Hillview Middle School PTO
Executive Board Meeting
Friday, February 27, 2026

Executive Board Members Present: Melitta Stevens, Lisa Rakowski, Julie Hartstein, Katherine Bicer, Joyce Wong Kanemitsu, Jen Baskin, Allison Jagtiani, Heiko Ritter, Lindsay Nalevanko, Si Wilber, Josie Cheung, Barbara Nguyen Vu
Absent: Danielle O'Brien, Andrea Henry, Katie Rottier

Agenda

8:30am	Call to Order / Presidents' Report	Melitta Stevens
8:32am	Approval of Minutes (January 23, 2026) - **VOTE**	Lisa Rakowski
8:33am	Treasurer's Report	Barbara Nguyen Vu
8:38am	HV PTO Direct Donation Allocation - **VOTE**	Melitta Stevens
8:48am	Nominating Committee Update	Katherine Bicer
8:52am	Bylaws and Standing Rules Update	Katherine Bicer
8:58am	Principal's Report	Danielle O'Brien
9:15am	Teacher Rep Report	Aimee Mathenia & Heiko Ritter
9:23am	MOU Update	Andrea Henry & Katie Rottier
9:26am	MPAEF Update	Jen Baskin & Lindsay Nalevanko
9:30am	Meeting Adjourned	Melitta Stevens

8:30am: Call to Order / President's Report - Melitta

- Rising 6th grade outreach - site visits to different Elementary schools, parent mixer event, parent walk through
- Counselor parent engagement event was a success - adding another end of March. Topic will be fostering resilience in middle school with Q&A
- Dance Show will be a PTO passthrough to help reimburse families faster
- Working with Cliff & Hawk Talk team on 'Day in the Life of a 6th Grader' Videos - Course Catalog Videos (possibility to add 7th/8th next year)
    - Designed to live in course catalog; will be pushed out to parents next year
    - Suggestion: Show on loop on WEB Day

8:32: Approval of Minutes (January 23, 2026) - VOTE - Lisa

- Motion to approve: Melitta
- Second: Joyce
- Meeting minutes approved

8:38 - HV PTO Direct Donation Allocation - VOTE - Melitta

- Current equipment is broken and no longer useful. Impacted back to school night.
- Proposed system has 2 speakers and wired to add more in the future as needed. Received multiple quotes and had team onsite to look at the set-up along with AV staff specialist.
- Discussion - will benefit multiple teams/event, lifetime of new system (8-12 years), explored other fund sources but can't use bond money for this.
- Proposal: Purchase new sound system $19k
    - PTO funds - $10k
    - ASB 8th grade gift funds - $4-8k - currently evaluating & voting on how much to give
    - Principal Site Funds to cover remaining amount
- Goal: Have everything installed and ready to go for 8th grade graduation. Installation during April break so ready to go for Open House
- PTO Vote to approve use of $10k of funds for sound system for Quad
    - Motion to approve - Julie
    - 2nd - Barbara
    - Approved

8:48 - Nomination Committtee Update - Katherine

- Ratified committee last week
- Update on current slate (WIP), aiming to finalize Apr 24 - Looking to fill 1 Parent Engagement Coordinator, 1 Student Community Coordinators, 1 Vice President

8:52 - Bylaws and Standing Rules Update - Katherine

- Proposed Removal of Two Executive Board Roles - will be voted on at upcoming General Meeting
    - Athletics Coordinator
        - Why?
            - Team has paid Athletics Director and paid Assistant Directors supported by athletics registration fees
            - HV athletics program is financially robust
            - Consolidating responsibilities to the paid staff simplifies program management
        - Impact:
            - one fewer board role, smaller quorum
            - program will run more smoothly
            - board will have full oversight on the finances through partnership with Athletics Treasurer (committee role) (Drama program is run in a similar way)
    - Volunteer Coordinator
        - Why?
            - Combining this role with Communications Chair reduces hand-offs of info

        - Smoother oversight and recruitment of committees and other volunteers
    - Impact: One fewer board role, smaller quorum; aiming for improved volunteer coordination

9:15 - Teacher's Rep Report - Heiko

- Mimi Wynn - 6th grade class went to Oak Knoll for read aloud day with 1st grade. Visited kinder buddies for Valentines Day
- 6th grade science - built models using recycled materials to show how 2 human body functions work. Sheep heart dissection. Borrowed pig lung models from county. Compared healthy and smoker lungs
- Real World Ready - made sushi, guacamole
- Anna Kogan - Photo animation class - students animated a song that will play onscreen while band plays. 70 animation clips will be put together. Each student animated a 4 second section of the song
    - Advanced art class - taking trip to Jasper Ridge Farm (therapy farm animals) - students will learn about farm, take photos of animals with ipads, students will paint with watercolors, make calendar to sell to raise funds for farm. Proposed raising funds for MPAEF - will discuss with treasurer
    - Idea: Open up showcase to all parents

9:16 - Treasurer's Report - Barbara Nguyen Vu

- Expenses
    - Academic Enrichment - $65k about 63% of budget looks to be on track
    - Program Support - $15k -about 38% of budget
        - Community building events slow
- Passthrough activities
    - Sports - $63k suppose, but have not paid out basketball season exp.
    - 8th grad party - $7.5k in donations so far
    - Dance show - adding as new passthrough

9:20 - Principal's Report - Melitta on behalf of Danielle

- Danielle absent - participating in teacher union negoations
- Next mural is with Charlo on March 26. Will be done in one day. Asked students to submit images of what makes Hillview special to you.
    - Ask: Requesting more student submissions for image ideas
    - Images will be in gold, white, and navy. Kids can submit any way - even a word, a photo (ex photo of your dog)
        - Suggestion: Could they use 5 minutes in hawk talk to have everyone create an image?
        - Cutoff date in 2 weeks

9:39 - MOU Update - Melitta on behalf of Katie & Andrea

- Next year will increase OCC ask to $3000
- In line with neighboring school districts

9:32 - MPAEF Update - Lindsay

- Auction - March 21 - sold 234 tickets
    - Now $250 per ticket
    - Heirloom catering is doing the food - will be even more elevated than last year
    - Lots of new fresh things to bid on (ex 20 person paella party, signed jersey along with Warriors tickets)
- Schoolhouse Rocks - Sunday May 17
    - Pay to participate in run
    - Free to just come to the festival
    - Always trying to get MA to get more involved - Robotics may be one way of engaging them
- Spring dine out week - Apr 26 - May 1
    - Will also have a boba place - want to make sure students are aware this week

9:40 - Meeting Adjourned

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