

**Hillview PTO Executive Board Meeting
Hillview Conference Room
April 17, 2017**

Meeting Minutes

Present: Jody Buckley, Julie Nelson, Michelle Box, Sherwin Chen, Ashley Wagstaff, Gina Skinner, Cara Magliaro, Betsy Muhlnher, Deanna Schroder, Patti Buck, Christie Tonsfeldt, Laura Paul, Willy Haug and David Babbington.

Call to Order

Jody Buckley and Julie Nelson, PTO Co-Presidents called the meeting to order at 9:01am.

Approval of Minutes

Cara Magliaro moved to approve the March 6, 2017 Executive Board meeting minutes. The motion was seconded by Betsy Muhlnher and approved unanimously by the Board.

Cara Magliaro, Treasurer's Report and Excessive Expenditure Approval

- Total Donations as of March 17 - \$202,041.88.
- Significant bills to the district paying expenses down.
- Friends of Library and College Bound have \$4k each.
- 8th Grade Party have raised \$14,878.32 with their big fundraising push.
- Academic enrichment \$51,000.

Cara Magliaro made a motion for approval that we pay the Menlo Park City School District a check in the amount of \$23,480.11 for afterschool sports and lunchtime tutor programs. (The district pays them and then we reimburse the district for this payment.) Gina Skinner seconded the motion. All in favor, none opposed.

The wording says they have to be approved by the general membership meeting and a majority vote required for anything over \$15,000. We need to change the bylaws so that we can approve these checks during our executive

Sherwin Chen, Auditor's Report

Sherwin Chen made a motion to approve the auditor's report. The auditor conducts a 6th month review twice a year. For the six-month period ended January 31, 2017, bank balances were reconciled with the PTO general ledger with no discrepancies.

Christie Tonsfeldt seconded. All in favor. None opposed.

Volunteer Coordinator, Patti Buck

Looking for volunteers for 8th grade party. We ran a request for volunteers in the newsletter for 3 weeks. We did not get any new names from that newsletter blast.

Nominating Committee, Michelle Box

The nominating committee is meeting once a week trying to get people to volunteer. The roles that are still open are co-VPs, Financial Secretary and Auditor.

Jody Buckley suggests that we push the general meeting to the end of the month in May. So we can have our Executive Meeting at the beginning of the month and then approve the slate and then have them come at the General Meeting at the end of May to be voted in.

We have job descriptions on the website right now for some volunteer positions, but we should put a brief description of each PTO role on the website for anyone interested.

Sherwin Chen asked whether or not the board could be flexible on meeting attendance because the Auditor position is only about 10 hours and a working person could do this job but might not be able to make all of the meetings.

MPAEF Update, Laura Paul

Schoolhouse Rock Run registration is open now. Thank you everyone who attended the auction. Any questions regarding the auction winnings should go to Suzanne Hill at the MPAEF office.

Teacher Report, David Babbington

Talked to a lot of students during mini courses and today about their mini courses experiences. Everyone was happy that mini courses took place and it was a valuable experience.

We are starting *To Kill a Mockingbird* in 8th grade English. Do we have any questions that he can ask the teachers and then come back to us with answers for next month?

Jody Buckley: *Do the teachers like doing the Mini Course?*

Of all the teachers I know who did it, loved it. Even the teachers who I wasn't sure if they would be optimistic but even they ended up loving it.

Jody: If the teachers see something that we could be doing as a group then we take suggestions.

David: It would be interesting to know what some of the other academies are doing and then all the teachers could see what is possible.

Principal's Report, Willy Haug

8th Grade Mini courses were executed a week before spring break. Had 9 courses including DC Trip. One of the challenges for doing 8th grade only is staffing and the breadth of opportunity. We had about 2 dozen 8th graders who went on vacation early and did not attend minicourses.

What will next year look like? Some people would say maybe minicourses have run their course. Now that Measure X is passed we still don't have a budget to do full minicourses but perhaps something else. We are reviewing that now.

I, personally, had a fun week helping with the ***Picture This*** mini course.

