Hillview Middle School PTO
General Membership Meeting
Friday, April 24, 2026

**Executive Board Members Present:** Melitta Stevens, Julie Hartstein, Katherine Bicer, Lindsay Nalevanko, Barbara Nguyen Vu, Neelu Akkannapragada, Andrea Henry, Katie Rottier, Allison Jagtiani, Heiko Ritter, Danielle Zienka, Rachel Maclay, Danielle O'Brien

**Executive Board Members Absent:** Lisa Rakowski, Maria Lehmkuhl, Si Wilbur, Jen Baskin, Joyce Wong, Josie Cheung

**Incoming Executive Board Members:** Kathy Cronin, Mick Johnson, Christina Vitale

**Agenda**

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|---|---|---|
| 8:30am | Call to Order / Presidents' Report | Melitta Stevens |
| 8:32am | Approval of Minutes (March 27, 2026) - **VOTE** | Melitta Stevens |
| 8:33am | Nom Com Report: 2026-2027 Slate - **VOTE** | Katherine Bicer |
| 8:43am | Bylaws and Standing Rules Update - **VOTE** | Katherine Bicer |
| 8:53am | Treasurer's Report | Barbara Nguyen Vu |
| 9:00am | Auditors Report | Josie Cheung |
| 9:05am | Teacher Rep Report | Aimee Mathenia<br>Heiko Ritter |
| 9:12am | Principal's Report | Danielle O'Brien |
| 9:20am | MPAEF Update | Jen Baskin<br>Lindsay Nalevenko |
| 9:25am | Committee Updates<br>● Staff Appreciation<br>● Spring Carnival | <br>Danielle Zienka<br>Allison Jagtiani |
| 9:30am | Meeting Adjourned | Melitta Stevens |

**8:35am - Call to Order - Melitta**

- Welcome
- President's Report
    - Hawk Hoorah – well over 170 parents who volunteered this year across a number of activities
    - Don't miss these upcoming events:
        - Staff Appreciations

- Spring Music Concert
- Spring Carnival
- Book Fair
- Open House
- End of Year Staff Card Writing Party – May 26
- 8th Grade Decades Dance – June 3
- 8 Grade Graduation and Party

**8:40 - Approval of Minutes (March 27, 2026) - VOTE - Melitta**

- Motion to approve: Katie
- 2nd: Andrea
- Approved

**8:40 - Nom Com Report & ByLaws & Standing Rules – Katherine**

- Extensive recruitment process – many thanks to the Nom Com group this year!
- Slate presented (insert) – gray already voted in, red new to the role, black staying in role
- No nominations from the floor
- Motion to approve: Andrea
- 2nd: Rachel
- Approved
- Couple of proposals to update bylaws
- Proposal to remove two executive board roles:
    - Athletics Coordinator – because we now have two paid staffers in place and have agreement to increase their hours
    - Volunteer Coordinator – combining into the Comms Chair role adding two small roles together.
    - Motion to approve: Melitta
    - 2nd: Barbara
    - Approved

**8:50 Intro of new people - Melitta**

- Mick Johnson
- Kathy Cronin
- Christina Vitale

**8:51 Treasurer's Report – Barbara**

- We received our 4th payment from MPAEF for OCC – ended the year at $152K – a little lower than what we hoped for, but appreciative of direct PTO donations that helped close the gap
- On track if we spend as much as we budgeted. At the end of the school year we will have spent down our reserve by $30K
- 8th grade grad party donations at $14K on top of the $8K the PTO funds so no concerns
- $125K for sports – underspent on coaches this year, so they are adding to their surplus, but that surplus will come down rapidly over the next three years due to increase of hours for two sports staff.
- Please send in reimbursements by end of May

**8:55 – Auditors Report – Melitta (in place of Josie)**

- Thank you to Josie and Barbara for keeping our books straight

**8:56 – Teacher Report - Heiko Ritter**

- Robotics racing
- 7th grade science – plate tectonics
- Olympus academy – reading the novel “A Long Walk to Water”
- 6th grade science – just finished thermal energy unit, working with density cubes next week
- French – playing detectives with questions, writing directions to get around the city
- This is Heiko’s last meeting based on his changing class schedule next year.
- Cliff’s broadcast team won two first place and one second place awards for the San Mateo County Tobacco Awareness Campaign.

**9:02 – Principal’s Report – Danielle O’Brien**

- Recap of PTO achievements this year
- One of the goals we have is opening HV up to families in a different way – the carnival, bingo night etc. are new examples of this; addition of two new roles to the PTO in recent years.
- PTO support for Relay for Life where a quarter of our students participated.
- Murals – two complete, one more to go. Final mural will be done by Joseph Lopez – he will do a workshop with students on May 6th and 7th around graffiti art. It will be on the cinder block wall by the main gym doors
- As we look towards next year – we have made a hire for our new assistant principal and an announcement will come out later today.
- We’ve hired two new science teachers
- We’ve hired a new music teacher because Kathy Murdock is retiring
- We likely have one more math position to hire for
- Declining enrollment in the district won’t hit HV next year, but we’ll start seeing a small decline the following year
- A couple of retirements that we’ll be celebrating at the end of the year
- Excited about the new speakers in the quad thanks to the PTO!

**9:08 – MPAEF Update – Lindsay**

- Dine Out is next week with five different restaurants; take advantage of not cooking.
- Schoolhouse Rock 5K – May 17
- Jen Baskin is rolling off this role and Cristina Gibbs is coming on next year as the MPAEF Liaison

**9:10 – Staff Appreciation – Danielle Z**

- May 4 – 8 is Staff Appreciation week – goal is to integrate the students into appreciating the staff.
- Students will be guiding the on campus appreciation of the staff, and PTO will be supporting them with budget
- Fun food treats on Friday for the teachers
- Will have some parent volunteer families that will help
- Want to make sure we show appreciation to all staff, not just teachers

- Communication Suggestion via newsletter – educate school community on what we do for end of year gift cards and start that effort during staff appreciation week

**9:14 – Carnival – Allison J**

- Big thank you to ASB because they run the whole carnival
- May 15 – 5:00 – 7:00, with OCC thank you event 4:00 – 5:00 for free ice cream
- Inflatables – two big obstacle courses, two other basketball dunk games
- Atherton Library – hosting a makerspace
- Food trucks – non hosted
- Kona Ice – non hosted
- DJ

**9:19 – Meeting Adjourned – Melitta**

**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<br>Heiko Ritter |
| Auditor | Josie Cheung | Principal | Danielle O'Brien |
| MPCSD Board Member Liaison (non-voting) | Jed Scolnick | MPAEF Liaisons (non-voting) | Jen Baskin<br>Lindsay Nalevanko |

Bylaws:
https://resources.finalsite.net/images/v1731451023/districtmpcsdorg/yssysb323aznlvxos63h/REVISED_2024-2025HillviewPTOBylaws.pdf