

Louise Van Meter
HSC Executive Board Meeting
Tuesday, September 26, 2023 8:30am
LVM MPR

**Attendance: Hillari, Sarah, Jamie, Holly, Kristin, Lisa, Emily, Felix, Rick, Carie*

Agenda

1. Call to order @ 8:34am Hillari

2. Motion to Approve
 - a. Previous H&SC Executive Meeting Minutes
 - b. Previous H&SC General Meeting Minutes any amend/correction
 - c. Agenda - any amendments
 - d. New Board Members & Positions
 - i. Felix Li, Assistant Treasurer Hillari, Kristin, all
 1. *Bennett in Ms. Fink's class*
 2. *Grew up Los Gatos*
 3. *Background in education (teacher, principal, superintendent)*

3. Principal Report Rick
 - a. Campus/Facilities update - Innovation Lab
 - b. Science Camp, Oct 3-5
 - i. *Parent information meeting last Friday. Quite a few donations for scholarships for families. Kids are very excited, some a little anxious about staying the night.*
 - c. Important dates
 - i. *STEAM night, Sep 27*
 - ii. *Innovation lab painted, tv's are up!*
 - iii. *Trudy Ludwig Cornerstone Visit - Oct 11*

Trudy will do two assemblies, kids/families need to purchase the books ahead of time if they want them signed. We're the only Los Gatos school having her, she does 4 other stops in Union School District.
 - iv. *November Service Above Self Global Project (school in Guatemala) – have identified a school to sponsor. Will do a book drive and thinking about how we connect our students to their students. The school is an all-boy school. Daves is doing the all-girl school. There are roughly 620 kids at our school. That will start in Novemebr. They only speak*

Spanish so thinking creatively about communications with the school. Maybe pen-palling through Spanish classes. Thinking about having them send a wish-list too.

4. President Report

Hillari

- a. Vote on new board member, Felix Li, Asst. Treasurer (see above)
- b. Important Dates

- i. *Pumpkin Patch - Oct 22*

Lisa

- 1. *Lisa Benza chairing event*
 - 2. *Trend over last 5 years has been to simplify the even*
 - 3. *Found a new vendor for the inflatables who will manage all games, climbing stuff, etc.*
 - 4. *Replacing petting zoo with an animal adoption - some representational animals that are good with kids and crowds.*
 - 5. *Keeping dunk tank, robust prize booth, etc.*
 - 6. *Selling pumpkins in advance and purchase-day-of. Pumpkin decorating contest at the event.*
 - 7. *Coffee/hot chocolate truck (free).*
 - 8. *Ticket sales are up and running and no send-home documents in the Wednesday folders. More of a will-call system.*
 - 9. *Volunteers are critical each year. Trying not to get so granular in volunteer assignments, instead getting a time slot and at the event, you'll be assigned accordingly. Lisa will then send emails to each individual volunteer ahead of time with more details.*
 - 10. *Working on room parent communications around ticket purchase, cake walk, volunteering, etc.*
 - 11. *Trying to recruit Fisher volunteers too (pumpkin decorating, animal rescue support, etc.)*
 - 12. *Email to come out this week (Thursday or Friday) simply on Pumpkin Patch (family event) and the Halloween Party (adults only). Details on both events to create some clarity, especially for new families and make a push for purchasing tickets ahead of event. Pumpkin sales are part of the fundraiser – selling pumpkins.*
 - 13. *Lisa has two volunteer coordinators on site for the event to help answer questions, guide volunteers, plug in any gaps, etc. Hoping for iPad check-in will be available for day-of.*

14. Hillari will ask Michelle to book the Facilitron to ensure no competing events/sports.

15. Will be creating and handing out Pumpkin Patch maps for families at the event.

ii. *Adult Halloween Party - Oct 27*

1. *Current lead is unable to plan it this year; trying to recruit families to plan. It's worked well in past years – a few families tackle it together.*

2. *Emily and Shari have offered to help run it; Emily take the lead. Her husband can be the DJ.*

3. *Hillari has all of the decorations, black lights, etc*

4. *Hillari will intro Emily to the Lodge*

5. *No kitchen since COVID so we can bring in food trucks*

6. *Goal of event is not to make money but rather to create a fun adult event*

7. *Communication in the Pumpkin Patch email this week*

iii. *Moms/Dads Night Out*

1. *Dad's Night Out- 1st Thursday of the Month*

- *Next Thursday is the first one of the year*

2. *Mom's Night Out - 2nd Thursday of the Month*

- *First one is 10/12 at Lexington House*

3. *Create a flyer for all of the yearly events and include in the H&SC calendar*

iv. *OCLG Campaign Update*

1. *Thank you cards to donors*

2. *30 donations in even before the official campaign has started*

3. *Postcards for each board member to complete/sign; get back to Hillari to mail*

4. *Campaign dates – official campaign starts October*

5. *New LVM captain - Jim Hamilton (1st grade son, 5th grade daughter), Managing direct communication around this*

6. *Campaign comms begin Monday, October 2nd*

7. *Pushing for the actual ask this year, rather than a big push around participation*

8. *Our LVM need is \$500K (cover H&SC budget and STEAM needs); will have thermometer posters around campus*

