

**Hillview PTO Executive Board Meeting
Hillview Conference Room
October 1, 2015**

Meeting Minutes

Present: Katie Angioletti, Michelle Box, Jody Buckley, Naed de la Vega, Erica Galles, Willy Haug, Kate Kennedy, Joan Lambert, Carolyn Lynch, Cara Magliaro, Julie Nelson, Laura Paul, Sara Richter, Gina Skinner, and Kathy Motamedi.

Welcome

- Michelle welcomed and thanked everyone for coming.

Approval of Minutes - Gina Skinner

- Jody made a motion to approve the minutes from the September 4, 2015 Executive Board meeting. Naed seconded the motion.
- The motion was approved unanimously.

Principal's Report - Willy Haug

Ms. Kogan's Return

- Ms. Kogan is back at Hillview and teaching Art again. Mr. Stys did a great job in her absence, particularly given his help with mini-courses last year and the students loved him. However, everyone is also extremely happy that Ms. Kogan is back.

Club Fair

- This Friday there will be a club fair for the students to learn about the clubs that are offered at Hillview.
- One of the goals for Site Council is to find ways to improve school climate. California surveys that used to be given only to 7th graders, but which are now given to all students, show that the lowest scoring item relates to students' perceived interaction with adults. The data indicates that students want more meaningful contact and opportunities to work with adults. Although the results of our surveys rank among the highest in the state (99th percentile), which reflects great data overall, the surveys do show that students want more adult interaction in their lives.
- The clubs also address one of the assets of Project Cornerstone since the clubs are designed to be places where kids feel as if they are accepted.
- As a result of this, more of the revised 2015-16 budget has been allocated to add more clubs for students during lunchtime, such as the coding club, French culture club and police officers' club. This Friday, all of the clubs from last year, plus five new clubs, will be present at the club fair.

Schoolwires

- The transition to Schoolwires should be completed by January. Once fully transitioned, the same information will be on a better platform with added features.

Fire Drill

- Yesterday there was an unexpected fire drill when someone pulled the fire alarm.
- Willy spoke on HawkTalk about the incident, using his Midweek Mindset to discuss how the student who pulled the alarm did not receive the feedback they needed from their peers and will have a lot to make up for what they did. He also mentioned that the peers who knew about it might have spoken up.

Conferences

- October 12-15th there will be teacher conferences with an early dismissal. There will be no school on Friday, October 16th, which is a staff development day.
- Priority conference preference is given to those students who teachers have identified as needing priority. After the parents of such students are notified, the remaining conferences are offered to the rest of the students. Unfortunately, teachers do not have time to meet with every family, although there are many opportunities to obtain feedback or meet with the teachers.
- Early dismissal during teacher conference days is 11:45 a.m. Samtrans will take students to school, but no service will be available after school.
- There will be no afterschool programs on these minimum days. A suggestion was made to post a message on Nextdoor Stanford to alert the merchants in downtown Menlo Park about the minimum days. Willy mentioned that he would use his next Midweek Mindset to discuss how conferences are an opportunity to set goals and remind students about “representing Hillview” during their extra time on minimum days.

Smarter Balance Assessment

- On Friday, a deeper analysis of the Smarter Balance assessments will take place. The challenging issue is how to interpret the results and present the information to teachers so that it is meaningful and enables them to use such information.
- To aid in this, Hillview and the District had a team that was sent on September 14th to the County Office of Education.
- Language Arts and Math teachers will know, on average, how they performed last year, the averages in their grade level, the range among teachers and how current students are doing, among other things. This will enable identification of those students who might require a support class in certain areas.

Parent Education

- Last night there was a parent education series event with My Digital TAT2.
- Next week another parent education series event will be “Let’s Practice Design Thinking.” This event will be for both parents and children and will take them through various steps to help explain in context how to apply design thinking to our lives. Design Thinking teaches great problem-solving processes that enable students to be more innovative.

Other Discussion

There was a question about the new communication system, but it has not been confirmed that teachers will each have their own webpage with the new system,

although it is likely. Edmodo is the default webpage for students, but it is not as useful for parents.