Nightmare on Puberty Street Assembly

A Educational Theatre production by Kaiser Permanente which offer a good message for social intervention that speaks to puberty, bullying, peer pressure, suicide, etc. We usually offer this every 3 years but it has been 4 years since we last had them come. Permission slips went out to Parents before the break..

Transition to next year - Master Scheduling. A lot of work to get that ready for next year.

Electives- Right now if you have a 6th grader - 5th and 6th period are the only time they can have electives. We are looking for a way to have the 6th graders to dress for PE at the same time to dress as 7th graders. So there will be a redesign of the locker rooms and a new set up so that the 6th graders will have a separate changing area. This will allow us to open up the schedule so we can offer electives during 1st and 2nd period as well. Moved support classes around so that they are available. There is a possibility that the work on the locker room can't be completed by the beginning of the school year. But if that happens we will still have a separate place for 6th graders to change.

Interviewing for New Associate Principal Role - Mary Martin is leaving and it is a big loss for us. She has been an amazing partner for two years. The proposition of having to train someone else is daunting. There may be some internal people interested but we are starting that process. Danielle O'Brien may be considering it. But it is a certain kind of skill set that draws candidates to data and testing, technology. Should have it all sewn up by May.

Spanish teacher interviews - We've just held first round of interviews. We had one teacher retire early and then Ms. Stickles was on Maternity leave. She just had a baby boy over spring break. We have 10 candidates that come in - we have 2 rounds where they talk to 5 people each like speed dating. Should be done as early as next Friday. We need to have more than one FTE of Spanish. 26 of 27 immersion students have signed on to take the AP Spanish Level 4 exam. These students have been in the Spanish immersion program since kindergarten - for over 6th years.

We will also be posting some science positions.

5th grade parent night and elective fair is this Thursday evening April 20th. And we will be talking about the PLA for next year's 6th graders which will remain intact. But it might not be a choice program. Will it be the summit platform? Not really sure. Have been some great things about the summit platform and we have a strong group of students who have really begun to own their learning in the PLA. When you can give them the opportunity to grow their own self directed learning behaviors that is amazing to see them thrive.

Personalized Learning Academy - May 1st we will hold a Parent Information night for all the current PLA parents to discuss our analyzed data, observations and feedback. Next year there will be no Platform for the PLA for the 7th and 8th grade Academies. The PLA will not be continuing for the current 6th graders but they will transition to our academy system. These incoming 7th grade students will be coming out of the PLA with different tools and we want our 7th grade teachers to learn to engage these particular students. Our teachers need to understand what is the archetype students that took advantage of it. They are different than other students. They go out and learn the core standards. If any teacher wants to do the summit platform they can do it. But it works best when you have an entire academy that works together.

Talent Show Rehearsals are happening right now. The show is scheduled for the weekend of May 12th. You have to try out and we have a certain number of well balanced acts. ASB is the master of ceremonies. It is a highlight of the year.

ASB Elections are coming soon. Students are campaigning for votes and hanging posters, etc.

Testing:

State Testing - in 18 days we will hold the CAST test (California Science Test) which is an online **test** based on the California Next Generation **Science** Standards. The week of May 15-19 we will implement the Smarter Balanced Assessment Consortium Tests.

Master schedule is changing and the course catalogue will be opened up for all of the students to choose electives and course for next year at the beginning of May.

Cara Magliaro- I wanted to bring your attention to the fact that lots of students are watching **13 Reasons Why** on Netflix. Very graphic details showing rape and suicide. It's very disturbing and there is a final episode where they interview health care professionals and they discuss what happens in the show. It's not enough just to watch it. You need to have a conversation with your kids about this.

Willy said he would draft correspondence to the parents to make them aware of the show and offer resources in case students need help coping with the content.

New Business General Meeting Change - Jody Buckley and Julie Nelson

Originally the calendar states that the General Meeting was going to be held on May 11th but it will now be Thursday May 25th which will give us enough time to approve a new PTO slate and a budget for next year.

The new slate, new budget and any changes to bylaws will be posted by May 11th and in the following Sunday Newsletter which is 14 days prior to the General Meeting on the 25th, adhering to the requirements as stated in our by-laws.

Thank you and welcome back from the break.

The meeting was adjourned at 10:06am.