Hillview Middle School PTO
Executive Board Meeting
Friday, December 5, 2025

Executive Board Members Present: Melitta Stevens, Lisa Rakowski, Neelu Akkannapragada, Andrea Henry, Danielle Zienka, Joyce Wong, Danielle O'Brien, Heiko Ritter, Jed Scolnick, Jen Baskin, Lindsay Nalevanko, Katherine Bicer, Si Wilber, Josie Cheung, Rachel Macray

Guests Present: Puja Ramani

Executive Board Members Absent: Katie Rottier, Aimee Mathenia, Barbara Nguyen-Vu

Agenda

8:30am	Call to Order / Presidents' Report	Melitta Stevens
8:35am	Approval of Minutes (October 24, 2025) - VOTE	Lisa Rakowski
8:40am	Treasurer's Report ● Holiday Drive Update	Neelu Akkannapragada
8:50am	Committee Updates ● Spirit Wear ● Staff Appreciation ● Athletics - bball	 Katie Rottier & Andrea Henry Danielle Zienka Joyce Wong
9:00am	Principal's Report	Danielle O'Brien
9:10am	Teacher Rep Report	Aimee Mathenia & Heiko Ritter
9:15am	School Board Update	Jed Scolnick
9:25am	MPAEF Update	Jen Baskin & Lindsay Nalevanko
9:30am	Meeting Adjourned	Melitta Stevens

Agenda

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

- T-1 Coding and Art culminating Event and Parents: Success!
  - Great turnout
  - Parents tested out video games, got to see broadcasting facilities, etc
  - PTO may offer parent culminating events for other electives
- Upcoming:
  - Winter music concert on the 9th

- Talent show on the 12th
- Friday 19th minimum day
- January Bingo Night - SPACE themed

8:35 Approval of Minutes (October 24, 2025) - VOTE (Lisa)

1st: Andrea
2nd: Joyce
Approved: unanimous

Treasurer's Report (Neelu)

- Year to Date Income: $98,530
- Review expenses
- Pass through activities
  - Afterschool sports
  - Holiday gift cards - $3,400 raised through donations up through Dec 4th (up considerably from last year)
  - Drama program (Puja Ramani)
    - Ended with surplus so giving each elementary school for Spring production seed money ~$2k
    - $6981 remaining for HV Spring Production seed money

Committee Updates

- **Spirit Wear (Andrea Henry)**
  - Thanks to Jenna Atkinson for designs
  - Sweatshirts, t shirts, hats, sweatpants, etc
  - Closing on the 8th - but having a hard time hitting numbers
  - Planning to reach out to elementary schools to target 5th graders
  - Vendor wants to get to a certain number before they print, so we don't have samples available
- **Staff Appreciation (Danielle Zienka)**
  - Budget cut this year, so focused on making it fun but no frills. Has worked out well.
  - Got input from teachers so focusing on things they like, including:
    - Morning after BTSN coffee vendor
    - End of 1st Trimester coffee - coffee in school urns (saved over $200); belgian waffles - went over well
    - Brainstorming additional ideas for teachers - example: softball game in the spring.
    - Not doing gift cards this year at holidays for staff in favor of doing events that bring staff together.
    - Instead of Christmas table, focusing on celebrations in the new year
    - Teacher appreciation - brainstorming ways to get students involved
    - Goal is to make occasions memorable
- **Athletics Update - (Joyce)**
  - Basketball:
    - 20 boys teams,
    - 18 girls teams
      - Mixed 7th and 8th graders last year and didn't go well
      - No 8th grade tournament team this year - couldn't field enough players for travel

    - Cheer - open now until 13th
    - Spring
        - Tennis
        - Track and Field - held at Woodside
        - Boys volleyball
    - Making it clear that people need to choose a **single** sport for Spring

Principal's Report

- Office changes coming up
    - Cathy retiring at the end of the year. Karolina Flores will become new office manager. Jessica Polito will become new attendance clerk
- Caring and Sharing
- Relay for Life
    - Been nominated for an award
    - Will be presenting at Dec 18 school board meeting

Teacher Rep Report - Heiko Ritter

- 6th grade humanities core - creating pharoah tombs out of shoe boxes & studying mummification process using stuffed animals
- French - wrote holiday cards to French speaking retirement community residents in Quebec
    - Cards were donated by families - sent over 80
- Library - doing research with 6th graders on ancient civilizations - learning notetaking and research process
- 6th ELA - writing imaginary stories about pharoah's life
- 7th ELA - Jeannie Richie grant - focusing on human rights project; learning how to be agents of change
- Miss Kogan - Art - memory project - Sending portrait of American students to Armenia. Org films students receiving these portraits and their reactions

School Board Update - Jed Scolnick

- Ebikes - now have an official policy prohibiting class 2 & 3 (and modified class 1) bikes
    - Compliance going well
    - Great partnership with Menlo Park PD
- Major financial exercise happening now
    - Presented '[Funding our Priorities]' at last board meeting
    - Evaluating where we need/want the most spending vs our priorities - based on feedback solicited from parents, teachers, staff, community members
    - Last parcel tax 5-6 years ago but still running at deficit
        - Ex: added entire grade (TK) with no additional funding
    - 90% of budget is spent on people (teachers, staff) - so changes will impact staffing. Teachers/staff are aware of this
    - Kristen Gracia putting together a very transparent process for doing this
- Board re-orging roles and responsibilities so Jed may no longer be HV POC

MPAEF Update - Jen Baskin

- Auction - desert festival themed - March 21
    - Will begin selling tickets in the New Year
    - At HV again this year
    - Soliciting auction items right now
    - Jan 30 - Breitbart gallery morning event to recruit PTO & MPAEF members

9:27 - 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