

**Hillview PTO Executive Board Meeting
Hillview Conference Room
October 3, 2016**

Meeting Minutes

Present: Michelle Box, Jody Buckley, Julie Nelson, Chris Sewell, Ashley Wagstaff, Cara Magliaro, Christie Tonsfeldt, Gina Skinner, Sherwin Chen, Deanna Schroder, Betsy Muhlner, Patti Buck, Willy Haug, Laura Paul, David Babington, and Tracy Piombo.

Call to Order

Jody Buckley, PTO Co-President called the meeting to order at 9:04am.

Approval of Minutes

Michelle Box moved to approve the September 16, 2016 Executive Board meeting minutes. The motion was seconded by Chris Sewell and approved unanimously by the Board.

Joint Campaign - Jody Buckley, PTO Co-President

We've closed the PTO portion of our Joint Campaign 89% at last count with 62.4% of participation. We've heard that all the other PTO's are in the same boat. Encinal has a program that they will have to slice out of their budget. I'm delighted we won't have to do anything like that.

We will be sending out a questionnaire or survey to all those who didn't sign up. We know that many people probably just forgot. The fact that the entire district is experiencing this same thing then this is not just our issue at Hillview.

We are still chewing on the stats but if you have any insight or friends that you know haven't donated then try to find out if its donor fatigue or they think we have plenty of money. We just want to know what this issue is. Perhaps they gave a two checks to another school by accident etc.

Newsletter doesn't say that we made our numbers - we have 65% of the population carrying 100% of the load.

Everyone is relying on the philanthropic donors and they will be leaving the district soon so...this is not a good position for the future.

We had 82% participation last year. We have a significant portion of the population that are families in need and they are often the most likely people to give a \$25.00 check.

Chris Sewell, Co-Vice President - Perhaps it has something to do with the fact that we are hearing more information about a new Measure A for the Parcel Tax?

Gina Skinner, Financial Secretary - A lot of the new families wanted a paper copy or wanted something in the mail. They felt like they didn't get anything. Maybe the physical paper reminds people to pay.

Michelle Box, Parliamentarian - I think that the late start of school is a big contributor.

Jody Buckley, PTO Co-President - Everyone waits until the last week, and we saw an 11% rise over the final week. We will end up having these conversations again in the spring as well put together a plan for the next campaign.

Laura Paul, MPAEF Representative - The online checkout process was different. The payment was separated whereas in past years the payment was all on one page or check out cart.

Chris Sewell, Co-Vice President - Why is the whole district down? From a psychological viewpoint you wonder if they just do not support these extras?

Sherwin Chen, Auditor - It is not idiosyncratic to Hillview if all the schools are seeing similar outcomes. Each PTO might have made different changes that might have all worked against the campaign.

Jody Buckley, PTO Co-President - My job is to make sure that we don't communicate too loudly that the minority is supporting the majority. Over the next couple of weeks, we will be figuring out what happened.

Treasurer's Report - Cara Magliaro

P&L Statement

Donations \$80,630

Income -90k

Expenses are coming in like the Luau and the Back to School Luncheon.

We had a little carry over from last year. The numbers are still good, and we will probably end up where we thought we would end up. What we approved in May \$177,600 - we will probably be a little over that amount to give to Willy to utilize.

Throughout the year we will continue to receive some grants and matching money.

I will post the real budget, and we will vote on that in our General Meeting on October 26th. Music pass through will no longer be a part of our budget - we gave that to the ASB to handle.

Jody Buckley, PTO Co-President - We had a budget that was presented in May. So we will post the actual budget before our General meeting on the 26th.

Principal's Report - Willy Haug - Thank you for all this work to get us to this point in the year.

Events (Occurred or Coming Up)

Bike Rodeo for the 1st time in conjunction with MP Police Dept. Danielle O'Brien worked with Mary Fergusson. Proactive efforts to educate students to be safe cyclists. We've had a number of close calls in the last couple of years.

BTSN - September 22nd - I didn't get to go around to the classrooms but had to jump on a plane to Boston. Asked the teachers to give out the syllabus and talk about how passionate they are and what they do in the class.

First **Shadow Day** of the year - Last Friday, September 30th. We hosted 7 students - 6 from Phillips Brooks. This year we have 50 new families. We are getting a lot of students from Nativity and Phillips Brooks.

First **Clubs' Fair** hosted during lunch- 22 different clubs - opportunities for students to connect. We had tables set up and students could sign up. Not all the sponsors could make it.

