

**Hillview PTO Executive Committee Meeting
Hillview Conference Room
April 14, 2016**

Meeting Minutes

Present: Katie Angioletti, David Babington, Michelle Box, Jody Buckley, Naed de la Vega, Erica Galles, Willy Haug, Maria Hilton, Kate Kennedy, Carolyn Lynch, Cara Magliaro, Julie Nelson, Laura Paul, Beth Shvodian, Gina Skinner, and Ken Wang

Call to Order

- Kate Kennedy called the meeting to order at 9:35 am.

Approval of Minutes – Gina Skinner

- After discussing a minor edit, Jody made a motion to approve the February 4, 2016 and March 3, 2016 Executive Board meeting minutes with such changes. The motion was seconded and approved unanimously by the Board.

Teacher Update – David Babington

- Mr. Babington presented the teacher update as Mr. Kaelin was assisting with teacher interviews.
- Aimee Mathenia and Traci Piombo from the library expressed their gratitude for the funds that will be used for a digital audio book library.
- Many thanks from Parke Treadway for the successful mini-course week were mentioned, including individual thanks to Naed for her help with forms, Beth helping with team member planning, Ken teaching a mini-course, Cara as a logistics volunteer, Sara and the newsletter team and to Jo for helping with uploading volunteer requests.
- There are currently many exciting learning opportunities being explored. The 8th grade social studies classes have a new Civil War unit with students backward designing preliminary source documents, such as blueprints, receipts, and POW journal entries. They will use these documents to write essays about their Civil War topic.

Board of Education Report – Maria Hilton

- Maria added a personal note to let Mr. Babington and his colleagues know that they are doing a great job.
- There is a school board meeting this week.
- Maria discussed the site council survey being a good way to obtain information and take action based on the responses during the school year. Using the survey mechanism, the site council can gain feedback and elicit engagement through major stakeholder groups. LCAP requires the district to go through the process of engagement. All districts are required to ensure that they get feedback that is not superficial from its students, staff and parents.
- Panorama Education is an organization that the site council has partnered with. They are experienced in researching, school surveys and data analytics. They can assist in designing the right questions to get answers and how to turn those answers into action. Maria ask that anyone who is curious about data and analytics to contact Maurice or Erik.

- The questions can be site-specific or more district-wide and the effort will need to be collaborative to figure out which set of questions applies to each site.
- The real goal is how to satisfy needs and align feedback geared toward the strategic directions.

Parcel Tax - Measures A & C

- If Measures A & C do not pass, then the school board will need to address ways to move to the next phase of long-term financial sustainability. District finances are serious; currently we are in a planned deficit spending mode and even if renewed, we would still be in that mode.
- Maria discussed the question of transparency and how to reach parents who want transparency and being informed, but who do not attend meetings or read any mailers or newspapers. A community report used to be sent in the mail and printed in the newspaper, but required volunteers to help. Palo Alto has a paid staff to help with communications; consider whether the district needs something like this.
- We live in a community-funded district that relies on parents to fund through the Foundation.
- The Board discussed what is needed to be done; the website has been updated and is better; no facebook page, but maybe that should be created to have a broader connection with the community; and superintendent updates to inMenlo, the Almanac, and school newsletters.
- Maria thought that there will be various tradeoffs that will need to be made, but high-quality teachers are extremely important. She mentioned that she would be happy to meet offline about what we all can do.

MPAEF Update – Laura Paul

- The Foundation's big news is the auction; tickets are on sale and the online auction catalog is online. A listing of Hillview auction items is going around and at this point, asking to push auction parties and push sign-ups. Lots of these auction items add up and getting people to sign up really makes a difference. This year, the auction catalog is online only; no paper catalog will be distributed.
- Only about \$400k to go to meet the Foundation's target budget.
- Goal is to email auction catalog descriptions to donors.

Principal's Update – Willy Haug

Teacher Interviews

- Hillview is conducting interviews for teachers. Paper can only say so much; despite an amazing resume, candidates can be very different in person. Candidates are called back for panel interviews and a trial demo lesson.
- Panel interviews are next week and we need parents. In California, there is a huge demand for teachers. When the daisy chain was set up, some teachers had already taken other positions. So, prefer not to wait too long to complete the process.
- Parents are needed on Monday, Tuesday and Friday for Science, Spanish and ELA positions. Parents will ask scripted questions and assist in providing input to help the panel make their decision.
- The Board members who had done it before urged the other members to consider signing up.

