

**Hillview PTO Executive Committee Meeting
Hillview Conference Room
March 3, 2016**

Meeting Minutes

Present: Katie Angioletti, Michelle Box, Jody Buckley, Jeff Child, Naed de la Vega, Willy Haug, Michael Kaelin, Kate Kennedy, Carolyn Lynch, Cara Magliaro, Julie Nelson, Laura Paul, Sara Richter, Beth Shvodian, Gina Skinner, and Ken Wang

Call to Order

Kate Kennedy called the meeting to order at 9:04 am.

Approval of Minutes – Gina Skinner

Approval of the minutes from the February 4, 2016 Executive Board meeting will be postponed until the April Executive Board meeting.

Teacher Update - Michael Kaelin

- The staff is always grateful for all that the PTO does. Everyone is busy with content and gearing up for mini-courses. Mini-Course week is a huge shift from regular coursework. For some students, it can be life-changing and is a great experience for students, but does require everyone to switch gears for a week.
- Other news from the teachers: Mr. Vaughn made announcements about Hillview's choral concert, which occurred on Monday night; Mr. Schack thanked the PTO for all of the coffee carts and lunches.
- There were questions and discussion by the Board about having more field trips in the future and the trade-off with having fewer field trips due to offering a mini-course week. It was acknowledged that more field trips involved significant coordination and cost. Several past and potential field trips were discussed, such as the 7th grade trip to Chinatown and Maker Faire, and whether there would be appropriate content link to such field trips (i.e., science, literature, history...).

Board of Education – Jeff Child

Measure A and Measure C

- As most of the Board is aware, two measures were approved by the Board of Education to go to election in early May: Measure A and Measure C. Although at this stage, the Board cannot advocate its support, PTOs are able to support the measures. This can be done with meetings and information put out by the PTOs.
- A week from now, the issue of what will be needed long-term if the measures do not pass will be discussed. Short term there are some actions that can be taken, but long-term is the bigger issue. With a set amount of people and expenses to be paid in the district, there is not much leverage to work with. It will be interesting to know what the district would look like for our children if these measures do not pass.

Strategic Directions

- The final Strategic Directions was approved in the December 2015 Board meeting. Now it is up to Erik and Maurice to work out the details and put together a plan on how to make all of the Strategic Directions happen or how to pare it down over the next five years. There will likely be parent involvement with this process.

MPAEF Update – Laura Paul

- This year's MPAEF auction will be on Saturday, April 30th. The Foundation is asking for the Board to support and promote the various auction parties and auction items that are specific to Hillview. Some

of these items are the basketball challenge (where students get to play against the teachers), a kickball game (students play against the teachers at lunch), Hawkapalooza (embarrass your teacher at Hawkapalooza), Hillview electronic billboard birthday announcements, principal for the day, and bidding on a designated parking space for graduation.

- There was discussion about how many Hillview parents do not attend the auction anymore, so this emphasizes the need to talk about the online auction items with other parents.

Treasurer's Report – Naed de la Vega

- The PTO has received donations in excess of this year's goal, resulting in a surplus, which currently totals \$7,609. \$3,500 of that amount has been designated for After School Sports uniforms. That leaves approximately \$4,000 to be put towards other uses.
- The Board discussed various options for utilizing the remaining surplus, and Kate requested that all suggestions be emailed to Kate and Michelle. The Board will vote at its April meeting on how to allocate the funds.

Principal's Update – Willy Haug

Willy started by mentioning that we have lots of exciting things to talk about.

Mini-Course Week

- Willy reported that the teachers and students are all very excited about the upcoming Mini-Course week. There was a meet and greet for students to meet their Mini-Course teachers in a relaxed setting. This week everyone is in final preparation mode, but we all should remember that this would not be possible without all of the volunteers and coordination. Notices and permission slips have been sent home, and those that have not been returned will be tracked down.

Character Education

- Next week, the last session of Character Education will be conducted. This session still needs volunteers. Beth discussed the process of requesting volunteers and training requirements. Each session requires about 20 parents and there were three sessions this year.
- The Board discussed that it would be powerful to get the teachers involved with the program, without sacrificing parental involvement. It was recognized that this would require giving up some instructional time and Willy discussed speaking with the teachers about being part of the process.
- The Board provided input about their students' experiences with Character Ed, and their own experiences as volunteers. Some of the responses were that parent volunteers felt unprepared and students' experiences were inconsistent.
- The importance and benefit to the students of Character Education was recognized, and the Board discussed how to get volunteers to sign up, and how to provide enough training so that volunteers feel prepared, but not so much training that parents are deterred from participating.

