

Louise Van Meter
HSC Executive Board Meeting
Tuesday, October 24, 2023 8:30am
LVM MPR

Attendance: Carie, Hillari, Kristin, Holly, Felix, Sarah, Emily

Agenda:

- I. Call to order @ 8:26am *Hillari*

- II. Motion to Approve *Hillari*
 - 1. Previous H&SC Executive Meeting Minutes *Sarah, Kristin, all*

- III. Principal Report *Rick*
 - 1. Campus/Facilities update
 - a. *One Community Campaign: Still working on One Community and likes the ideas around videos and other low-hanging fruit we could do moving forward. Overall, we did well this year!*
 - b. *Book Drive: messaging coming out next week. Simple ask. Donating through website and should run itself.*
 - c. *Service Above Self: Pushing connections with our Service Above Self adoption of school in Guatemala to December. There is no template here so we can do this how we feel is best.*
 - d. *Safety Drill: the drill went well last week. It included Rick not being on site and the staff did well. Still need to find a system for parents that are known but show up without ID. Brought up some good questions there but overall, staff and students did great. Rick is working on communications to families that, in general, when there is an emergency, pick-up will happen on Nino (not LG Blvd) and if everyone needs to evacuate the campus, going to Fisher parking lot. Need a little more structure when having to stay out on the field for awhile.*
 - e. *Emergency Contact Forms: Families will need to be prompted to update the emergency contact forms - many have listed out of town grandparents or family.*
 - f. *Attendance: Attendance is still an issue for our school. Thinking about how this impacts our school rating. Great Schools uses attendance in their scoring. There is some communication nuance to work through for families keeping their kids home when sick vs*

taking family vacations. Thinking about awarding students with perfect attendance ... recognition, attendance awards/patches, etc.

- i. MLK Day Service Above Self: Kristin asked if we can get access to school early in the morning for a Service Above Self for MLK, Jr. Day - not a problem!*

2. Important dates

- a. Oct. 23 (Last Night): Santa Clara County Teacher of the Year event celebrating Kelly Fowell who has done a ton to support our school and district. Much of what is in our strategic plan is because of Kelly.*
- b. October 25: picture makeup day*
- c. Nov 1: No school*
- d. Nov 14, 8:30am: Principal Chat/HSC Vote (@ MPR Room, LVM)*
 - i. Terese - facilities survey update*
 - ii. If parents are interested in sitting in on the facilities meeting (Flex spaces, parking, STEAM labs, etc.), let Rick know. Parking, HVAC, paint, MPR size, etc are all major issues with LVM that other LG schools don't have. Need staff and parents making noise around these needs.*
- e. Nov 13-17: Conference Week*
- f. Nov 20-24: Thanksgiving break*

IV. President Report

Hillari

1. Important Dates

- a. Oct. 27: Adult Halloween Party (Los Gatos Lodge)*
 - i. Hillari has pushed out to all classroom parents. Room parents to include in any correspondence this week.*
 - ii. \$1,400 in new (non-WAG) ticket sales*
 - iii. Party costs about \$2,000. HSC may chip in to cover the delta*
 - iv. Who can help Friday?*
 - a. Hillari and Emily will send some times to help set up for Thursday afternoon and Friday morning. If anyone can help out, great!*
 - v. Final push for ticket sales*
 - vi. Refund response to any who can't attend?*
 - a. Will issue the refund this time but be clear moving forward that this is a fundraiser and these funds go to our school.*

2. Moms/Dads Night Out

- a. Attendance: *Not great turnout to either, only 4 at Mom's Night Out. Are these the best use of people's social bandwidth? Do we want to keep them monthly.*
- b. *Will keep November ones and then decide what the right cadence is.*
- c. *Thinking about instead doing grade-level parent nights. Maybe one or two a year? Starting with Kindergarten. Kim Wen and Sarah May to co-host. Burlingame includes funds for these grade-level nights in the HSC budget.*
- d. *Dad's - 1st Thursday of the Month*
- e. *Moms - 2nd Thursday of the Month*

