

**Friends of the HGM, Inc. -- Board of Directors Meeting  
March 20, 2013**

**1. Board Members Present:** Robert Stulberg, Deborah Kawashima, Yin Tintut, Jennifer King, Laura Frazin Steele, Peter Benn, Fern Wallach, Angie Han

**1. Guests Present:** HGM Coordinator Ethan Bradbury and NNHS Asst. Principal Ms. Kivork: Parents: Michel Algazi, Susan Nevens

**3. Roll Call & Sign-In**

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

*Roll Call & Sign In & Introductions* of everyone present: Board members & Guests present.

**4. Minutes of February Meeting**

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

**5. Report from Assistant Principal -- Ms. Kivork**

*Funding AP Tutorials:* Ms. Kivork has found a way for FHGM to fund AP tutorials. FHGM donates \$4000.00 to the student store and writes a letter that specifies in detail that this is a donation for professional development for the HGM teachers. This letter should include the teacher's name, hours spent on professional development, and exact amount.

*Install Blinds for Dr. Haut's Class Room:* Ms. Kivork met with Ken Devine from NoHo staff and he said he will install the blinds once they arrive. Blinds (in a green tone) have been ordered for Dr. Haut. He will only charge for installation. Will advise the cost, later.

*Install SmartBoard for Mr. Maine:* Ken Devine will also install Mr. Maine's Smart Board once it arrives. He will only charge for installation. Will advise the cost, later.

*Security Cameras School wide:* A suggestion was made by Susan Nevins, a parent attending the meeting, to install security cameras all around the campus: in hallways, bathrooms, outside etc. as a prevention to thefts and other activities not allowed on the school grounds. Purchasing used cameras was discussed. Need more information for this topic to be further discussed. Meanwhile, it is suggested that students need to follow school rules and put their personal valuables in their lockers, if they are not using them, especially for afterschool activities.

## 6. Report from Coordinator -- Mr. Bradbury

Teachers made requests for reimbursements. (See *Faculty Requests and Other Reimbursements* section for details)

Junior Informational College Application Process: Ms. Rademaker made a wonderful presentation to the 11<sup>th</sup> grade parents. There was also a panel of people from college admissions representing UCLA and USC. The meeting went very well, was very informative and well attended.

## 7. Faculty Requests and Other Reimbursements

AMC Exam Fee for Mr. Bahmanyar: Mr. Bahmanyar is asking to be reimbursed for the registration fee for the American Math Competition (AMC) that the students recently completed.

Contest A = \$202.00

Contest B = \$174.00

Total Cost = \$376.00

Motion to approve \$376.00 to Mr. Bahmanyar for the AMC exam fee. Seconded - no opposed/extensions - Motion carried unanimously without objection.

Pastries for CAHSEE Exam for Dr. Haut: Mr. Bradbury is requesting that Dr. Haut be reimbursed for the cost of pastries she incurred during the recent CAHSEE exam for HGM students, who took school buses and got to school early since the bus schedule was not changed. She has a Costco receipt = \$71.88

Motion to approve \$71.88 to Dr. Haut for pastries. Seconded - no opposed/extensions - Motion carried unanimously without objection.

## 8. President's Report – Bob

Bob Stulberg had nothing new to report at this time.

## 9. Treasurer's Report -- Yin

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

Beginning Balance of 2/14 was \$ 172,256.60

Income: Deposits/Credits Total: + \$ 2,382.94

(from Catalyst Prep, Wells Fargo Matching funds, and Letter Drive)

Expenses for Mar 2013 (withdrawals/debits): - \$3,939.88

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

Supplies and custodial Expenses: **\$ 464.54**

Registration fees for competitions, coach stipends and travel expenses:

**\$ 3,472.34**

Check image fee: **\$ 3.00**

Ending Balance of 3/20 was \$ 170,699.66

Duke Moot Court EXPENSES:

Landau's travel expense: 943.00  
Landau's Coach Stipend: \$1600.00  
DMC Copy expense: \$363.00  
Students' registration fee: \$700.00  
**Total: \$3606.00**

**10. Advocacy Update - Jennifer**

HGM Capacity and New Applicants: There was a District meeting held for LAUSD Magnets. Mr. Bradbury attended the meeting. HGM had 149 applications this year, of which LAUSD accepted only 101 applicants. HGM has only 80 spaces to fill for 9<sup>th</sup> grade. After Spring Break the HGM office will start contacting the accepted applicants and ask them if they intend to enroll. The HGM office will fill the classes and put the remaining applicants (21 applicants at this time) on a waiting list. HGM has a 303 capacity for the HGM total grades. On average HGM has 37 students per class. (LAUSD has 44 per class.)

New Math Teacher Status Update: At this time HGM has been informed that they cannot hire on another Math teacher. As of now, the HGM is using resident school teachers for several classes for HGM. Mr. Desousa (2 classes for Math), Ms Jackson (1 class for Spanish), Ms Sweeney (1 class for AP English).