We are hosting **Screenagers**, Wednesday October 5th - Parent Education Event. We will follow up the documentary itself with a panel. We have two ASB students who are media consultants. Devin Prouty, Ph.D. will be on the panel - he does a lot of work on sleep. As a 1-1 iPad school I think that it may bring people out who are questioning the wisdom of being on screen at school. I think there will be good discourse.

Mid Trimester Point is a week from Friday. We are doing a lot of work on grading and practices.

- We also, have a new grade book called PowerTeacher Gradebook Pro -Learning targets - access students and give them feedback. It's very clunky as an interface and slow and hard to navigate. We put everyone on the new one but we allowed them to give them the option to go back to the old interface and about half have gone back.
- As of Oct 17th, the grades should be updated.

Site Plan - The board decided not to approve the site plans (temporary) they wanted to say where in the budget we were going to pay for programs in the the site plan. Most of it is about collaboration.

- **Balance and Wellness** - audit Homework policies and practices. Board policy about homework is very detailed and our site council is looking at this. Research shows after 10 minutes per subject per night that no gains are actually made. We want a balanced approach so they will be able to handle the rigors of High School.
- **Character Ed**- What are we talking about in terms of developing the skills our students have - how to cope with stress, bullying etc.
- **Parent engagement** -Parent/Teacher conferences being held In Belhaven and EPA - working with Flora Espina. Come and meet the teachers on that evening to train them on powerschool, lunchmaster etc.
- **Point coordinator for character development** - The asset development team - owned by Danielle - Someone wanted to step up to be to be the coordinators and so we connected that parent to Danielle.

Teacher Report - Tracy Piombo and David Babington

We wanted to thank the PTO for the \$1500 grant for audio books for our Overdrive Digital Collection. Check out statistics show that we had 800 ebooks and 99 audiobooks checked out over the summer. We have every audio book that we could ever want of the books that teachers are reading as a class. We have struggling readers that can use audio books to help them.

- One of our strongest readers will frequently walk into class with earplugs and an audio book.
- A struggling reader said his mom wants him to have audio books to help him along with the hard copy.

Thank you for the coffee carts, treats, and sorry for the delayed PTO donations.

Jody Buckley - Thank you for stepping in and partnering up with us for the process. We are so close to 100% of the PTO membership by the teachers.

MPAEF Update - Laura Paul

- Thank you to Julie and Willy for coming to the Joint Campaign New Parent Welcome reception.
- We are holding our Donor Reception for anyone who gives philanthropically. This will be on October 12 at LB Steak.
- This year instead of the Holiday Boutique we will be holding a Wine, Walk and Shop Event down Santa Cruz Ave on December 3rd.

- The close of campaign is November 4th. Everything is tracking relative to last year. MPAEF hasn't seen the bump down that all the PTOs have seen. We would think the MPAEF would be hit hardest. Numbers almost identical. So maybe it is all the schools doing individual changes that have affect the numbers.

Changes to Bylaws - Michelle Box, Parliamentarian - Last year we cleaned up the bylaws and made them reflect how we do business in the PTO. We are going to post this at the same time that the budget will be posted so that we can vote on these at the General Meeting.

[Bylaws](#)

The Vice Treasurer is not actually a member of the Executive Board. Let's make a change to that.

Patti Buck, Volunteer Coordinator - We are in good shape with volunteers. 140 people filled out the survey. Have lists and volunteers available. Talked about highlighting volunteers in the newsletter and PTO website. If you have a need coming up then I am happy to help you fill in the positions.

We don't want to fatigue the volunteers. But a link to all the Volunteer opportunities that are available throughout the year on the website might be helpful. Academy Support should also be helping fill these slots and can collaborate.

Willy Haug - Volunteer highlights - thank yous and shout outs in the Newsletter. Like at Oak Knoll with Olie salutes. Could call them Hawk High Fives.

Julie Nelson and Jody Buckley - What our PTO dollars are used for- a Newsletter insert about the Library money.

Communication - Betsy Muhlnher

We are looking for an additional Newsletter Editor. We have had a couple of people interested. I've sent targeted emails but most everyone has backed off. A year long commitment - one month on - one month off job sharing position. Helen Chen has done many weeks now so she needs a break. She was hoping to only do part of the year and transition out. So ultimately we are looking for two people. Should be Wed- Friday - 3-5 hours a week. When things go well - it is 3 hours a week.

Jody Buckley - Thank you very much - Fall General Meeting is the Wednesday October 26th at possibly 9am - The District may send someone to talk about Parcel Tax.

Meeting was adjourned at 10:13am.

