

**Louise Van Meter**  
**HSC Executive Board Meeting**  
**Wednesday, January 17, 2024 8:30am**  
**LVM MPR**

*Attendance: Carie, Kristin, Sarah, Jamie, Hillari, Eleanor, Emily (by phone), Rick*

**Agenda:**

- I. Call to order @ 8:24am *Hillari*
  
- II. Motion to Approve
  - 1. Previous H&SC Executive Meeting Minutes
  
- III. Principal Report *Rick*
  - 1. Campus/Facilities update
    - a. *Felix attended one of the district meetings*
    - b. *District rep will come to future board meeting to share updates from those bond meetings - updating current buildings, revamping MPR/Library building and putting in new 2-story building to maximize current footprint (to accommodate increasing enrollment)*
    - c. *District wants this done sooner rather than later - will push out in a presidential year to take advantage of higher voter turnout*
    - d. *Effort to get more parents back on campus - more to come soon*
  - 2. Important dates
    - a. *Feb 9th - Fisher music tour for 5th Grade*
  - 3. *We've been nominated as a Cornerstone Caring School*
  - 4. Technology Parent Meetings
    - a. *District is starting an Emerging Tech Council such as AI - asking parents to join - communications will be coming out*
    - b. *Rick will be sending this comms to the Board after meeting*
  - 5. New Bulldog Ticket
    - a. *Caring act gets recorded on the ticket; part ripped off to get submitted into drawing; other part gets sent home*
  
- IV. President Report *Hillari*
  - 1. Town of LG Grant Money
    - a. *Digital Citizenship*
    - b. *Diversity & Inclusion*
  - 2. Staff Birthdays

- a. *Need to set up for Feb - May (usually asking Room Parents to deliver to their teachers; HSC can step in if Room Parents aren't able).*
  - b. *Possible dividing the Board up next year to each cover 2 months*
  - c. *Inviting Mitzi or Clara to join future HSC meetings to bridge the connect better btw Room Parents and HSC*
3. Important Dates
- a. *Feb 9: Sweetheart Dance (5:30-7:30, MPR)*
    - 1. *Include some further comms through Room Parent emails that any guardian/child are welcome to attend*
    - 2. *28 tickets sold*
    - 3. *6 volunteers confirmed*
  - b. *Feb 10: Chinese New Year*
    - 1. *Saturday so the week leading up will include activities*
  - c. *Mar 4: Conference Week*
  - d. *Mar 13 or 27: Cultural Fair*
    - 1. *\$12K in grant money secured (digital citizenship, DEI)*
    - 2. *We believe the Cultural Fair fits well within the parameters of the grant*
    - 3. *Event must be free; inclusive event*
    - 4. *March 13th or March 27th are possible dates (Wednesdays) - either after school or evening event. Different types of food, music. Daves and Lexington have both hosted successful events.*
    - 5. *Preference for March 13th*
    - 6. *In addition to the Cultural Fair, another grant idea could be to offer a transition event for 5th graders*
      - a. *Currently, 5th graders do a tour of Fisher and then a Camp Trojan/event in the fall but has been scaled back in recent years*
      - b. *Instead, make it a resource event where kids can interact and understand the transition and interact as a new/larger class and offer resource tents to parents to understand what Fisher can offer*
      - c. *Offers a nice bridge btw the HSCs of the elementaries and that at Fisher*
  - e. *Mar 19: Nowruz, Persian New Year (Tuesday)*
    - 1. *Already have a couple volunteers confirmed*
  - f. *April 3: Bulldog Stampede*
    - 1. *Similar page across schools - all held on same day*

2. *Guidance to parents on how to set up individual pages*
3. *Lexington has been doing this for years and usually push out pages 2 weeks in advance of the event; we'll offer our parent community a bit more time than that.*
- g. *May 6 Week: Staff Appreciation Week*
  1. *Want to make sure we'll ahead of this and ready to go since it's a tough time of year for everyone*
  2. *Massage chairs were really appreciated, food is always welcomed*
- h. *May 11: The Wag*
- i. *5th Grade Graduation Party*
4. *Board succession 24/25 school year*
  - a. *Think individually about succession - if people are moving out of their roles, think about who you could backfill*
  - b. *No president elect in place; Hillari would consider transitioning into next year to support a president elect*
  - c. *Including in Room Parent emails about joining the board*
5. *Moms/Dads Nights Out*
  - a. *Feb & March only? March only?*
    1. *Blossom Hill does 2 a year with better turnout*
    2. *Maybe do March and September moving forward*
  - b. *Grade level parent nights?*

