

**Hillview PTO Executive Board Meeting
Hillview Conference Room
September 3, 2015**

Meeting Minutes

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

Welcome

Kate thanked everyone for coming to the meeting and for all of their hard work.

Approval of Minutes - Gina Skinner

- Kate made a motion to approve the minutes from the June 4, 2015 Executive Committee meeting. Naed seconded the motion.
- The motion was approved unanimously.

Introductions

- Introductions were made by those present.

Principal's Report - Willy Haug

- Willy reminded everyone that we were already 10 days into the school year!

Luau Recap

- Willy thanked everyone for their help and discussed what an amazing luau it was this year. He discussed several improvements over last year that resulted in fewer lines, such as the ability to register or pay electronically (for such items as iPad insurance), which reduced many bottlenecks.
- He suggested a follow-up meeting to help discuss how to further streamline the process. Overall, he thought it went well this year.

Camp Hillview Recap

- Willy discussed Camp Hillview and also thought that went well. He received positive feedback from both the sixth graders and the WEB leaders.
- He did mention that there was a new, third pool that was used for the Camp Hillview pool outing this year. The only downside to this year's swim outing was that there was not as much swim time for the students.
- Changes contemplated for next year would be having the movie night incorporated as part of Camp Hillview and not having a pool outing, which would avoid having to use buses.

Other Items

- Willy thought that people were generally happy and felt that things were going smoothly. Although it is early in the year, he did have some updates about the assemblies, the sixth grade iPad distribution this week and the new internet backbone, of which the technical department has been supportive. There have been some issues, but by the end of the week, it should be part of the regular classroom experience.

iPad Use Contract

- All 7th and 8th grade students will be repeating their review of the iPad "rules of engagement" at home. Powerful and positive feedback has been received about this and helps to set up a dialogue and empowers parents to set rules and clear guidelines at home.

Technology Update

- The school is moving away from School Fusion to Schoolwires, which should be complete around mid-year. The goal is to migrate content from the main Hillview website. Nothing will change regarding content, but should be a great improvement and is district-wide.

Powerschool

- Currently for parents there is a single sign-in feature that is linked to each of their students; parents must log in separately to view each of their students' Powerschool accounts. This will be changing so that parents need only have one account now and can see all of their students and choose which account to sign onto, regardless of which school they attend within the district.
- Information about this change will come via regular mail. This notice will have an access code and id, as well as providing a reference to the Powerschool main site.

Night Conferences

- There will be night conferences in Palo Alto on October 20th, from 5:30 pm to 7:30 pm.
- The format will be a meet and greet dinner with conferences and dinner. The intent is to provide an alternative opportunity for parents to attend conferences and serves as a welcome and reach out to those who might find coming to Hillview during regular conferences hours a hardship.
- Beth to reach out to the College Bound volunteers.

"Club" Programs

- There is a concern that the name "club" is a bit of a misnomer. Students should not feel as if they need to apply or belong to any of these "clubs" and there is no obligation to continue to attend, but students may stop coming if they prefer not to. Some of the clubs discussed were: anime, Pokemon, game room, drama club, knitting, and fiber arts.
- There was some discussion about the need to ensure that the budget could fund other new clubs, such as a circuitry club.
- It was agreed that getting the word out about the various clubs that Hillview has to offer is important and helps the students feel connected to the school.

Coding Elective

- Willy mentioned that Coding is the most popular elective of choice for Hillview students. Due to its popularity, the demand is too high to enable all students to take this elective and a discussion ensued regarding creating an opportunity for Coding to those students who are not able to enroll in the elective course.
- One option would be a special enrichment opportunity being offered on Friday. During Friday Qu3ST, students often have some free time. Some suggestions would be 3D printing, maker space, or coding.
- The concern is how to satisfy the demand and needs of the students, who often may be as or more advanced than the teachers who are teaching them. A contact at Google has been approached and the goal is to partner with more experts in the relevant fields.
- Erica mentioned that Starfire Math would be speaking today and could discuss their coding afterschool activities. Willy agreed that providing an afterschool class in coding is also another way to offer exposure.
- A discussion began about which students would be targeted for these coding opportunities: 7th or 8th graders? Those only enrolled in Qu3ST? Katie suggested having the 8th grade students help to run a program for the 6th graders. It was also discussed whether there should be an increased presence of STEM and coding for girls to increase participation by more girls. Ken mentioned that the mini-course in Coding was primarily all boys. He also said that there was a large spread in the level of knowledge, which also poses difficulty in designing a course that appeals to a variety of students.
- The need for more coding was generally acknowledged; comment raised that parents also want more coding for their students.