Board of Education Report - Joan Lambert

Joan discussed several items:

Laurel Upper School

- Construction for the new Laurel Upper School is on track and going well.

District Calendar

- Due to the construction of the new Laurel Upper School, the district calendar for 2016-17 will be different next year than in years past.
- Instruction will begin on September 1, 2016, which is the Thursday before Labor Day.
- The district calendar may not line up as well with the Sequoia school district calendar next year due to these changes, but such changes are not permanent.

Smarter Balance

- Smarter Balance will be discussed at the next school board meeting. The packet can be reviewed or anyone can come to the meeting.
- Overall, the district did really well in all categories and the board was pleased with how the district did.
- The same groups who have traditionally not performed well continue to be an issue, but the district has been working on this and will continue to see improvement.
- Longstanding inequalities are evident after segregating the data for certain subsets of students (i.e. parent education level, ethnicity,...). However, it was noted that in many areas, our district is doing better than similarly situated districts and the data will need to be analyzed further.

Strategic Directions Planning Process

- There will be various working sessions held at each school over the next few weeks. The Hillview parent/community input session will coincide with the Hillview PTO General Meeting on October 22, 2015.
- The School Board has been in the process of updating district policies and is soliciting opinions and feedback from the community. Many of the policies have already been revised, but this year, many policies affecting the students are being revised. Some have not been changed since 2003.

Sequoia School Board Election

- Although not directly affecting us, the composition of the Sequoia School board will be important in the future as Hillview students reach high school. The school district is complex.
- The election will be an all-mail election with ballots coming via mail. You can access smartvoter.org for more information.
- It was noted that Maurice started a group drawing from various groups across district lines that has meetings with no set policy or action items. The intent is to encourage

dialogue among various groups (i.e., school districts and police and fire departments) and engage the entire community.

MPAEF Update - Laura Paul

- The MPAEF Annual Parent Campaign ends on Friday, November 6, 2015.
- This year will be the first year at Hillview that end-of-campaign giveaways are distributed. Bookmarks will be given to English teachers for distribution to students.
- MPAEF Dine-Out for Kids is on October 13th and October 14th, which are minimum days. This year the event will occur on two days, will include lunch to take advantage of the minimum days, and will include more restaurants. Last year was too crowded and only one day.

Afterschool Programs/Sports – Erica Galles

Erica had only a few things to report since everything seems to be running smoothly.

- Bookopolis has started a modified book group with a group of girls who are friends and meet every other week.
- With basketball starting, there are fewer options, but there will be a coding class and through Danielle, Design Farm might be an afterschool program in the winter or the spring. Design Farm will be coming to speak at the next Executive Board meeting.
- Several board members expressed how great the Cross Country afterschool program with Stella was.
- Erica brought up the issue of a student survey at the end of classes to assess what students thought. This is currently not being done and might provide valuable input.

Communications – Sara Richter

- Sara announced that Prascilla Crook has had to step down as newsletter editor and a new editor is needed immediately. The newsletter team is awesome and if there is anyone who is interested, they should contact Sara.
- Currently there are two editors who alternate editing responsibilities. Each takes one month of editing and then switches off the next month; however, it is up to the editors to decide how to split up the responsibilities. The end of the week from Wednesday to Friday is the most time-intensive.
- Cara suggested having Beth Shvodian reach out to her group of potential parent volunteers.
- Sara asked to always feel free to let her know if there were any mistakes or anything that anyone wanted to add or change to the content of the website.

Teacher's Report - Michael Kaelin

- Mr. Kaelin did not have many updates, but thanked the PTO for all that it does.
- The teachers are excited about the mini-courses and the excitement is gaining momentum.
- Mr. Kaelin mentioned the positive instruction that Hillview is providing at the middle school level in the areas of growth mindset. Willy asked him to talk a little about the

theme. Mr. Kaelin discussed “sur-thrival,” which focuses on not just surviving, but thriving above and beyond just surviving.

- He discussed the concept of “grit” (e.g., being conscientiousness or following through displays grit) and how he uses this idea to teach his 7th graders how grit can help achieve a growth mindset. He is using mentoring tactics and first narratives to help his students understand the difference between fixed and growth mindsets.
- Several board members expressed appreciation for the efforts made to help our students succeed by teaching them ways to achieve a growth mindset.
- There are a core group of teachers who are proactive in implementing new and different systems of grading and feedback for students to help with the issues associated with the institution of grading.

