Hillview Middle School PTO
Executive Board Meeting
Friday, September 19, 2025

Executive Board members present: Melitta Stevens, Katherine Bicer, Lisa Rakowski, Julie Hartstein, Jen Baskin, Andrea Henry, Heiko Ritter, Barbara Nguyen-Vu, Lindsay Nalevanko, Neelu Akkannapragada, Joyce Wong Kanemitsu, Katie Rottier, Rachel Maclay, Allison Jagtiani, Danielle Zienka, Josie Cheung, Si Wilber, Danielle O'Brien

Executive Board members absent:

Agenda

8:30am	Call to Order / Presidents' Report ● New Family Welcome and Carline Rally ● Fingerprinting ● Spiritwear Committee ● GM October 24th	Melitta Stevens
8:35am	Approval of Minutes (August 28, 2025)	Lisa Rakowski
8:35am	Principal's Report	Danielle O'Brien
8:45am	Teacher's Report	Aimee Mathenia & Heiko Ritter
8:55am	MPAEF Update	Jen Baskin & Lindsay Nalevanko
9:00am	Treasurer's Report ● 2025-2026 DRAFT Budget	Neelu Akkannapragada and Melitta Stevens
9:10am	Bylaw and Standing Rules Update	Kartherine Bicer
9:20am	Student Community Events Update	Allison Jagtiani
9:25am	Additional Board Updates	TBD
9:30am	Meeting Adjourned	Melitta Stevens

8:34am - Call to Order / Presidents' Report: Melitta

- New Family Welcome and Carline Rally
- Fingerprinting underway
    - Shout out to Joyce for ensuring coaches were fingerprinted and games didn't need to be canceled
    - 260 fall sport athletes; more than 20 teams
- Spiritwear Committee
    - PTO pres authorized special committee for this year
    - Katie and Andrea volunteered to take this on and build school spirit
- General Meeting October 24th
    - Will be voting on budget

-

8:38am- Approval of Minutes (August 28, 2025): Lisa

- Voted; approved

8:39am - Principal report: Danielle O'Brien

- Murals are starting
  - Artist Jessica Martin doing first mural on courts behind performing arts center
  - Kids voted on their favorite color palette
  - 2 more murals coming in mid October
    - Gym wall - Pep talk poster wall based on student-created art
    - Stage wall on center of quad

8:43am - Teacher's Report: Heiko

- 7th grade science studying Mono Lake
- Kicking off new Lego Spike Prime robotics elective - preset lessons with kits (OCC funded)
- Language Arts - reading the Giver
- 6th Grade Math - statistics exercise based on jumping rope
- 6th Grade studying early humans - cave art simulation
- French 1A - practicing intros/names by pretending to be investigators
- 7th Grade Math - working on vertical moving whiteboards with partners - talking through problems and articulating thinking (Coldoff sp?)
- 6th Grade Engineering - working on quake-safe builds. Also building seismograph
- Appreciation for Stuart Gibbs author visit! (OCC funded)
- Wheel - real world life skills class - students helping to drive direction, including cooking (OCC funded) - Danielle Baris and Rebecca Robinson

8:49am - MPAEF update: Lindsay and Jen

- Foundation at 60%, Hillview at 43%
- HV started a week later with match weekend
- Jeanie Ritchie Grants - Oct 3rd cutoff
- Nov 15 Wine Walk - 1-4pm downtown
- March 21 Auction at Hillview
- May 15 - Schoolhouse Rocks Run
- Dine out details TBD

8:54am - Treasurer's Report: Neelu

- Subject to change based on OCC funds
- Expecting $165K to Hillview from OCC campaign
- Parent volunteer to serve as drama treasurer
- We've made significant cuts in order to fund crucial programs. Cut by appropaching individual activities to figure out how to reduce costs. Can refund if OCC ends up bringing in more money

9:10am - Bylaw and Standing Rules Update: Katherine

- Draft change to bylaws: Membership votes to approve
  - General language clarifications without any change of intent
  - Clarify quorum - worked on this a lot last year- including that staff rep position counts as one for quorum but may be shared by more than one staff member while co-presidents and co-vps count as two for quorum
  - Clarify removal process for officers failing to fulfill their role
  - Add *Conflict of Interest* and *Whistleblower* policy sections
  - Will vote on proposed bylaw changes at next general meeting

- Draft changes to Standing Rules: Board votes to approve
    - General language clarifications without any change of intent, quorum clarifications
    - Proposal to reorder how officers are listed to match order of Bylaws; no change in intent
    - Update Comm Chair job description for accuracy
    - Minor clarifications to Chairperson job description
    - Clarify process of resignation or removal of Chairperson
    - Added section to codify operating reserve (amount TBD)

9:20am - Student Community Events Update - Allison

- Oct 3 - movie night coming up. ASB running the event

9:31am - Meeting adjourned: Melitta

Respectfully submitted,
Lisa Rakowski
Hillview PTO Recording Secretary 2025-26

PTO Executive Board Members 2025-2026

Co-Presidents	Melitta Stevens & OPEN	Volunteer Coordinator	Maria Lehmkuhl
Co-Vice Presidents	Andrea Henry & Katie Rottier	Parent Engagement Coordinator	Si Wilber
Treasurer	Neelu Akkannapragada	Student Community Coordinator	Allison Jagtiani
Vice Treasurer	Barbara Nguyen-Vu	After-School Athletics Coordinator	Joyce Wong Kanemitsu
Financial Secretary/ Data Tracker	Rachel Maclay	Parliamentarian	Katherine Bicer
Recording Secretary	Lisa Rakowski	Staff Appreciation Coordinator	Danielle Zienka
Communications Chair	Julie Hartstein	Teacher Representative	Aimee Mathenia Heiko Ritter
Auditor	Josie Cheung	Principal	Danielle O'Brien
MPCSD Board Member Liaison (non-voting)	Jed Scolnick	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