

**Friends of the HGM, Inc. -- Board of Directors Meeting  
November 14, 2012**

**1. Board Members Present:** Robert Stulberg, Deborah Kawashima, Fern Wallach (late), Yin Tintut, Peter Benn, Peter Han, Angie Han, Jennifer King

**2. Guests Present:** NNHS Asst. Principal Zepure Kivork, Catalyst Prep Guest Speaker Julia Browne, 2003 HGM Alumni Ankur Patel, Parents: Lucia Woo, Michel Algazi, Arlene Mun, Ramin Fayyazi, Avivia Heston, Terry Sancier, Michael & Gail Bromberg, Chanim French

**3. Call to Order -- Bob**

*Meeting called to order* at 7:00 pm in Kennedy 109. The minutes were taken by Deborah Kawashima, the FHGM secretary.

*Approval of Oct Minutes:* Approved Oct minutes via email so that they could be quickly translated into Korean by Lucia Woo and distributed to Korean parents.

*Introductions* of everyone present: Board members & Guests.

**4. Guest Speaker – Julia Browne/Catalyst Prep**

*Catalyst Prep is a Fundraising Partner* with FHGM. Today they presented us with a check for \$1000.00 from the last SAT/PSAT Prep Bootcamp (9/29 & 9/30). FHGM gets \$100 per every student that signs up for these Bootcamp Catalyst Prep sessions or Individual Tutoring. This year we had 39 students attend the Sept. workshop (6 seniors, 21 juniors, 12 sophomores)

*Feedback from the recent Student Survey* was handed out from the Sept. Bootcamp. (See Attached hand-out from Catalyst Prep)

*Catalyst Prep Bootcamps* consist of two half-day sessions of 4 hours each, covering Math, Critical Reading, Writing and Grammar, where students learn strategies and additional tips & tricks that help them take the SAT and PSAT tests. Catalyst connects into pop culture to make it engaging for teens.

The workshops are usually scheduled on the weekends, but the times can be tailored specifically to our program, with dates other than on a Saturday (which might conflict with Jewish holidays for some concerned.) Sundays and/or evening sessions may be considered to be provided. They can look into that for the future dates in the coming winter and spring.

*Catalyst Individual Tutoring Sessions:* A majority of students usually need individual tutoring sessions in addition to the Bootcamps. Students show a remarkable improvement in their test scores with these tutoring sessions. There are three options to the Individual Tutoring Sessions.

1. Individual Tutoring: \$ 1699 is for ten 90 min sessions.
2. Prep with a Friend: \$799/student is for ten 90 minute sessions with a few students.
3. Targeting Prep: \$320 is for four 90 min sessions for an individual student to just focus on one subject (e.g. Critical Reading)

Ms. Browne will put together another flyer for us to send out for the next Spring Bootcamp once dates are set. In addition to the HGM program she is also happy to make it available to the HSAS or other groups/general population at NHHS.

### **5. President's Report – Bob**

A warm welcome to our Asst Principal Zepure Kivork, who was invited this evening and is welcome to join our meetings whenever her schedule permits.

### **6. Treasurer's Report -- Yin**

Yin presented her November monthly report, categorized according to the budget.

Motion was made to open a FHGM Savings Acct to link to the existing Checking Acct and to put \$100,000 into this new savings acct. Seconded - no opposed/extensions - Motion carried unanimously without objection.

Beginning Balance as of was **\$ 149,349.48**

Income: Deposits/Credits Total: **+ \$ 10,850.00**

Expenses for Oct. 2012 (withdrawals/debits): **- \$ 1,038.98**

Expenses broken down per category: *(see Treasurer Report for item breakdown)*

Faculty/Staff Expenses: \$ 660.00

Student Events/Competitions Expenses: \$ 146.43

Educational Operational Expenses: \$ 229.55

FHGM Operating Expenses: \$ 3.00

Ending Balance was **\$ 159,160.50**

Budget Spreadsheet vs Bank Statement: Yin noticed that there were two transactions on the spreadsheet that were different from the bank statement. On the spreadsheet the deposit was \$14,250, but the bank statement only accounted for \$13,135. (about a \$1000 difference.) Yin will speak with Steven Page about this. Maybe it was an entry error.

### **7. Report from Coordinator -- Mr. Bradbury (absent)**

## 8. Teacher Requests - Bob

Ms Ordoná Requests: Ordered Books for her English classes for \$818.60 (already in budget, Ms. Ordoná submitted receipt to Yin for reimbursement)

Ms. Spadafora Requests: She is waiting to receive 30 iPads that she was awarded from a grant she submitted. Now requesting that she get Apps for the iPads.

Specifically Ms. Spadafora is requesting to get an on-line subscription with Yabla.com for her French and Spanish students (levels 2 to 4 for starters).

Yabla.com is an on-line language immersion that offers video's and TV in all languages. The cost is for a 1 year subscription and is based on a per language basis and the amount of students using the subscription. To start Ms. Spadafora needs the subscription for two different language classes (French & Spanish). Her requests are for \$500 for 30 students and \$300 for 10 students.

Motion for Ms. Spadafora to purchase App Software for her new iPads up to the amount of \$4000.00. Seconded - no opposed/extensions - Motion carried unanimously without objection.

Motion for purchase of \$2000.00 of AP French Student Textbooks as long as Ms. Spadafora is unable to quickly procure the new edition through LAUSD on an expedited basis. Seconded. The motion carried, with Peter Benn abstaining.

Lock for the HGM Storage Room: Ms. Kivork will talk to Ms. Spadafora about getting a lock with the Custodial Department. NHHS might be able to provide one.

