

Louise Van Meter
Executive Board Meeting
Tuesday, August 22, 2023
LVM

**Attendance: Kristin, Eleanor, Holly, Hillari, Emily, Jamie, Rick, Carrie, Sarah, Monique*

Agenda

1. Call to order @ 8:31am 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
 - i. *None, except to skip approval of previous meeting minutes*
 - d. New Board Members & Positions
 - i. *Hillari Zigelboim– Board President* Holly, Jamie, all
 - ii. *Kristin Finkelstein – VP, Service Above Self* Hillari, Jamie, all
 - iii. *Emily Baratzadeh – Co-VP, Fundraising* Hillari, Jamie, all
 - iv. *Carrie Hrynkiwicz – Co-VP, Fundraising* Hillari, Jamie, all
 - v. *Eleanor Tullis – Treasurer* Hillari, Jamie, all

3. Principal Report Rick
 - a. Important dates
 - i. *Picture Day – August 31st*
 - ii. *Principal Chat – Date TBD, September*
 - iii. *Movie Night – September 8th*
 - iv. *STEAM Night – September 20th*
 - b. STEAM Night
 - i. *Trying to make this a more meaningful event, including:*
 1. *Meeting specialist teachers*
 2. *Getting to know your way around campus*
 3. *Learning about programming beyond your classroom (which is the focus of Back to School Night)*
 4. *Possible Service Above Self opportunity for kids with adopted/ sister school in Guatemala – given the focus and importance of STEAM at our school, we are thinking about how we might prepare building kits to send to the students at our adopted school*
 - a. *Note: Rick thinks the District used an specific organization last year to donate furniture to an adopted school (Rick will send an*

*email to District to learn more about process from last year).
Hillari has some other ideas for organizations to use if needed.*

- ii. Our STEAM Night is the final one of all the schools*
- c. Campus/Facilities update*
 - i. Exciting time! Had to hit pause on a lot due to COVID and now we're moving forward.*
 - ii. New Track & Field!*
 - iii. Life Lab is finished and nice to have that space back up!*
 - iv. Creating some new workstations for students out in corridor*
 - v. Purchased new IKEA desks (foldable) for older students/classrooms*
 - vi. New Innovation Lab*
 - 1. Everything done at Innovation Lab will tie into strategic plan (PBL, STEAM, innovation)*
 - 2. Mr. McGee spoke to the Board (Walk-through by Mr. McGee for Board Members at meeting)*
 - i. Sister-part to the STEAM Lab*
 - ii. Books on design and building (by grade level)*
 - iii. New mounted TVs to live populate on what's being done in Lab*
 - iv. Preparing students for job market in 2030 – outside the box thinking*
 - v. Kids can experiment and try new things*
 - vi. Sound Lab & Green Screen for kids to make videos*
 - vii. 3D Printers*
 - viii. Digital Field Trips*
 - ix. Ideally, an additional Chromebook cart for coding*
 - x. Space to plan and design ideas that will tie back to PBL*
 - xi. Hope to bring back the clay program*
 - vii. Enrollment has increased this year and expect an uptick moving forward - due to combination of post-COVID era, North 40, economy changes*
 - viii. Volunteers on Campus Updates*
 - 1. Field Trips*
 - a. Buses used for bigger field trips but in order to facilitate more field trips across grades, hoping for parents/volunteers can carpool*
 - i. Volunteer drivers will need fingerprinting – forms will be available to parents and cost for fingerprinting (financial assistance through school if needed)*
 - 2. Campus Events*
 - a. Trying to get parents back on campus beyond volunteering (ie – Spirit Days, etc)*
 - 3. Volunteer email will go out parents with appropriate links and forms for volunteering (room parents, pumpkin patch, yearbook, Cornerstone, etc included and up and running in this email – all through SignUp Genius)*

4. President Report

Hillari

- a. New Family Picnic & First Day Coffee
 - i. *Picnic: great turnout – 250 RSVPs, lots of non-Kindergarten families, beads given out for each grade which was helpful to other kids in identifying same-grade students*
 - ii. *Coffee: lots of people showed up, successful*
- b. Volunteers/Sign-up Genius
 - i. *Up and running in next couple of days; email will go out with link to all parents soon*
 - ii. *Need to identify volunteer coordinators and committees to help with larger events (ie – Pumpkin Patch)*
- c. Pumpkin Patch
 - i. *(Oct 22nd, 11am – 2pm)*
 - ii. *Lisa Benza is Chair,*
 - iii. *FR event and charge for it*
 - iv. *Carrie and Emily will be heavily involved given fundraising around event (last year we spent \$9,500; raised over \$12K)*
 - v. *Weekly meetings to start soon for planning*
 - vi. *No petting zoo this year, but will instead have a pet adoption area – need to identify a space*
- d. OCLG Campaign Update
 - i. *Hillari sits on the LGEF Board – campus liaison*
 - ii. *Lots of communication changes around the campaign*
 - 1. *First 6 weeks: Education Phase - informing parents and families about the Fund, where donations go, etc.*
 - a. *One Community – whole community of parents, schools, businesses to support our kids' educational experience*
 - b. *Every single dollar raised goes to something on this campus*
 - 2. *Oct 1 – Oct 18: Contribution Phase (early bird donations accepted as early September 15th)*
 - 3. *Contribution has gone up from \$1500 to \$1600 per student (27/73 split for HSC and LGEF)*
 - 4. *Some helpful talking points:*
 - a. *Roughly \$160/month for these programs*
 - b. *Payment plans will be set up this year*
 - c. *Updated marketing materials to break out where the dollars go for each individual student (15 asks into one contribution) – will include actual costs of each 'ask'*
 - d. *Property and parcel taxes: 85%*
State/Fed Gov't: 9%,
Your Contribution: 6% (with District covering \$20K)
 - e. *Need to encourage families to taken advantage of company matching (last year, we only raised \$12K in company matches)*

