

**Hillview PTO Executive Board Meeting
Hillview Library Conference Room
June 2, 2016**

Meeting Minutes

Present: Katie Angioletti, David Babington, Michelle Box, Jody Buckley, Naed de la Vega, Erica Galles, Kate Kennedy, Carolyn Lynch, Cara Magliaro, Mary Martin, Julie Nelson, Laura Paul, Beth Shvodian, Gina Skinner, Deanna Schroder, Sherwin Chen, Betsy Muhliner, Chris Sewell, Ashley Wagstaff and Kim Hinshaw.

Call to Order – Kate Kennedy

Kate Kennedy called the meeting to order at 9:02 am.

Welcome – Kate Kennedy

Kate announced that this was the last Hillview PTO Board meeting of the year and thanked everyone for coming.

Approval of Minutes – Gina Skinner

Michelle made a motion to approve the May 5, 2016 Executive Board meeting minutes. The motion was seconded by Jody and approved unanimously by the Board.

Teacher Update – David Babington

- Mr. Babington began by telling the board that many thank you emails have been received about the coffee carts and lunches provided by the PTO. The volunteer luncheon, which thanked many amazing parent volunteers and other staff, was lovely and very appreciated.
- Some teachers took field trips to the Pace Gallery art museum in Palo Alto; the hope is to take more classes there in the future. All of the classes thank the PTO for this great field trip.
- Mr. Lera thanked the PTO and the opportunity to pilot the Genius Hour, which received a Jeanie Ritchie grant from MPAEF. Students develop their interests with quality, self-determined learning time. The program was implemented late in the year, so there was not much time to get fully off the ground, but this is proving to be a great way to get students energized around learning.
- The Camp Hillview team thanked the PTO.

Introductions – Kate Kennedy

Kate welcomed the 2016-17 Hillview PTO Board members and introductions were made.

Vice-Principal's Update – Mary Martin

Mary began with a baby Haug update. She also commented on how pleased she has been with Hillview and noted what a huge impact it has on the community.

Student Wellness

- Mary mentioned students wearing orange in honor of national gun awareness day. Next year student wellness will be highlighted, although this is a strategic directive that the

school currently supports and believes in. The students just finished their SBAC and MDTP testing, so stress levels were high. She mentioned that Hillview will continue to focus on how to help students deal with stress. As a community, we need to plan and help students manage their stress.

Digital Drivers License

- The Digital Drivers License (DDL) program will be looked at again. 6th graders usually receive training so that they will be safe, productive and efficient technology users. The hope is to partner with parents so that students make smart choices.
- The students were already surveyed to find out which parts of the DDL seemed effective and which impacted their learning.

Counselor Update

Kristyn Cardosi's baby is expected to arrive in August. A plan is in place to have Debbie Devoto return to Hillview.

Other Hillview Events

- Open house on May 19th went well.
- The annual Book Fair during the week of Open House was again very successful.
- The art show was also amazing.
- Relay for Life this year was very celebrated and involved fundraising efforts exceeding \$39k. The relay followed the biggest dance of the year, the 6th/7th grade dance.
- Although the process was very stressful for some of the students, the process of having students apply for WEB and ASB positions has been completed. There were over 160 applicants and the selection proves was very challenging for staff. These are amazing leadership programs, though, and the number of applicants speaks to the number of students who want to take on a leadership role, although it is very hard not being able to find positions for all of them.
- The last shadow day for 5th graders has passed.

California Healthy Kids Survey

- The results of the California Healthy Kids Survey are in. There was a decrease in perceived bullying and harassing. Students felt an increase in feeling connected and perceived school safety. They felt that there were more opportunities for meaningful participation and afterschool programs and clubs. There have never been so many clubs on campus.

Mission Statement

- The district's new mission statement includes several pairs of concepts. Mary discussed how the Hillview community models the mission statement concepts as it inspires and empowers students. She has had a great first year as an associate principal.

Questions

- Mary answered questions about the new Personalized Learning Academy (PLA). Over the summer there will be training for the teachers. As the requests for the PLA have exceeded the spots available, there will be a lottery for the spots. The message is not that the

program is for specific types of students, like slow learners or gifted students. What has been seen is that this research-based learning has been very successful and not just a random program.