## V. Programs Report

Holly

1. *Diversity & Inclusion*
  - a. *Hanukkah celebration recap*
  - b. *Working on Lunar Year*
  - c. *Working on Persian Year*
  - d. *Day of the Book (Spanish Holiday) - April 23rd*
  - e. *Earth Week*
2. *Book Fair/Book Donation*
  - a. *Giving \$200 to each staff member to buy books on Scholastic (from Scholastic proceeds from Book Fair) - coming from "HSC"*
  - b. *Next Book Fair will run in March - might need help picking up the books and bringing here; supports a local business and better book options*
    - i. *Potentially host a book donation drive opportunity during Book Fair/Conference Week*
3. *Project Cornerstone Update*

#### 4. Enrichment (Hillari)

- a. *Another HSC has an enrichment rep on the board - giving input to what enrichment classes are offered at school. We may want to revisit this here at LVM. They have a line item for that school on which enrichment (outside of the local rec options) to offer.*

#### VI. Fundraising Report

*Emily, Carie*

##### 1. WAG

- a. *Locked in for May 11th at Dio Deka (Hotel Los Gatos)*

  1. *Letting us do our own beer/wine for first hour*
  2. *All in expenses (food, beverage, fees, space, taxes, etc) = \$22K (120 ppl)*

- b. *Save the Dates are ready to go*
- c. *Narrow theme ideas to 3-5 before putting out to everyone*
- d. *New software (free) being used for ticketing (checking ppl in with QR code) and for auction*
- e. *Kick-off brunch for WAG committee - include everyone from last year and include some new folks. Once theme is picked, can begin meetings. Can change cadence of meetings as we get closer to May. Working brunch. See where any gaps may exist in terms of # of committee members, etc.*
- f. *Carie is working on house donations for auction*
- g. *Let's think about doing some sponsorship displays at the WAG - offer to corporate sponsors that support event*

##### 2. Bulldog Stampede

- a. *Jog-a-thon format coordinated with other elementaries (except Lexington)*
- b. *Shari Reich chair*
- c. *Apps - Walkstarter, 99 Pledges*
  - i. *See notes above for Stampede*

#### VII. Marketing Report

*Jamie*

1. *HSC website*
2. *Social Media*
3. *Spirit Wear*
  - a. *Wants to do one more for the year; hoping to offer some new thing (beanie?); maybe do a kids art competition; maybe do around Sweetheart Dance or another event*
4. *Yearbooks*

- a. *Starting Yearbook this week*
5. Possibly transferring marketing templates to Canva so that multiple people can create/edit materials

#### VIII. Treasury Report

*Eleanor*

1. Budget update
  - a. *Nothing big has changed on expenses*
  - b. *Taxes were submitted for the year*
  - c. *\$100K that gets given as grant to the district this month*
2. One Community LG numbers
  - a. *Huge bump on corporate donations (most likely matches) that hit over holidays, plus interest income hit*
  - b. *Overall - at 62% of giving from LVM (LY was close to 70% by EOY); lower than other schools*
  - c. *Due for payout from One Community coming this month (\$45K)*
3. Business sponsorships
4. Expense Reimbursements
5. Signup Genius - continue or new platform?
  - a. *Going to cancel membership and find a new platform that costs less and functions better, or go to basic platform for Signup Genius*

#### IX. Community Report

1. Mom's/Dad's nights out
2. Grade Level Parent Socials
3. Room Parent Coordinator

#### X. Community Service Above Self Report

*Kristin*

##### ***K-Kids is launching this February!***

- *Rick solidified the K-Kids committee (Gorman, Babalis, Brown, Maselli, Mercik)*
- *We're hosting our first team meeting on Jan 17th.*
- *First meeting for kids will be Feb 6th for 2nd & 3rd grades, then 4th & 5th grades respectively at lunch. . Future K-Kids meetings will communicated in Bulldog Beat at program launch.*
- *This will be communicated through the teachers and Bulldog Beat.*
- *This will be a student leadership group grounded in service.*

##### ***Past Program Updates:***

- *Toy Drive was a huge success and we were able to donate 116 toys to children who receive services from Stanford Los Gatos Specialty clinic.*

- *(This clinic serves LG and surrounding Bay Area cities as far south as SLO. They are one of the few pediatric speciality clinic/ hospitals that support various different pediatric needs.*
- *Food Drive got off to a slow start but was successful as well. We donated two large black bins full of food for House of Hope.*
- *Lots of good learning from both programs. (Only need carts the last week of a drive. Drives don't need to last longer than 2 weeks. More communication is needed - potentially from teachers next time. Little Flyers can help.)*
- *Card Corner Update?*
  - *Promote as an option but if kids are excited about it, possibly hand off to Katrina/Fun Zone or K-Kids to take over during their meetings.*

XI. Ecology Report

1. Garden Program

2. SR2S

a. *David Lancelot, LVM representative*

XII. Discuss open action items

XIII. Adjourn @ 9:42am

*Hillari*

**Next Executive Board Meeting is February 13, 2024 at 8:15am, MPR**