f. Comparison to other districts: Menlo Park \$2K, Mill Valley \$1450, Hillsboro \$2700, Lafayette \$1800

i. Saratoga doesn't have a PE Program

5. Stickers will be available for STEAM Night for Board Members to wear –
"Ask me questions about LGEF"

- e. Back to School Night prep
- f. STEAM nights – volunteer at other schools
- g. Propose '23/'24 meeting days/times
 - i. Hillari proposed end-of-month meetings (last Tuesday of each month)
 - ii. Mornings are good, with occasional evening meeting
 - iii. Meetings on campus

5. Programs Report Holly

- a. Working on Back to School Night for now
- b. Book Fair during Conference Week (second week of November)
- c. Lego/Robotics Program
- d. Diversity Inclusion
 - i. Cultural Events throughout the year
 - 1. During Fun Zone lunch time – usually includes a cultural learning activity on Fridays
 - 2. Cultural learning opportunities throughout that week leading up to the Fun Zone event
 - ii. Parents can express interest in any cultural event and sign-up pages will be added for each
 - iii. Cultural Fair in the spring (Daves does this and it's a successful event)
 - iv. Need to add these events to the District/school calendars online

6. Fundraising Report Emily/Carrie

- a. Pumpkin Patch Updates and Committee
 - i. See Pumpkin Patch notes above
- b. Possible Sweetheart Dance around Valentine's Day
 - i. Chance for students to bring a special adult to a dance on campus
- c. WAG
 - i. We will speak to Palms about hosting again (negotiate discount for multi-year commitment)
- d. Bulldog Stampede
 - i. Jog-a-thon format coordinated with other elementary schools
 - ii. Sometime in the Spring (will try for mid-April)

7. Marketing Report Jamie

- a. HSC website
 - i. Send Jamie any updates for the website and she can easily add items
 - ii. Bring to each board meeting and Jamie can do monthly updates
- b. Social media

- i. *New HSC Instagram account (private account so you need to request access) – Van Meter HSC is account name*
 - 1. *Jamie has log-in and other Board Members can have access to upload event pictures*
 - ii. *Try to drive people to both Facebook and Instagram accounts for HSC*
 - c. *Spirit Wear*
 - i. *Store is open NOW – poster will be out at Back to School Night, Movie Night, & STEAM Night*
 - ii. *Order online, store will close, and then items will ship out to individuals*
 - iii. *Will try to have it open 3 times/year*
 - iv. *Jamie will try to reorder the bumper stickers – possibly give to families as a thank you for LGEF donation*

8. Treasury Report

Eleanor

- a. *Class funds*
 - i. *Funds go ONLY to class parties, not teacher gifts*
 - ii. *Teacher gift funds will go back to HSC to manage – all teachers then get same gifts (unanimous Board vote for this change)*
- b. *Business sponsorships*
 - i. *Only school in the District without a Sponsorship Program*
 - ii. *Eleanor created a “Brochure” to start using, includes benefits to companies*
 - iii. *New “brochure” will go up on website*
 - iv. *Need to hold on soliciting during LGEF campaign*
- c. *Expense Reimbursement*
 - i. *Eleanor created a reimbursement form – needed in order to cut reimbursements*
 - 1. *Will keep a stack at main office*
 - 2. *Forms need to be emailed back to Eleanor*
- d. *Budget*
 - i. *Almost done with reconciling last year expenses (need to identify one more for Sybella Party Organizing)*
 - ii. *Ended year with Net Deficit of \$15K (from reserves) – well under what we budgeted (budgeted \$317K from reserves)*
 - iii. *Wants to focus on 3 numbers: WAG Expenses, Company Matching, and Community/Business Sponsorships*

9. Community Report

- a. *Movie Night*
- b. *Mom’s/Dad’s nights out*
- c. *Room Parent Coordinator Updates*
- d. *Fill position*

10. Community Service Above Self Report

11. Ecology Report

a. Garden Program

12. Discuss open action items

13. Adjourn @ 10:37am

Hillari

Next Executive Board Meeting is September 26, 2023 at 8:30am