- The Board asked about the progress of incorporating more sound grading practices. Mary talked about the team of 20 teachers who will be working to reevaluate some of the grading practices. This is in line with the emphasis on wellness and reducing stress. There will be a mastery center next year where students can retake tests and have an opportunity to revisit content until they have mastered concepts. There were some questions about the mastery center being offered before or after school, not during lunch since it might not be ideal to take this time away from students.
- There was discussion about other leadership opportunities for 8th graders other than WEB or ASB. With about 22 clubs, maybe there could be a focus on leadership positions within the clubs.

MPAEF Update – Laura Paul

- The Foundation is on track to make its grant. The last few collections are being obtained and pledges are being fulfilled. The Schoolhouse Rocks walk/run this year was very successful with about 1,500 runners and the Wild Wild West auction in April also contributed to the Foundation being in a good position.
- Next school year there will be an opening on the MPAEF board for the Hillview team liaison. Laura discussed that the position is essentially a one-person team and to notify her if anyone is interested or if anyone can recommend someone.
- Laura also asked the Board for suggestions about how to reach out to Hillview parents. The Foundation is finding itself in a rut about how to approach parents, other than through email blasts. She asked if anyone or their spouse had any new or creative ideas about fundraising at Hillview.

Treasurer's Report – Naed de la Vega

- Naed reported that income has not really moved much this month. There was one Camp Hillview donation.
- Academic Enrichment surplus is not as large as it appears, since there is a district bill and other expenses yet to be paid. Teachers are spending their last budgets and wrapping up the year. The intent is to not have a carryover similar to what it was last year, although there is always some cash carryover.
- In Program Support, there will be other expenses coming in, like the luncheon expenses, although there was a \$500 District Council distribution that will offset these expenses.
- There were questions about the carry-over and whether there were some expenses that could be prepaid to reduce the carryover. Naed discussed some of the items in the Cash Carryover line items, like the College Bound program, which receives some funding.
- She also discussed some of the PTO Sponsored Pass Through line items. After-School Sports has a negative balance, but checks are still expected from La Entrada and Corte Madera. The music program's Disneyland trip is also a pass-through. Next year the trip will be handled by the ASB.
- The 8th Grade graduation committee has spent its budget.
- The Class of 2014-15 8th Grade Gift carryover has been allocated. Great job to Kate, who had a couple of ideas on how to spend the money:

1. Buying a second water bottle filler. This station will be inside the quad by the A and the B buildings.
 2. Putting about 50 charging stations into classrooms and the library for students to charge their ipads.
- Harry is placing an order this week for the jerseys that the Board agreed to use some of the surplus money for. Thank you to Kate for sorting through all of the old jerseys.
 - Naed summarized by stating that there will likely not be much cash carryover after all.

Bylaws Revisions – Katie Angioletti

- Katie reported that she received lots of help in her review of the Bylaws. The Bylaws had not been revised since 2014 and were due for a review. Most of the revisions were to reflect what the PTO is doing in practice. An example of this is to include the addition of the new Upper Laurel campus in relevant sections of the Bylaws.
- After making edits to the Bylaws, she discovered that the revisions cannot be approved until a regular or special meeting. In the fall at the October 2016 General Meeting of the PTO, the edits will be presented and approved by the general PTO membership. Katie explained that anyone who pays PTO dues, which is only \$10 or more, is considered a voting member of the PTO. A quorum is required to ratify these changes to the Bylaws.
- Katie asked whether there were any questions.
- Katie was thanked by Kate and Michelle for all of her hard work on revising the Bylaws.

Incoming Co-Presidents – Jody Buckley and Julie Nelson

- Jody thanked the board and thanked Kate and Michelle for their work this year as Co-Presidents. She began by discussing various dates for the fall. The E Komo Mai luau is scheduled for Monday, August 29th. Camp Hillview will be that week and Mary mentioned that she will sit down with Willy and confirm the specifics. The format might look a little different than in prior years, with a few days of Camp Hillview preceding the first day of school. Volunteer help will be needed to help at the luau with check-in, set-up and clean-up.
- School will start on Thursday, September 1st, with the following Monday a holiday as it is Labor Day.
- Jody mentioned that she is looking forward to next year and excited about the old and new board sharing best practices and advice.
- Julie said that most of the PTO committees have been filled, but did express a concern that she wanted to try to reach out to new volunteers. Jody suggested the use of elementary school newsletters or updates to announce that there are lots of opportunities at Hillview to help and volunteer.

The meeting was adjourned at 9:59 a.m.