3. OCLG Campaign Update

- a. *Thank you cards to donors - **please complete by Monday, Oct 30***
- b. Campaign updates
 - i. *Thermometers reflect 60% (60% to entire campaign goal = \$2.5M goal)*
 - ii. *LVM = 52% of families have donated (trying to confirm this). Lexington is at 69% (highest of elementaries)*
 - iii. *As of today, we're at \$68K of the \$110K goal for LVM's share of One Community Campaign*
 - iv. *The campaign is over however there will be a couple more targeted asks (Giving Tuesday, End of Year)*
 - v. *WAG money is not included in the \$110K goal*
 - vi. *Anyone that is doing monthly payments isn't included in final numbers*
 - vii. *Thinking about some of the more practical things around the One Community campaign next year...going out to businesses, helping families understand how to do the company match, logistical things like answering phone calls/emails, etc.*
 - viii. *Thinking about how to recognize families that give year over year, and also how we might segment the families by grade level to get a sense of that grade's specific experience. Parent and kid videos have been impactful in other National charter school polling (Felix)*

V. Programs Report

1. Diversity & Inclusion

Holly

- a. *Diwali celebration*
 - i. *Nov 3-9, celebrations throughout week in classrooms*
 - ii. *Larger celebration in March*
 - iii. *Rangoli Fun Zone activity Nov 9*
 - iv. *Classroom craft and library readings Nov 3-9th*
- 2. Book Fair/Book Donation
 - a. *Book Fair & Book Drive during Conference Week. Holly will send out volunteer sign ups. Keep the donations up after the week "Service Above Self" Children's Book Donation box somewhere. Will include info in the Bulldog Beat.*
- 3. Project Cornerstone Update
 - a. *Trudy Ludwig Recap*

VI. Fundraising Report

Hillari, Carie

- 1. Pumpkin Patch
- 2. WAG
- 3. Bulldog Stampede
 - a. *Jog-a-thon format coordinated with other elementaries (except Lexington)*
 - b. *Proposing Wednesday, April 24th for Bulldog Stampeded – coordinated with Earth Week and with Daves/Blossom Hill schools. Hillari will run by Christine at front desk.*
 - c. Shari Reich chair
 - d. Apps - Walkstarter, 99 Pledges

VII. Marketing Report

- 1. HSC website
- 2. Social Media
- 3. Spirit Wear

VIII. Treasury Report

- 1. Budget update
- 2. Pumpkin Patch numbers
- 3. Business sponsorships
- 4. Expense Reimbursements
- 5. Budget line item for SEL, Holiday Gifts?

IX. Community Report

1. Mom's/Dad's nights out
2. Grade Level Parent Socials
 - a. *Kim Wen, Sarah May to host Kinder*
3. Room Parent Coordinator Updates
 - a. *changes to email frequency/content?*
4. Looking ahead to Spring 2024

X. Community Service Above Self Report

Kristin

1. Budget
 - a. Kristin will send a preliminary budget to Eleanor
2. Dates
 - a. *Oct 25th: Service Above Self Program Launch*
 - b. *Nov 1st - 10th: Food Drive with House of Hope*
 - c. *Nov 13th: Book Drive launch w Book Fair (this drive can conclude or we can keep it open and keep a donation box in the library)*
 - d. *Nov 29th - Dec 15th: Children's Toy Drive for Lucile Packard Children's Hospital (subject to change, need to confirm dates w/ Stanford)*
 - e. *Jan 15th: Service Above Self Morning of Service (Need to confirm some details, but will use MLK Day as a day of service, hopefully at the school in the morning)*
 - f. *Card Corner: working with Ms. Diaz for Chill Room, and one for Homework Center. We will need vols for Card Corners, will try to roll this out over a couple months. Eventually, hopefully it will run on its own. Will ask Fisher kids to help with Homework Center. Maybe think about having Cornerstone vols call the Card Corner out during lessons. HSC will cover art supplies for the Card Corners.*

XI. Ecology Report

1. Garden Program
 - a. *Leaks to in garden beds to be fixed*
 - b. *32 parent volunteers*
2. SR2S
 - a. *Fill position?*

XII. Discuss open action items

Hillari

1. Thank you cards

- a. *Please leave the stack of completed cards in the front office. Hillari will take care of picking them up and postage, etc.*
- b. *Rick may do cards for the year-over-year donors.*

2. Sign Up Genius

- a. *Hillari will update SignUp Genius to reflect upcoming programs*
- b. *Might look into using another platform rather than SignUp Genius. Eleanor will look into new programs.*

XIII. Adjourn

Hillari

Next Executive Board Meeting is November 28, 2023 at 8:15am, MPR