

# **MINUTES OF FHGM BOARD MEETING OCTOBER 14, 2013**

## **INTRODUCTIONS/SIGN IN**

A meeting of the Friends of HGM Board was held in K109 at NHHS on Monday, October 14, 2013.

Peter Benn, Board President, called the meeting to order at 7:10 p.m.

Introductions were made and those in attendance were as follows:

Peter Benn, President; Jennifer King, Vice President; Laura Frazin Steele, Secretary; Steven Caraco, Treasurer; and board members Brad Blick, Ruth Otarola, and Mina Yang. The meeting was also attended by FHGM parents Liliana Jackson, Ramin Fayyazi, Rui Chiou, Yazmin Peebles, April Silton, and Mike Nichol.

Ethan Bradbury, HGM Coordinator, attended to represent NHHS faculty/staff.

Guests included Julia Browne and Jessica Lewis of Catalyst Prep.

Minutes were taken by Laura.

## **EMAIL CORRESPONDENCE**

Peter reminded all Board members to keep emails short and sweet and to avoid copying the rest of the Board on emails unless absolutely necessary. Any requested email blasts should be approved by Peter, Jennifer, Ethan, and/or Zepure Kivork and then forwarded to Nili Ludmir at [friendsofhgm@gmail.com](mailto:friendsofhgm@gmail.com). Until further notice, Nili will send out all email blasts.

## **APPROVAL OF THE MINUTES**

Minutes of the September 10, 2013 Board meeting were unanimously approved by email prior to the October 14 meeting.

It was agreed that Laura would circulate the October 14 minutes to Board members for review and revisions, and a vote to approve the minutes would be taken at the subsequent Board meeting (November 18, 2013).

The question of continuing to translate the minutes into Korean was raised. In the 2012-13 school year, Lucia Woo translated the minutes into Korean per the request of the Korean Parents Association. The minutes were posted on the FHGM website in

English and Korean. This year, however, Lucia is not available to translate the minutes into Korean. It is Laura's understanding, after speaking with Peter Hahn, that such translation is no longer necessary. Laura attempted to reach Angie Han, the Board's 2012-13 Korean Parents Liaison, for verification. As of yet, Laura has not received an answer. It was decided that if a member of the Korean Parents Association wished to translate the minutes, the Board would approve the minutes via email so that translation could take place in a timely manner.

## **REPORT BY JULIA BROWNE AND JESSICA LEWIS, CATALYST PREP**

Julia Browne and Jessica Lewis reported that 23 students attended the Catalyst Prep bootcamp at NHHS the weekend of September 28-29, 2013.

At that time, Catalyst Prep took a student survey of the program; results of the survey were passed around and discussed.

In addition to the bootcamp, Jessica is offering a tutoring program that helps students identify colleges they would like to attend and determine a strategy for raising SAT/ACT scores to meet the requirements of that college.

The next round of bootcamps will be held at NHHS on January 18-19, 2014.

Julia and Jessica reminded parents that the bootcamp offers the possibility of higher scores on college board tests and serves as a fundraiser for FHGM.

## **FHGM BUDGET**

The budget was discussed at a FHGM Executive Board meeting prior to the Board meeting on October 14. The budget will be discussed in further detail at the next Board meeting on November 18, 2013.

## **HGM WINTERFEST POTLUCK**

Ramin, Ruth, and Yazmin discussed the Winterfest potluck to be held on Friday, December 6, 2013 from 5:30-9:30 p.m. in the NHHS cafeteria.

A save the date was sent out to FHGM families. A letter/email blast will be sent out to all families asking people to volunteer their time. A volunteer/donation sign up sheet was circulated to the Board.

Ramin discussed some of their plans, which are currently being worked out with NHHS staff (e.g., cafeteria manager, plant manager).

## **ADVOCACY**

Jennifer reported on FHGM advocacy efforts, which include attending a town hall for our local district last week. The purpose of the town hall was to discuss local control of school funding and how funds are to be distributed. Jennifer and Mina said that an email blast will be coming to FHGM parents that will encourage parents to email their funding priorities to LAUSD.

NHHS Principal, Dr. Delling, is planning to retire in June 2014. Dr. Delling has been extremely supportive of HGM. Jennifer would like to do outreach to Brian Maldez, the new local superintendent, to encourage the hiring of a principal who will continue the support the HGM program has enjoyed with Dr. Delling.

At the September 10 Board meeting, Ms. Kivork distributed copies of API scores for 2013, which showed differences between population subgroups. Ms. Kivork explained that NHHS was named a focus school by LAUSD because the gap between scores among Asian and special ed students exceeded 400 points. Jennifer has since learned that NHHS is not the only school that has been designated a focus school and is questioning that designation. Steve volunteered to contact Donna Muncey at LAUSD to ask for NHHS' status as a focus school to be waived.

Jennifer also reported that the LAUSD GATE office is in need of software upgrades to identify and contact students who are designated highly gifted based on test scores.

## **FUNDRAISING**

Peter Benn reported on fundraising efforts for Peter Hahn, who was not able to attend the meeting. A fundraising letter will be sent out by email blast in the near future.

## **CORPORATE SPONSORSHIP/WEBSITE/COMMUNICATIONS**

Peter Benn reported on corporate sponsorship for Michel Algazi, who emailed his report to the Executive Board.

Michel updated website pages, including the tour and matriculation pages, and created a new section for prospective families. This was done with the assistance of Mina, Ethan, and Kersten.