Mini-Course Week

- Mini Courses are done. Willy thanked everyone in the room who helped to pull it all off. He mentioned that the week was a great experience for almost everyone, although maybe not for all. But the fact that the entire school can free their schedules up to learn about a new topic is pretty powerful.
- It may be hard to quantify actual learning and what students have accomplished, and how it also aligns with the Common Core standards. The goal of Mini-Courses is to provide more exploration and increase opportunities for students to interact with each other or be exposed to different experiences. There are many stories about how Mini-Course Week really opened the door to something new for a student or something about the week that touched a student.
- Willy mentioned concerns about staffing for Mini-Courses; however, the staff survey about Mini-Courses came out on Friday and was very positive. The majority of the teachers ask to keep doing it.
- There were some hiccups and some of the overnights had incidents; however, it was generally a huge success.

5th Grade Parent Night

- 5th Grade Parent Night was last night. Lots of teachers came and were encouraged to attend; representatives from each elective and core program were there. Parents were excited to talk to teachers at the elective fair and they heard a presentation.
- Willy discussed elective selection and timing of when the incoming 6th graders would make their selections. 7th and 8th grade elective selections will be opened up after the incoming 6th graders are done. Families can print and watch video catalogs.

French Foreign Exchange Students

- Willy talked about French students who are participating in the French foreign exchange program. Students who are visiting from France shadow with current Hillview French students or other students on campus. They should be here until next week and this program has been done for a few years.

Talent Show Auditions

- This week auditions will be held for the talent show that will be on May 6th and 7th.
- Acts must try out and there are lots of teachers as judges. Students are encouraged to prepare before trying out. Certain acts are selected from each category and often there is a play-off with a section for students' choice.

Personalized Learning Academy

- A new option as an academy next year will be a pilot Personalized Learning Academy ('PLA'). 4 teachers from 2 other academies will be teaching in this academy: E. Lowrie, J. O'Brien, Y. Sullivan and J. Hillborn. Many teachers have volunteered to participate.
- The digital platform is a Summit-based personalized learning platform ("PLP") that has many components and requires collaborative effort among students. Curriculum can be uploaded into it, so that the platform can reflect Hillview curriculum, or we can take their Common Core materials.

- Willy talked about SCALE (the Stanford Center for Assessment, Learning, and Equity), which helps to provide support for schools who have committed to adopting performance-based assessment as part of how they evaluate student learning. Cognitive learning is considered by them to be as important than content and is a larger portion of their grading strategies.
- There will be plenty of PLP training this summer. In July, Willy will be receiving training and the teachers will be attending training as well to make sure that the process is working.
- Students must opt-in if they would like to be in the PLA and if there are too many subscribed, a lottery will be used. A letter will be sent to parents explaining what a PLP in and allowing students to opt-in.
- There are some very cool aspects of this new platform and students can take total ownership over their learning. The prospect of having tools to give feedback and the ability to engage in collaborative projects will be great. Willy discussed not being exactly sure how the instruction would look yet.
- The Board then discussed the new PLA and Willy answered questions about whether there was a type of student who would be good in this environment.

Maker Space

- A parent came to us with a Maker Space opportunity. We have applied for and completed an MOU. We already have a Maker Space program; however, we can maybe get a whole cart of tablets that are also laptops, a fancy HP computer, and 3D printers to augment the elective.
- The question is how the classroom teachers might be able to have access to these new electronics and how they can use the tools and have them integrated as a resource for teachers.

Other News

- Site Council survey is later than intended; did not want it to run up against Mini Courses.
- Music concerts will be on May 27 and 28.
- By the next meeting, we will have started Smarter Balanced test preparation and testing; 8th graders will be taking the science portion during Block periods. Going to the proctor, logging in and real practice gets your students ready.

Audit Report – Carolyn Lynch

- Carolyn reported that the financial records are reconciled and the audit was presented to the Board.

Treasurer's Report – Naed de la Vega

- Naed reported that we have about \$2k more to spend.
- The Board discussed the 8th grade party and the Chipotle fundraiser. The 8th grade class gift is going through ASB.