5. *Programs Report*

Carie

i. *Diversity & Inclusion*

1. *Diwali planning meeting 9/29, celebration 11/9*

- 2. *Rebecca Bergey chair*
 - 3. *Finding families that can donate cultural food items to celebrations (checking on school policy around bringing in purchased food vs foods made at home)*
 - ii. *Book Fair*
6. *Fundraising Report* *Emily, Carie*
- i. *Pumpkin Patch Updates and Committee*
 - 1. *Lisa Benza, chair update*
 - 2. *Facilitron booking, Holly/Carie/Emily*
 - 3. *Volunteer needs*
 - 4. *Ticket sales*
 - 5. *iPads for check-in, Amy Liang, LGUSD*
 - ii. *WAG*
 - 1. *Emily is searching venus now for WAG*
 - 2. *Something at Pumpkin Patch ticketing to ask families if they have something to donate to the school – just getting people to think about this stuff early; possibly putting on the back of Pumpkin Patch map*
 - 3. *Creating VIP packages with hotels, massage, restaurant gift cards, etc. Sell a bunch of those.*
 - 4. *Need to think about WAG theme – next meeting will discuss*
 - 5. *Camping trip that Hillari mentioned last year – will contact that place now so it's reserved for WAG Party*
 - iii. *Bulldog Stampede*
 - 1. *Jog-a-thon format coordinated with other elementary schools*
 - 2. *Date? - Hillari will work on nailing down a date*
 - 3. *Shari Reih is Chair*
 - 4. *Apps - Walkstarter, 99 Pledges*
7. *Marketing Report* *Jamie*
- i. *HSC website*
 - 1. *No updates*
 - ii. *Social Media*
 - iii. *Spirit Wear - sales? Close 9/30?*
 - 1. *We've sent some updates on this through social media and bulldog beat*
 - 2. *Once sales close, orders will be processed and mailed*

3. *Trying to think about adding a couple new items to the list this year; maybe doing a winter push and including a new Bulldog Beanie*

8. *Treasury Report*

Eleanor

- i. *Budget update*
 1. *Everything is going well*
- ii. *Business sponsorships*
 1. *All Pro*
 2. *Eric Swanson (dentist)*
- iii. *Expense Reimbursements*
 1. *The new form is working really well*
- iv. *Add line item for SAS, SEL, Holiday Gifts:*
 1. *Need to add a budget line for Service Above Self (Kristin will develop and send to Eleanor)*
 2. *Kristin will explore Innovation Grants through the District (used last year to set up Chill Room, etc.)*
 3. *Need to add a line item for Stamped fundraising (Lexington raised \$40K last year for their jog-a-thon) – Eleanor will leave out of budget and anything raised will be bonus and set the bar for following years*
 4. *Rick needs to write up grants for specific line items for the H&SC to sign off on (ie technology spend, etc)*
- v. *Need to renew our insurance (for H&SC) – Eleanor will handle*

9. *Community Report*

10. *Community Service Above Self Report*

Kristin

- i. *Budget?*
- ii. *No defined blueprint. Creating as we go. Organizing around 3 pillars:*
 1. *Volunteering: Identifying volunteer opportunities locally*
 2. *Donating: Still a big community need (toys for tots, food drives, etc.)*
 3. *Creating: Kids can create pictures and projects for areas of need or interest.*
- iii. *Exploring partnerships with:*
 1. *LG Parks & Rec – pick up trash/clean benches*
 2. *Hands on Bay Area – service projects*
 3. *House of Hope – new director starts in October*

4. *Bill Wilson Center – Provides services to end youth and family homelessness*
- iv. *Idea of creating a Service Above Self Corner in Chill Room & Library*
- v. *Providing materials for children to write letters/make pictures local groups (elderly, veterans, first responders, children at ‘sister’ school in Guatemala)*
- vi. *Communications: highlighting programming in Bulldog Beat, Host a page on H&SC website with upcoming events and contacts, Host a booth at LVM events for sign-ups, letter campaigns, donations, etc.*
- vii. *Tie Student Council to Service Above Self and maybe bring back Kiwanis Kids, all Principals have joined the Rotary Club, Chamber of Commerce*
- viii. *This year will be about introducing programming and hoping to build this into annual events/opportunities that the school community looks forward to; creating the mindset in younger years about thinking about how they can help in their community; Giving Trees; connection to SEL programming at school*
- ix. *Looking for ways to connect early grade students to some of the same opportunities that come up in middle school years (BTC, NCL)*
- x. *Booth at Pumpkin Patch – accepting sign-ups and/or donations to support a specific organization/cause; asking for parent/family input on organizations to support*
- xi. *Next Steps: Intro letter to families, portal on website, think about Pumpkin Patch presence, and anchoring this into school community through Chill Room/Library areas.*

11. Ecology Report

Hillari

- i. *Garden Program Lead - Arah Rasp*
- ii. *SR2S Rep - David Lancelot*
- iii. *Having someone come in to talk to parents about technology with kids; when to get smart phones; starting dialogue about parenting in the digital age*
- iv. *Possibly partnering with Apple “teachers” that can come talk about the technology itself and making things kid-safe*
- v. *Fill position?*
 1. *Still no VP for the H&SC board but leads for the garden and SR2S programs*

12. Discuss open action items

13. Adjourn @ 10:14am

Next Executive Board Meeting is October 24, 2023 at 8:15am