- Board meeting on Tuesday night. Discussed the strategic direction: where to focus resources and aspirations for the next 6 years.
- There will be input sessions led by Erik Burmeister, which will coincide with general meetings.

District Finances

- The district has a strong balance sheet. There is good property tax growth here. The district is running a planned deficit, which is not sustainable in the long term.
- Parcel tax is expiring. One in May 2010 to fund what was thought at the time to be an enrollment bubble, but enrollment has not come down. Some time before June 2017.
- Some reasons for the deficit: student growth, added services, 2 additional principals, and programs like Art and PE expanded and programs were added.
- Hillview has approximately 2945 students this year versus 2904 students last year.

Smarter Balance Assessments

- The results were released internally today, and results will be released to the public on Wednesday, September 9th. The students took the assessments in May 2015. No one knows how the data looks yet, although the percentages and breakdowns will be known soon. Generally, Jeff thinks that the district did fine, although always work can be done to address the achievement gap. Willy discussed that the information will be accessible on a broad level soon. Mailings will go to homes.
- Willy discussed that there will be four, not five, designations that categorize performance levels as exceeding proficiency, proficient, nearing proficient, or not proficient. The data will be evaluated to provide meaningful information. October 16th is the first staff development day. A team of five will learn how to evaluate the information and give the staff data that they can work with. It would have been nice to have had the information prior to school starting, but the information will be released soon.

MPAEF Update - Laura Paul

- MPAEF held a welcome event for the 6th grade parents last night. It went very well with about 50 or so. Willy, Maurice, MPAEF and Hillview PTO representatives attended.
- Willy and Laura discussed the push to build excitement and relay to families the importance of the Foundation. They talked about the slogans and messaging and believe that the message is getting out there that the community is funding the schools and due to its support, enables Hillview to do the great things that it does. Willy has a great 2-minute clip to promote the Foundation.

Membership/Joint Campaign Report – Michelle Box/Kate Kennedy for Tracy Watt/Kathy Motamedi

- Hillview PTO membership drive is usually a smooth process as it is promoted prior to school starting and can be done online.
- The status of the donations as of September 2nd is \$148,945 raised to date, which is 80% of our \$184,000 goal. The total does not include corporate matching donations and represents a 64.5% participation rate based on the number of students coming to Hillview. The number of students is already 898.
- Michelle and Kate thank everyone for all of their donations. They thought that the luau went well and was very successful with the mailer including a checklist that included stopping by the Joint Campaign table. They also reminded everyone that there will be tables at Back to School Night for the Joint Campaign, which ends on September 30th.

Treasurer's Report - Naed de la Vega

- Last year the PTO did not spend all of the money it had; there is a cash carryover to budget for the current year.
- On October 1, at the Executive Board meeting, the proposed 2015-2016 PTO budget will be presented for approval. This approved budget will then be presented at the General Meeting on October 22nd for approval by the entire membership.

- Bernice van der Meer had the information to audit the second half of the year's financials.

Teacher's Report - Michael Kaelin

- Many requests were generally to thank all of those who helped to organize all of the very successful events that just occurred! Aimee Mathenia expressed "heartfelt" thanks for the Camp Hillview support with the "awesome" mailer and permission slips. Thank you to Beth and Deanna for organizing all of the volunteers, for a successful orientation and coordinating the lunch, which ran so smoothly. The students also enjoyed the food. Thank you also to Meg and Domonique for the snacks.