Budget Surplus Allocation Vote

- Kate thanked everyone for their input suggesting how to allocate the 2016-17 PTO budget surplus of \$7,870 as of April 13, 2016. After talking to Willy and the involved

stakeholders, a list was compiled summarizing the PTO's proposed allocation. She asked if anyone had any questions prior to voting.

- The following allocation of the budget surplus was proposed:
- Replacement of old and wornout Hillview sports athletic jerseys: \$ 3,500
- Defraying of mini course expenses: \$2,000
- Audiobooks and other wishlist items for the Library: \$1,500
- Replenishment of ball cart supplies: \$ 470
- 8th grade class gift fund: \$400
- After brief discussion by the Board, Jody made a motion to approve the PTO proposals for allocating the \$7,870 budget surplus. Carolyn seconded the motion and the Board unanimously approved the motion.

2016-17 Hillview PTO Board Budget – Cara Magliaro

Cara presented the proposed 2016-17 PTO budget for next year.

- The biggest change is that 955 students are projected for next year, which is higher than this year. Based on this, membership donations is estimated to be \$180,000. Corporate matching was budgeted based on current figures.
- The PTO absorbs the Paypal fees and also will not expect any proceeds from the Book Fair. Camp Hillview was budgeted based on current participation by families. There are still some special donations budgeted for and some re-allocations, such as the breakfast club expenses.
- The Board briefly discussed Paypal fees and having families pay with checks instead, but will address those issues in other fundraising discussions.
- A total of \$205,000 is expected to be raised for the 2016-17 school year.
- Last year we had more cash carryover. This year we are expecting to spend the \$4,618 8th Grade Gift carryover. The pass-through for sports is fairly standard from year-to-year and does not change much.
- The proposal is to give Willy \$177,600 to use in the 2016-17 school year, which represents 87% of the total PTO funds available, which we should feel good about.
- A motion as made by Jody to accept the proposed budget as presented. Gina seconded the motion and the motion was unanimously approved by the Board.

Hillview PTO Executive Board Slate for 2016-17 - Beth Shvodian

- Beth announced the proposed slate for the 2016-17 Hillview PTO Executive Board. The PTO's General Membership will vote on this slate of officers at the Hillview PTO General Meeting on Thursday, May 5, 2016:

Co-Presidents:	Jody Buckley & Julie Nelson
Co-Vice Presidents:	Chris Sewell & Ashley Wagstaff
Treasurer:	Cara Magliaro
Vice Treasurer:	Christie Tonsfeldt
Financial Secretary:	Gina Skinner

Recording Secretary:	Deanna Schroder
Communications Chair:	Betsy Mulhner
Volunteer Coordinator:	Patti Buck
After School Activities Coordinator:	Kim Hinshaw
Auditor:	Sherwin Chen
Parliamentarian:	Michelle Box

- It was noted that the Co-Presidents and Treasurer were elected to serve 2-year terms in May 2015; the Parliamentarian is appointed by the Co-Presidents.

Volunteer Update – Beth Shvodian

- Beth gave an update about upcoming volunteer needs. May 19th is Flower Day and Tatiana is helping with this. Open House is also coming up
- The Board discussed the 8th Grade graduation committee. This is not sponsored by the room parents or the PTO, but 7th grade parents are asked to help.

Afterschool Programs – Erica Galles

- Not much to update, but Erica mentioned that the wrestling club seems to be popular with both the boys and the girls.
- Toward the end of the year, Erica was thinking of sending a brief survey out asking about the afterschool programs. The Board discussed the best method of distributing the survey; it would be great to be put in the newsletter for everyone to see.
- It was noted, however, that the Site Council survey would be going out soon, as well as a mini-course survey. The Board discussed combining all of the questions into one survey.

Special Recognition – Kate Kennedy and Michelle Box

- The last order of business is this month’s Mahalo, which goes to all of our finance people who have done so much for the Board. Thank you for everything, Ken and Cara.
- A special mahalo also goes to Kate for all of her party planning and staying up late. Kate then thanked everyone for their help with planning the surprise baby shower/party.

Other Business

- The PTO Spring General Meeting, which will include discussion of the new Strategic Directions, will be held on May 5th.
- Katie suggested that we invite the incoming board to attend the meeting on May 5th to welcome them, although the June meeting is the traditional “hand-off.”

The meeting was adjourned at 11:05 am.