Michel is working with Ruth and Deborah Kawashima on porting over the roster into Mailchimp to eventually relieve Nili and begin blasting emails from Mailchimp. The process should be complete in 2-3 weeks. Ruth will take over email blasts from Nili.

Michel is waiting for Stripe (processing company) to authorize a FHGM account to process credit card payments. The website is now set up to accept credit card payments. Michel was assisted in this effort by Steven Caraco and Yin Tintut.

Michel requested reimbursement for amounts paid to Godaddy and Squarespace previously approved by the Board (\$58.72 and \$9.69, respectively). Receipts were forwarded to Steven. Michel reported that a last payment of \$288 is due to Squarespace on November 2, and he will request reimbursement for that amount in November.

Additionally, Mina volunteered to talk to Kersten about setting up a drop box account.

## **ALUMNI RELATIONS**

Bradley reported that he and Michel will work on contacting alumni through Mailchimp.

## **HGM PICNIC**

Laura reported that income from the September 2013 HGM picnic was \$5,290. Sincere thanks are due to the Korean Parents Association, who once again donated a scrumptious Korean BBQ, Yazmin for handling a most successful raffle, Christen Kim and family for the generous Boba booth, Anna Mueller for all of her help and legal advice, Mr. Bradbury, Ms. Kivork, Rob Allen, and NHHS faculty/staff, and each and every parent and student who donated their time, effort, and goods to make the picnic a success. It was truly a group effort and could not have been done by one person alone.

## **VOLUNTEER UPDATE**

Mina will do an email blast asking parents about their careers and find out if they are in a position to offer student internships.

## **9TH GRADE MEET AND GREET**

Mina and Keith Yang hosted a 9th grade meet and greet at their home. Jennifer and Peter attended and fielded questions about HGM. Parents were asked to take ownership for implementing any ideas they have as the HGM program office is short staffed and Board members are volunteers. As an example. some 9th graders are not aware of when/where NHHS clubs meet. Keith Yang will work on putting together a student friendly list of clubs on the website.

## **COORDINATOR REPORT AND FACULTY REQUESTS**

Mr. Bradbury reported that 9th grade students and teachers went on a field trip to the Will Geer Theatricum last week to see "Midsummer Night's Dream." The field trip was funded by FHGM (see September 10, 2013 minutes for more details).

Mr. Bradbury attended a meeting at Monroe High School to recruit 9th graders for next year. He will be attending recruitment meetings in the near future at Thomas Starr King MS, Portola MS, and Walter Reed MS.

HGM prospective parent night will be held on Wednesday, October 23, 2013 at NHHS. Jennifer, Peter, and Ruth will attend, and will be available to talk to parents at 8:00 p.m. Refreshments will be provided by FHGM.

Mr. Bradbury outlined faculty requests, which are discussed as follows:

Ms. Lee requested \$185 to cover the cost of AP certification. A motion was made, seconded, and passed to fund the cost of Ms. Lee's AP certification at \$185.

It was necessary to pay NHHS custodial staff for an additional hour of their time for the Catalyst Prep bootcamp on September 28-29. A motion was made, seconded, and passed to pay Braulio Solis \$40 for 1 hour of custodial services provided the weekend of September 28-29, 2013.

Kersten Peppermueller, NHHS clerk, worked at HGM prospective parent tours on three occasions. A motion was made, seconded, and passed to pay Kersten a total of \$180 for working at three HGM prospective parent tours at \$15 hour for a total of 12 hours.

Dr. Haut requested a reader for 50 hours at \$25/hr. for a total of \$1,250. A motion was made, seconded, and passed to reimburse Dr. Haut \$1,250 for a reader.

Ms. Spadafora requested \$1,098 to cover the cost of a 1 year subscription to [yabla.com](http://yabla.com) (software program) for her French and Spanish classes. A motion was made, seconded, and passed to cover the \$1,098 cost.

Mina presented a request from Ms. Richardson for 21 laptops and a cart. The laptops would be used for all of Ms. Richardson's classes, and would be shared with Mr. Maine as needed. Mina estimated the cost to be \$10,000-\$12,000. Questions were raised about the adequacy of NHHS' wireless capacity. It was also suggested that using the cloud would eliminate the need for a hard drive. Mina will work with Michel and Ms. Richardson to address these questions as well as determine the most cost effective laptops.

Mina also requested lab tables and stools on behalf of Ms. Richardson. Mr. Bradbury suggested that Mina place an order for lab tables/stools with him or Ms. Kivork.

On behalf of Mr. Maine, Peter requested a budget up to \$2,000 to cover the cost of competitions (e.g., Bay Math League, Chemistry Olympiad, Physics Bowl, Biology Olympiad). A motion was made, seconded, and passed to allow Mr. Maine a budget of up to \$2,000 for competition costs.

A discussion was held regarding Kersten Peppermueller, NHHS clerk. In the 2012-13 school year, Kersten was employed by NHHS for a 6 hour day; she was not employed by LAUSD to work for the HGM program. This school year, Kersten's hours at NHHS were cut to 3 hours per day. FHGM is interested in making up the cost of the lost 3 hours and utilizing Kersten's services as an independent contractor rather than an

employee. Steven and Mr. Bradbury agreed to approach Kersten to ask if she would be interested in working in such capacity. A motion was made, seconded, and passed to utilize Kersten's services if she is agreeable to working as an independent contractor rather than an employee for 15 hours per week up to \$18 per hour.

**The next FHGM Board meeting will held on Monday, November 18, 2013 at NHHS in K109.**

**The meeting was adjourned by Peter Benn at 9:20 p.m.**