

MINUTES OF FHGM BOARD MEETING JANUARY 13, 2013

INTRODUCTIONS/SIGN IN

A meeting of the Friends of HGM Board was held in K117 at NHHS on Monday, January 13, 2014.

Peter Benn, Board President, called the meeting to order at 7:20 p.m.

Introductions were made, and those in attendance were as follows:

- Peter Benn, President; Jennifer King, Vice President; Laura Frazin Steele, Secretary; and Board members Mina Yang and Ruth Otarola (Linan).
- Zepure Kivork, NHHS Assistant Principal, attended to represent NHHS faculty/staff. Ethan Bradbury, Magnet Coordinator, was excused from the meeting.
- Guests who attended a portion of the meeting were Paul Landau, NHHS faculty and Duke Moot Court Coach/Advisor, and Aaron Blick, NHHS student.

Minutes were taken by Laura.

APPROVAL OF THE MINUTES

Draft minutes of the December 9, 2013 Board meeting were approved as corrected. Peter will forward corrections to Liz Harris, who took minutes in Laura's absence. Peter will forward corrected minutes to Michel Algazi to post on the HGM website.

STUDENT EVENTS/COMPETITIONS

Aaron Blick, HGM student, discussed the Duke Moot Court Competition to be attended by 16 NHHS students (primarily HGM students) on February 21-23, 2014 at Duke University. Aaron explained that some students who would otherwise be interested in participating in the competition do not do so because of the cost, which is currently estimated at \$610 per student (costs include travel and lodging). Aaron requested that FHGM offset the \$610 by covering one-half at \$305 per student. Given that 16 students are attending, this brings Aaron's request to a total of \$4,880.

Jennifer explained to Aaron that board policy regarding competitions is to cover travel and lodging costs for coaches/advisors, student entrance fees, and a stipend for the coach/advisor. To date, the Board has not covered travel expenses for students due to the high number of students who participate in local and nationwide competitions.

Paul Landau, NHHS faculty member and Duke Moot Court Coach/Advisor requested funds to offset the cost of the Duke Moot Court Competition. The funds requested by Mr.

Landau are equivalent to those funded by FHGM for the February 2013 Duke Moot Court Competition with the exception of entry fees, which varies with the number of student teams participating in the competition.

Specifically, Mr. Landau requested \$3,000 for the Duke Moot Court competition in February 2014. The breakdown of funds requested by Mr. Landau follows:

- \$1,600 stipend for Mr. Landau to cover time spent coaching students, arranging for guest instructors, preparing materials, travel time to and from Duke University;
- \$1,000 travel allowance for Mr. Landau to cover airfare, lodging, meals, cab or van fare. (Note that last year Mr. Landau did not use the full \$1,000 allocated for travel costs).
- \$400 for student entry fees (\$50 per team for 8 teams);
- \$750 for photocopies (previously approved in December 2013).

A motion was made and seconded to fund a \$1600 stipend for Mr. Landau, up to \$1,000 for Mr. Landau's travel allowance, and \$400 for student entry fees totaling up to and not to exceed \$3,000. The motion passed unanimously.

Mr. Landau told the Board that students who will be traveling to Duke are working hard to prepare for the competition.

The students and Mr. Landau will be accompanied by a female chaperone, Katrina Walesik, who is a former NHHS student. Ms. Walesik competed in both Mock Trial and Duke Moot Court. The costs of her travel and lodging will be paid by the students at \$40 per student.

COORDINATOR REPORT AND FACULTY REQUESTS

Ms. Kivork requested \$318.63 to cover the cost of Magnitude (literary booklet written by HGM students). This expense was automatically approved, because is covered by the annual budget (see below).

Ms. Kivork requested \$6.24 on behalf of Mr. Toy to cover the cost of a cartridge used to write college letters of recommendation for HGM seniors. This expense was automatically approved, as it is covered by the annual budget (see below).

A check in the amount of \$38.00 was given to Ms. Kivork to give to Ms. Spadafora for a previously approved expense (see December 2013 minutes).

A tax refund was issued to FHGM in the amount of \$10.00.

Ms. Kivork will ask Ms. Rademaker and Ms. Hultman if they would be willing to hold a college counseling night.

TREASURER REPORT/BUDGET

Steven Caraco, FHGM Board Treasurer, was excused from the meeting. However, he forwarded a proposed budget for discussion and approval as well as comments and questions via email.

The 2013-2014 proposed budget was drafted by the Executive Board (Peter B., Jennifer, Laura, and Steven). The proposed budget included expenses for faculty/staff, student events/competitions, student publications, student miscellaneous expenses, educational operational expenses, FHGM operating expenses, and capital improvements for a total of \$93,050. Note that this budget shows an increase of 65% from last year's budget of \$56,350.