**11. Korean Liaison Update - Angie**

16<sup>th</sup> S.F. Valley Youth Olympic in Chatsworth April 13<sup>th</sup>: There is an event being organized by fellow HGM students (Lexine Kim and William Chung) to get other students to volunteer for the Valley Olympic on April 13<sup>th</sup> in Chatsworth. Students interested need to inquire about joining this event by contacting Lexine or William directly.

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

Peter Hahn was absent from the meeting tonight. We will get an update at the next meeting. He has emailed us that he will be sending out a second donation request letter to parents soon.

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

Mail Chimp: This has now been set up with a link on the HGM website for alumni to sign-up on. It is an easy form for alumni to fill in and 10 alumni have signed up so far.

HGM Career Night: This is usually held on Memorial Day Weekend. Ms. Spadafora may be setting up this Career Night and it is suggested that this would be a nice opportunity to have the HGM Alumni participate in this event. It was also suggested that the FHGM sponsor a dinner as a nice thank you for those alumni who donate their time to the event, along with Ms. Spadafora.

**14. Volunteer Update – Laura**

No Volunteers requested at this time.

### **15. FHGM Website Update - Michel**

Science Bowl Post: Michel has posted a photo and info about the win of the Science Bowl by our HGM team with Mr. Maine.

### **16. New Business – Bob**

File Cabinet for Dr. Haut (and maybe Mrs. Ordonia): Dr. Haut needs another file cabinet in her classroom. (a 2-drawer legal-size metal file cabinet that is narrow and deep) It is suggested that Hon is a good brand sold at Staple. We need to find out exactly what both teachers need (specifications). Peter Benn volunteered to track this information down and follow-up either by email or at the next meeting.

#### Request from NoHo for Two-Way Radios:

The resident school is asking FHGM to help with campus supervision. They request 2 two-way radios, at a minimum, for both Ms. Rademaker and Mr. Bradbury. They find themselves more involved on campus supervision as funding for other forms of supervision dwindles. A brochure was presented for the two-way radios that the school uses; each radio costs \$209. At the end of the discussion, Mrs. Kivork and Mr. Bradbury said that more two-way radios would be appreciated.

Motion to approve a purchase of 5 two-way radios up to \$1500.00. Seconded - no opposed/extensions - Motion carried unanimously without objection.

#### Request from NoHo for Golf Cart:

The resident school currently uses a golf cart to help transport administrators and other supervisors during campus supervision, during nutrition and lunch. The current golf cart in use on campus is increasingly unreliable, due to constant wear and tear. The golf cart is normally used to transport injured students/teachers on campus and to the ambulance etc. Suggestions were made that maybe a used golf cart could be purchased from a local Golf Club. Further research needs to be done. The cost of a pre-owned cart (electric) is about \$4000.00. More info is needed before we can make a motion. Mrs. Kivork said that she would get more information. Accordingly, his will be tabled until the next meeting.

Request from Robotics Club B for Entry Fees: Requests cover the remainders of the costs for the entry fee of \$2,200. (They have already received \$800 from Botball, so the cost is reduced to \$1400.00.) 15 students are on the team (8 core members). The competition is on May 4th. They need to pay their fees ASAP.

Motion to approve the entry fees for Robotics B Club up to \$ 1400.00, less any other funds received through additional grants. Seconded - no opposed/extensions - Motion carried unanimously without objection.

Solicitation from "Path to Excellence" Program: Since we are happy with Catalyst Prep and have formed a relationship, we politely decline this solicitation.

### **15. Old Business -- Bob**

Mac computers for HGM Office: Michel purchased the two Macs for the HGM office and the total cost was \$2,861.55. He has a receipt and he will be reimbursed for his purchase.

PCs for HGM Office: As of yet, Michel has not purchased the PCs for the HGM office because upon speaking to the school's IT person, it has been indicated that they can only use PCs with Windows XP (an older system not available to readily buy anymore). New retail PCs are now all loaded either with Windows 7 or Windows 8. Michel will continue his search for anyone who still sells PCs with Windows XP.

White Boards, SmartBoards, Eyewashes, etc.:

Need to get the model number from Mr. Maine and then we will source out the previously approved Smart Boards for Mr. Maine's and Ms. Richardson's rooms. (A+ Plus is a company Jennifer has used at another school) She will inquire to see if we can use this company (they train, install, maintain, have warranties etc). Suggested to get a SmartBoard with an LCD screen that doesn't need a projector. We also discussed the issue of purchasing a White Board for Ms. Richardson's room in addition to the SmartBoard for her room.

Follow-up fundraising calls and letters: Tabled

Teacher stipends for college recommendation letters: Tabled

Team coaches and sponsors (stipends): Tabled

AP tutoring for the AP Tests: (See Ms Kivork's section for this.)

Officers & Director Insurance: Tabled

Articles of Incorporation: Tabled

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

No Comments.

### **17. Next Meeting – Bob**

Wed, April 17, 2013 at 7pm in Kennedy 109.

**18. Adjournment – Bob**

Motion to adjourn the meeting at 9:15 pm was made and seconded. Motion carried unanimously without objection.