Attendance Policy - Willy Haug

- In prior years, there were three codes used to identify a student's absence: "x", "u" and "p." If a student was absent, their absence was coded as either "excused" or "unexcused." California Code defines excusable absences as involving such reasons as being ill, a doctor appointment or a religious observance. The "p" code came to represent an absence that was "parent excused."
- However, going forward, this designation will be eliminated and normal truancy rules will be applied, which involves truancy letters and appearing before a school attendance review board.
- Given that new formulas for API scores are being developed, with attendance being included in that calculation, Willy wanted to raise awareness of the issue and begin the dialogue with parents and communicate that there are only 3 unexcused absences allowed per school year. His guess is that the issue could be significant since approximately 200 or more students would have met the letter of truancy standard last year.
- An option for independent study ("IS") is being researched as an alternative.

Afterschool Classes - Erica Galles

Bookopolis - Kari Reidel

- Proposal to offer Bookopolis as an afterschool class. Ms. Reidel runs a website that is used by Encinal, Oak Knoll and Laurel. Bookopolis currently offers an afterschool class at Encinal and did last year as well.
- Ms. Reidel's goal is to ignite a love of reading and a connection to books by offering a book group that is tied to cornerstone assets, similar to girl scouts or boy scouts. As part of a book group, students pick several books a quarter to read and get together to discuss.
- Her proposal for a Hillview afterschool class is:
 - Meet 1 hour weekly
 - Read 3 books over the trimester
 - Cost is \$210 for 12 weeks, which includes the cost of books
 - Minimum # of students = 6, maximum # of students = 12
 - Scholarships will be available at the usual 10:1 ratio.

Starfire Math - Bob Cerf

- Mr. Cerf of Starfire Education is currently providing math programs at Oak Knoll and Laurel. Starfire also provides design thinking, engineering and coding programs. Given the interest in coding among Hillview students, the group discussed offering a coding course at Hillview.
- Starfire programs are designed to be interactive, hands-on and project-based. Cost depends on the number of sessions, but is typically, \$38-40 per 90- minute class.

Afterschool Classes - Approvals

- Michelle made a motion to approve Bookopolis as an afterschool activity next trimester. Motion unanimously approved.
- Michelle moved to approve the addition of Starfire coding as an afterschool activity next trimester. Motion unanimously approved.

Volunteer Update - Beth Shvodian

- As of last night, approximately 120 parents have filled out the volunteer form. The form only takes about a minute to complete and provides buckets of volunteer opportunities based on a parent's interest. The group discussed the importance of communicating the need to complete the volunteer form as a means to enable parental involvement.

Afterschool Programs/Sports - Erica Galles

- Erica provided an update that Wizbots and Cross Country are doing well. She thought that the placement of the tables at the luau for the various Afterschool Programs was a great position to receive a constant stream of parents.
- Discussion started about field space issues with lacrosse since the fields are reserved a year in advance and Erica is already started to plan for next year. Willy discussed the joint use agreement and efforts at trying to work it out.

Communications - Sara Richter

Newsletter:

- Newsletter is going well. Sara thanked Helen and Priscilla for being amazing editors.
- Sara reminded everyone that the deadline for submissions to the newsletter is Wednesday at 12:00pm.
- Sara also mentioned the new email address to send submissions is hvnewsletter@mpcsd.org.

PTO Website:

- Sara talked about the 2 website content managers, Jo Lofthouse and Betsy Muhlner, who keep things up to date on the PTO website. Sara updates the calendar on the website. Sara asked, particularly as programs evolve, to notify her or Jo and Betsy about anything on the website that seems to be missing or needs updating. Willy mentioned updating his note on the website.

Luau Prize Giveaway- Michelle Box/Kate Kennedy

- The names of everyone who donated to the PTO by Aug. 21 were entered into a pool, and the winner's name was chosen using a randomizer program. The winner, Laurel Holman, will receive VIP parking at Back to School Night and Open House.

Upcoming Events

Wednesday, September 9th - Back to School Night

Meeting adjourned at 10:57 a.m.