After discussion, the Board decided to delete one line item, which appeared to be redundant, from the proposed budget. A motion was made and seconded to approve the revised budget totaling \$90,550. The motion passed unanimously, and the budget was initialed by all Board members present and Ms. Kivork.

A breakdown of the FHGM 2013-2014 budget totaling \$90,550 is as follows:

- \$21,500 Faculty/staff
- \$21,250 Student events/competitions
- \$ 2,000 Student publications
- \$ 500 Student miscellaneous expenses
- \$19,700 Educational operational expenses
- \$ 8,600 FHGM operating expenses
- \$17,000 Capital improvements

Currently, FHGM has \$48,000 in its checking account and \$102,000 in savings.

Peter B. will contact the Zoo Magnet president to inquire about reimbursement for Turnitin (\$2,500 due to FHGM) and AP exam room rentals.

Bob Stulberg, previous FHGM Board President, submitted a check to the NHHS Student Store in early September for vertical blinds for Dr. Haut's room. The blinds have been ordered. Bob will follow up on the installation of the blinds when they are received.

Ms. Kivork submitted a bill from Turner, Warren, Hwang, and Conrad (TWHC) in the amount of \$750 to cover the cost of FHGM's tax preparation.

ADVOCACY

Jennifer sent an email to Byron Maltez at Educational Service Center North to ask if HGM parents can meet to help select the principal who will replace Dr. Delling this fall. She is awaiting a response.

FUNDRAISING

Peter Hahn was not at the meeting to report on fundraising. Peter B. will contact him.

CORPORATE SPONSORSHIP

Michel Algazi was excused from the meeting and will report at the next Board meeting.

ALUMNI RELATIONS

Brad Blick was not at the meeting to report on alumni relations.

VOLUNTEER UPDATE

Ruth Otarola (Linan) and the Board talked about ways to encourage volunteerism among HGM parents. Some ideas are listed as follows:

- Holding a tea for incoming 9th grade families before school starts;
- Eblast sophomore parents (since none are on the Board) asking for their involvement;
- Bingo night;
- An event to thank parents who volunteered at the HGM picnic/potluck;
- College counseling night;
- Alumni career night;
- Email people who have volunteered previously

FHGM WEBSITE

Michel was not at the meeting to give an update, but it is noted that he updates the website regularly.

The Board agreed that the website and eblasts will not be used to thank specific people for their volunteer efforts or to thank specific people for monetary or auction donations.

END OF YEAR MESSAGE

In December 2013 an end of year message was sent out to solicit monetary donations. Peter B. recommended that it be send out early in December 2014. Also, it is recommended that the 2014 end of year message not be used to to thank specific people for their volunteer efforts.

OLD BUSINESS

Mina and Michel were not able to coordinate delivery for the purchase of computers for Ms. Richardson (see December 2013 minutes) over the holidays, because school was closed. They are planning to have the computers purchased and in place within 1-2

months. Ms. Richardson's room has been revamped with tables and stools thanks to the efforts of Mina and Ms. Kivork.

NEW IDEAS/PROJECTS

At Peter Benn's request, Laura reviewed 2012-2013 minutes and drew up a list of projects/issues to be discussed in the future as follows:

- Update the bylaws - Mina will review the bylaws and make suggestions
- Renewing insurance, which expires April 1, 2014 - Laura will discuss in March
- Advocacy efforts - Jennifer will prepare a list of advocacy efforts and a schedule for addressing such efforts
- Discuss a venue for the Fall 2014 HGM Picnic in March and look for a co-chair for Yazmin Peebles
- Look for co-chairs for the Winter 2014 Potluck
- Active recruitment of new volunteers (see above)
- Fundraising efforts - Peter B. will ask Peter H. to create a schedule for fundraising throughout the year
- Secure AP exam room at Pickwick and collect money from Zoo Magnet
- Discuss stipends/professional development for staff as appropriate
- Discuss Kersten's status in May and review in October
- Order new t-shirts/sweatshirts - Peter B. will work with Ethan to determine what is needed. A suggestion was made to print "Highly Gifted Magnet" on the back of the sweatshirt, which will be discussed further.

Peter B. presented a survey that was done by an HGM parent to question families about the usefulness of having syllabus, assignments, due dates, tests, and/or grades online. After discussion, the idea of doing a survey was tabled. In the meantime, Ms. Kivork will ask faculty if they would utilize programs such as nGrade or Jupiter if funded by FHGM.

The next FHGM Board meeting will be held on Monday, February 10, 2014 at 7:00 p.m.

The meeting was adjourned by Peter Benn at 9:07 p.m.