

Hillview Middle School
Executive Board Meeting
October 4, 2017

In Attendance

Chris Sewell, Ashley Wagstaff, Suzanne Watson, Laura Paul, Christine Tonsfeldt, John Donald, Matt Erickson, Julia Molise, Johanna Woll, Nancy Witeck, Jamey Hawkins, Julie Nelson, Willy Haug, Scott Marshall

9:00

Call to Order

Chris calls the meeting to order and congratulates the team on the successful completion of the Membership Campaign.

9:02

Approval of Minutes

Julia Molise moves to approve the minutes of the September 12, 2017 meeting. The minutes are approved by vote with the correction of Johanna's last name from Wolf to Woll.

9:02

Board Updates

Johanna Woll – Newsletter

Johanna met with Jody Buckley to clarify her role. Johanna raises the issue of the propriety of using corporate logos in the newsletter. Specifically, we use the Facebook badge when asking folks to link to the Facebook page but don't use the Paypal badge when directing payment. There are potential issues with associating with Facebook. Johanna consulted with Parke Treadway who responded that it was Johanna's call. Johanna has left it in for the moment.

Laura Paul suggests that the issue is bigger than just Hillview. Everyone agrees that this is a better question for the District Counsel.

Johanna will look into whether analytics about clicks on the FB button are available from Constant Contact.

Johanna highlights an issue surrounding payment for subscriptions for Constant Contact, domains and servers and Paypal.

A question was raised regarding whether there is any tax issue relative to individuals making payments on behalf of the PTO. Chris will take the conversation off line.

Nancy Witeck – Volunteers

Nancy reports a 75% increase in volunteer sign-up. Nancy credits the increase to BTSN – largely due to the recruiting assistance of the ASB. “Dance” has plenty of volunteers, as do drama and music. We are unsure of the needs of the service group.

We need to communicate the volunteer list to the Speaker Series team. On 2/28, the Speaker Series event will be taking place at Hillview and our site team will be responsible for food and volunteers.

Matt Erickson - After School Sports

Flag football and Volleyball are off to a great start. Football reports the highest historical numbers, necessitating the creation of an additional team. Matt gives kudos to Harry Bell for coordinating the Flag Football program.

Fewer girls signed up to play volleyball this year.

They have cleaned up the refund policy and will include more specific refund language on the website. Matt reports that he has website updates to do.

Lawrence Lee and Virginia Davis have taken over the website.

The hope is to create a function to auto-populate electronic calendars with crucial dates relative to after school sports.

Matt Erickson – further reports that there will be an audit report coming from Sherwin Chen at the 10/25 General Board Meeting.

Jamey Hawkins - After School Activities

Jamey reports that the activities are running smoothly. The new “Chocolate” activity was undersubscribed but it’s tricky to start a brand new program in the fall. This program will be offered again in the spring.

9:27

Parliamentarian

Julie Nelson will place proposed changes to the by-laws in the newsletter. They will be voted on at the 10/25 General Board meeting.

9:29

Principal’s Report

Willy Haug

There was a speaker series event on 10/3, “The Future of Education in Menlo Park.”

The principal of each school in the district spoke. There was a low turn out but this may have been due to the conflicts (MA Music Night).

Willy also describes the task of creating the school site plan and presenting it to the board. Willy walked us through his presentation setting forth the site plan and the 6 LCAP Goals.

9:57

**Treasurer's Report
Christie Tonsfeldt**

Christie presents the Treasurer's Report and the fall budget.

PTO Membership reports receipt of \$189,625, which is approximately 98% of the goal of \$192,000. Expenses to date are minimal.

Preliminary budgeted membership income in the spring is based on expected enrollment of 1,001. "Income" = enrollment x \$250 x 80% (participation goal). Fall budget is based on revised expected enrollment of 960.

Christie walked us through other elements of the budget including pass through items such as the 8th Grade Party and the Academic Enrichment Budget or "Willy's budget." We have a significant surplus from unused funds in prior year which are not accounted for in the budget. However, as other needs of the school are identified we will need to vote on them as a board.

Julie Nelson asks if we can let folks know that there might be money that could be supporting them. We will discuss this further. Willy will discuss this with his various curriculum leads.

Many elements contribute to our surplus, including the fact that money was allocated to Mini Courses, which did not take place.

Willy suggests that because the quad can be hot, one use for the surplus would be to create a shade structure.

10:18

**Chris Sewell moves to approve budget. Laura Paul Seconds.
Motion to Approve Budget Approved by Vote**

10:18

**MPAEF Report
Scott Marshall**

The MPAEF reports that they are at 48% of their goal and thanks everyone who has donated for "growing their impact."

A group of local businesses have agreed to donate \$5000 for every % of growth over last year's funds raised.

Scott reminds people to Dine Out during conference week. Most participating restaurants will give 5% of total receipts during the dine out period.

10:20

Board Conversations and Updates

Hot Lunch is running very well but there is still a need for volunteers on Thursdays and Fridays.

We are looking for a 8th grade BBQ and 8th Grade party co-chairs.

We are looking to replace Jody and Steve Shaw for next year – the ideal candidate would be an excellent “numbers” person who is available to donate a lot of time.

10:25

Willy Haug provides David Babbington’s Report

Richard Vaughn (music) is looking a “room parent” to help with music classes. Last week he held a music potluck which was a great success.

This Friday band will perform MA-Sacred Heart football game with the MA pep band. Band II and Orchestra II will perform at Disneyland later in the year.

10:28

The General Meeting will be on October 25 in the PAC.
Meeting Adjourned.