Membership/Joint Campaign Report - Kathy Motamedi

- To date, approximately \$181,000 has been donated to the PTO, which represents a 71% participation level.
- Given that participation was 58% after the luau and during the last 4 weeks, donations have not increased much, it was suggested that the campaign period be shortened next year. Non-donors were contacted by email on Monday of this week, but there has still not been much donation activity since then. Discussion occurred about whether shortening the period would alienate potential donors and not allow parents to see what the PTO is actually doing with its donations. Another non-donor email will be sent today. Jody will plan to meet with Kathy and Tracy Watt to discuss.
- As participation fell short of the 85% goal, there was a suggestion to increase participation by raising awareness and spirit through competitions among academies. The ASB could be helpful in assisting with this. Currently this is being done at Oak Knoll among grade levels.

Auditor’s Report - Bernice van der Meer

- Bernice van der Meer, who was the Auditor for last year, came to present the Auditor’s report for the period February 1, 2015 through July 31, 2015. She commented on how easy the audit was with Naed’s great notes and thanked Naed.
- The audit shows five bank accounts for the Hillview PTO.
- Bernice summarized the details of the audit and concluded that the total cash per the PTO’s balance sheet reconciles to the total cash balance in the PTO’s bank account.

Treasurer’s Report - Naed de la Vega

- Naed presented a revised Hillview PTO budget for the 2015-16 school year. This budget reflects revisions from the budget approved last spring in May 2015. This revised budget will be presented for approval at the Hillview PTO General Meeting on October 22, 2015.

Income

- Funds Raised: Funds Raised includes slightly increased donations to College Bound, which is pass-through revenue, as are donations to the Friends of the Library. The larger adjustment to income reflects approximately \$4,000 less that was received for

Camp Hillview donations. Discussion occurred about how to solicit more donations next year.

- Cash Carryover from Prior Year: Despite the lower Camp Hillview donations, there was enough from last year in cash carryover balances to cover the shortfall. The proposed budget includes additional cash carryover of \$39,205 from the prior year, of which, \$500 will go to the PTO Reserve, leaving a total of Funds Available for General PTO Budget of \$38,706, which is primarily being allocated to Academic Enrichment.
- As adjusted, the PTO Reserve will now be \$45,000; this amount covers the mandatory minimum balance for our bank account (\$20,000). The remainder is for unexpected emergency expenses (i.e., expenses associated with after school sports, which sometimes go over budget in some years and requires using such reserves).

Expenses

- In the proposed budget, \$230,668 represents Funds Available for General PTO Budget. Of that, approximately 85% is being allocated to Academic Enrichment expenses.
- There was discussion about Harry Bell's request to use approximately \$7,500 to replace jerseys for afterschool sports programs. Willy also discussed the breakdown of proposed academic enrichment and program support expenses, which would include about \$7,000 for (i) increased lunch and afterschool activities to include more clubs and options available, (ii) more language arts and math afterschool programs and (iii) expenses for technology tools to enable Hillview to continue to be an early adopter of such apps as Edmodo and Showbie. The Board discussed allowing flexibility of the principal to use his discretion in prioritizing which expenses should be a priority, while recognizing that the majority of the PTO income is budgeted for Academic Enrichment expenses.

Jody Buckley made a motion to approve the revised 2015-16 Hillview PTO budget as presented by Naed, provided that the principal retain discretion over the allocation of specific expenses as required. The motion was seconded and approved unanimously.

Special Acknowledgement - Michelle Box & Kate Kennedy

- Michelle and Kate wanted to express gratitude for the great newsletter team of Sara, Helen Chen and Prascilla Crook. The team began working on the newsletter before the school year started and has been working hard to provide a weekly newsletter that has contained valuable information for families.
- Unfortunately, Prascilla has had to step down, but was responsible for all of the newsletters in September and her help was greatly appreciated.

The meeting was adjourned at 10:34 a.m.