 - this is NOT an ask; this is a thank you, plus a showcase of where these dollars have gone
 - Can we find a date when some of us can attend?
 - Azadeh: suggest to hold this before Open House (May 22)
- Fund-a-need this year is mathematics
- Suggestion: regularly highlight the things that OCC funds in the newsletter
- Suggestion: highlight OCC accomplishments at Open House

9:10 AM: Award Committee Formation: Katherine B.

- Awards list due April 4; awards presented at Open House on May 22
 - Honorary Service Award (teachers and parents); Continuing Service Award; Golden Hawk Award (volunteers leaving the district); Golden Oak Award (retiring teachers); Hawk Hurrahs (local school awards)
- Need 4–6 people to sit on this committee -- Alison is running it at the district level

9:15 AM: Treasurer's Report: Neelu A.

- Just got the credit from MPAEF (\$135,977) – on track for \$155K goal
- Expenses: actual vs budget items all are on track except “Community building events”
 - Movie night has happened already; Sportshouse is not going to happen
 - Discussion: there is a plan to spend the money; and there are some receipts that haven't been submitted yet (Bingo Night) -- so we're OK
- We've gotten the walkie talkies, and the Hawk Nest surplus allocation is getting spent
- Sports
 - Spend appears to be above budget, but it's been funded by the surplus in the after school sports budget (FYI: PTO facilitates the sports payments, but that org has its own budget)

9:20 AM: Principal's Report, Surplus spending update: Danielle O.

- [Lots of exciting events on campus!!](#)
 - Bilingual Disco Bingo: over 100 people came, lots of fun, prizes were amazing, ASB did a great job
 - Assemblies: Lion Dance, ASB masked singer contest, Congolese drummers
 - Mobile Museum of Tolerance: every 6th grader went through and had a lesson on Anne Frank; Ms. Ross's 7th grade class is going through today and having a lesson on civil rights
 - Interactive lab classroom with a teacher
 - Staff trainings, as well including a unit on combating hate + media literacy

- New programs from the 2024 MPAEF auction Fund-a-Need: Students as Scientists
 - Revamping student robotics program (Ritter)
 - Engineering elective in tri 3 (Ingham)
 - Suggestion: hold an electives fair so students can see what their options are outside of QU3ST

- Dance tonight: 315–515
 - First multi-grade-level dance (7th and 8th grades) since COVID

- [Surplus spend has been approved](#)
 - Classroom books will be purchased from Linden Tree
 - Life Skills 6-week 6th-grade elective: Kara Connelly is running this -- sewing etc. 6th grade wheel

PTO Surplus Spend Approved 12/13/24	
Item	Budget
Art across campus — plans in progress - RFPs out	\$25,000
Walkie talkies - RECEIVED!	Actual: \$19,590
PE seminar - CPR – PE team working on it	\$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	\$6,000
Life skills elective supplies – Danielle managing	\$5,000
Recess enrichment (foosball, ping pong, new games)	\$3,500
ASB field day equipment – approved by PTO 01/31/15	\$1,500
Hawks' Nest refresh - In Process or complete	\$2,500
Band, Orchestra and Jazz Band uniform refresh – Kathy M managing	\$1,000

9:30 AM: Meeting Adjourned

Motion to adjourn: Melitta; seconded: Danielle

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