Personalized Learning Platforms Pilot Program

- Yesterday a team of 6th-grade academy teachers went to Milpitas and also to Everest high school in Redwood City. At Everest, the team explored a personalized learning platform developed by Facebook that utilizes a home page with various links and learned more about flipped and project-based learning. Erik Burmeister is working to explore options with such a platform and a team was sent to see one of the pilot programs in action. Most of the piloted programs were in charter schools such as Everest; the Milpitas school was also one of the 19 schools testing the platform.
- The idea is to get an academy at Hillview to pilot a program next year. The teachers talked to students at these schools piloting the platform and obtained feedback from them. Students could work on Googledocs and research projects together using innovative rubrics that are aligned to specific cognitive skills. The students are able to synthesize information from multiple sources and see their goals ahead of time in order to achieve specific grades.
- Willy addressed the concern with providing "curriculum in a box," but the suggestion for Hillview would be to upload specific material and tailor the platform to our needs.

Middle School Visits to Menlo-Atherton High School

Willy, Danielle and Mary went to M-A to meet with the other administrators. Some former Hillview students took the group around and showed them several classes and electives, although the visit was only during their 5th-period block. However, it was nice to interact with other middle school administrators.

Shadow-a-Student

Erik gave a talk at Stanford, and as part of National Shadow-a-Student week and in the interest of empathy-gathering among students, about 10 students will come to shadow some Hillview students.

Apple Distinguished School Updates

- Apple came to Hillview and toured the school. They met with some members of our technology team and mentioned how amazing Hillview was.
- Plans are being made for Hillview and five other Apple Distinguished schools to attend a May 6th seminar together; each school will share their story, and there will be afternoon breakout session and an opportunity for schools to learn from each other.
- There will also be a day in May for Hillview's Apple Distinguished School visit. We will be able to show Apple what a school with a 1:1 ipad program looks like firsthand.

Site Council Survey

- The goal is to get the parent survey out prior to Mini-Course week in a couple of weeks. Last year the schools did their own surveys. There was some variation with the questions, but there is some interest in having similar questions throughout the district. The survey will probably not be much different from last year, though.
- This year students will also be given the survey, which we did not do last year.
- There was a question about the benefit of asking the same questions at the elementary and the middle schools. Willy explained that there are some longitudinal benefits to asking similar questions of parents at the elementary and middle school levels; answers can assist assessing progress in specific areas.

Upcoming Events:

- Next Wednesday is the final night of the parent education series. The documentary *Most Likely to Succeed* tells the story of a project-based school and follows two students.
- This weekend is Hillview's dance show, which is a great showcase of Hillview's talented students.
- In a couple of weeks, Hillview's spring musical, *The Music Man*, will be performed on March 17th-19th and should be another great production.
- On March 12th, the district will have its first Wellness Fair focusing on the wellness of both children and their parents.

Other Updates

- Willy mentioned that while the 2016-2017 calendar is not final, the first day of the school year will be Thursday, September 1. The Hillview luau will be Monday, August 29.
- The new water refilling station should be operational now. It is located near the gym.
- Willy announced some very exciting news: sometime in May, Baby Girl Haug will be arriving! Congratulations to Willy and Heather – Hillview cannot wait to meet her!

Volunteers – Beth Shvodian

Not much to report other than finding volunteers with next week's Character Education program. Most of the Mini-Course needs have been filled. Beth mentioned the ongoing volunteers needs for other Hillview events, such as Flower Day, and in April, we will need volunteers for the staff appreciation lunch. Katie mentioned that there will also be volunteer opportunities for various 8th-grade events, such as the "I Have a Dream" project, the 8th-grade BBQ, and the 8th-grade graduation party.

Special Recognition – Kate Kennedy

Kate mentioned that this was a perfect opportunity to thank Beth for everything that she has done and will be doing to coordinate all the Spring volunteers. This month's Mahalo goes to Beth for all of her work on recruiting volunteers to help with all of the great activities and events that we have at Hillview. The Board appreciates all that she does – a huge Mahalo to Beth for all of her efforts!

Afterschool Programs – Erica Galles

Erica reported that she had no updates.

Communications – Sara Richter

Sara reported that everything is moving along and asked people to contact her with anything that needs to be publicized.

Other Business

Nominating Committee – Katie Angioletti

- Katie announced that the nomination process is in good hands and also in good shape. The Nominating Committee has been meeting and is close to determining their final slate of recommendations for next year's PTO Board. The committee has good representation with both East Menlo Park and West Menlo Park parents. April 14th is the deadline for the slate of nominees and there are some very qualified candidates that have been nominated for the 2016-17 Board.
- There was a question from the Board about who was on the committee and Katie mentioned that the committee comprises representatives from all of the elementary schools: Jill Kispert, Julie Quinlan, Caroline Bowers, Beth Shvodian, Mary Karen Lundh, and Kris Swanson.
- There was discussion that the PTO Bylaws will need to be revised to reflect that the Nominating Committee should also include the new Laurel school next year.

PTO Today

There was discussion about the PTO Today magazine subscription and requirements about being a PTO, as opposed to being a PTA.

The meeting was adjourned at 10:07 am.