Compensate for Teachers Extra-Time: For Writing College Recommendations for Students: This will be further discussed with teachers and Ms. Kivork will find out how this can be dispersed, maybe as a stipend.

Printers & Computers for HGM Office: Michel indicated that Kersten needs 4 new computers & a new printer. She is working with very old and slow computers. He will look into this and do some research on what it would cost.

## 9. FHGM Website Update - Michel

New FHGM Website: This has now been redesigned and launched! It is up and running. Michel showed both Mr. Bradbury and Kersten how to use the Google Calendar Application for the dates/events so they can update the HGM calendar. Mr. Bradbury has also agreed to write a blog for the website to keep everyone

current on HGM news. Also, the FHGM needs to write a Mission Statement to post on the site.

Teacher's Bios/Photos: The students working on the HGM Annual volunteered to write bios for each teachers. Michel needs an updated photo from each teacher.

Generic email addresses and forwarding mechanism: This system was set up and will be linked to the personal emails for board members. Michel needs board members emails to link these - max is 10. This way the email remains the same year to year as the individual board members change yearly.

Paypal Setup: Donations can now be made on the website.

Text used near the Paypal button: Text appears on the webpage when a user makes a donation and, once they have submitted their payment, on the Thank You page. Suggestions were made for revisions of the text. Bob will circulate the current text of the "Donation" page to members so that everyone can submit his/her revisions.

Motion for Michel to upload the text we have now for the Paypal button with the understanding that it can always be revised at any time. Seconded - no opposed/extensions - Motion carried unanimously without objection.

Photo Release Forms for website: We need to make our own form, as we cannot use the form signed by students for the home school. Bob will draft a photo release form for Dr. Delling's approval. We will then have all the students in the Clubs/Groups sign it so that any photos we want to put up on the website from their events are legally cleared for posting.

Web page for Corporate Sponsors: Michel will start this page with Disney as a Corporate Sponsor for the Robotics Club.

HGM Forms on Website: Please send any info to Michel if you need a form made up for events etc. so he can create the forms and post on the website.

#### **10. Advocacy Update - Jennifer**

No new headway on the topic of retesting. Laroyce Bell at the LAUSD's main offices has offered no proof to us that she is supporting retesting of candidates for the HGM.

Ms. Richardson's status: Jennifer will follow up with our new Science teacher to see how she is progressing with completing on her side and how is her standing on the LAUSD side.

#### **11. Volunteer Update – Laura (absent)**

*(Laura was sick and not able to make the meeting tonight)*

**12. Fundraising Update - Peter H.**

Raised this month: \$10,850.00

Total Amount raised to-date: \$13,350.00

Participation: 30 have donated (at 10%)

*Fundraising Strategy:* Will have a booth at the Winter Potluck. Also will send out a HGM eblast telling them to donate via Paypal on the new FHGM website.

**13. Alumni/PR Update - Peter B.**

*Alumni Link on Website:* Michel put up a link for Alumni to sign-up and submit their contact info to the HGM. This will give us a way to grow a database of the alumni already out there.

*Alumni Database:* Judy Bickel, mom of a 10th grader, will help create the Alumni database and will work with Mr. Bradbury on this.

*Alumni Blog on Website:* Ankur Patel, a visiting HGM Alumni from 2003 graduates has agreed to start a blog for our website. He was very enthusiastic and says the HGM has alumni all over the world and that these students here are truly amazing.

**14. Korean Liaison Update - Angie**

Had a small meeting regarding the potluck. Each grade gathers together to bring one kind of dish.

**15. Old Business -- Bob**

*Winter Potluck(Bob):* Olivia Naturman who is coordinating the Potluck (this is her last year here) says she has lots of volunteers for set-up. Need person to email teachers that they are invited. Need help for soliciting auction items. Has a donation letter to get more donation items from corporations. Needs to get a microphone/sound system from the school for this event.

*Team/Club Faculty Chaperone(Bob):* Mr. Bradbury set out a form to all the HGM teachers to find out which clubs they are sponsors of. Now we are only aware of one club not having a sponsor, Robotics Club. So Ms. Kivork has volunteered to be the Sponsor for the Robotics Club.

Suggestion was made that maybe HGM Alumni can be an approved to be cleared by LAUSD to be mentors or chaperones for the club competitions. Need to follow-up on that.

Officers & Directors Insurance: (Yin): Need a quote. Angie Han can get a quote.

HGM Spiritwear for Potluck Event (Avivia):

Sweatshirts: Cost \$27.50/sweatshirt (lots of 12 per order/size) will order 12 S, 12 M; Sell for \$35

Tee Shirts: Cost \$8.50/tee shirt (lots of 12 per order/size) will order: 12 S, 12 M, 12 L. Sell for \$15.

Motion to order more sweatshirts and tee shirts to sell at the Winter Potluck. Seconded - no opposed/extensions - Motion carried unanimously without objection.

## **16. New Business – Bob**

School Safety: Reported on the School Safety Meeting at the NNHS.

NoHo PTA: None here at the school. Would need parents that want to get involved with this and run it.

Parent/Teacher Conferences Laura): Tabled for next meeting. Laura was absent.

Career Day in the Spring (Fern): Tabled for New Business for next Meeting. Fern had to leave early.

## **17. Public Comment - Open Floor**

No Comments.

## **18. Next Meeting – Bob**

Mon, Dec 10, 2012 at 7pm in Kennedy 109.

## **19. Adjournment – Bob**

Motion to adjourn the meeting at 9:30pm was made and seconded. Motion carried unanimously without objection.