

**Leigh High School Home and School Club
Meeting Minutes
May 20, 2019**

I. Call to Order 7:04 PM

II. Welcome (Aine O'Donovan)

III. ASB Report (Ronan O'Donovan)

This week is our last spirit week of the year. It's Summer Sendoff week. Each day has a theme, and Friday is the Summer Sendoff Rally. After that, ASB will be focusing on graduation-related activities.

IV. Principal's Report (Kara Butler)

1. Students are wrapping up the year with lots of end-of-year projects.
2. A lot of lunchtime activities to try to keep the students as engaged as possible until the end of the year.
3. This Thursday night is Senior Awards Night.
4. Draining the swimming pool June 1. Demolition starts June 7.
5. The H wing (the small wing of rooms 19-23) will go through seismic retrofitting this summer. We'll be retrofitting one wing each summer. In the H wing, three of the classrooms (rooms 19-22) will be converted into biology/physics classrooms. Also, rooms 25-26 will be converted to chemistry classrooms. These extra science classrooms are needed to accommodate the district's new science requirements.
6. The 2-story building will be completed on time and furniture will be moved in over the summer.
7. Leigh will host summer school this summer.
8. There's just one open staffing position right now, for a chemistry teacher. Candidates are being interviewed. The positions in math, Spanish, and special education have been filled.
9. Ms. Butler also gave an update on Ms. Mirassou's health situation.

V. Teacher's Report (Celeste Smiley)

Not present so Ms. Butler reported for her (see item IV, above).

VI. College & Career Center Report (Nathalie Goricanec)

No updates on CCC. Ms. Goricanec has been focused on AP testing. If you have a senior, please remind them to complete their exit survey; it is mandatory for graduation.

VII. District Finance (Paula McHugh Jack)

1. The district did their first parcel tax survey in April (phone and email). They asked “Would you approve a parcel tax of \$120? Would you approve a parcel tax of \$365?” and the results were about the same for both amounts. 63% of people surveyed said “yes” for \$120 and 61% said “yes” for \$365. 600+ people were surveyed. The full results are posted online on the CUHSD website. They will do another survey in September to collect more information. The current parcel tax is \$85 per year. A big part of the reason for increasing the parcel tax is because of the need to increase teacher salaries to cover the high cost of living in this area. Another reason is that there is an increasingly high rate of people opting out of paying the parcel tax (certain people qualify to opt out of paying the tax, due to old age or other qualifying reasons).
2. Paula also reported on enrollment size, staffing, and more. This information is all on the district website (go to the district website, open the agenda for the board meeting and there’s a link in there) and also in the Leigh HSC Board’s shared Google Drive folder.

VIII. Spirit Boosters (Maria)

1. New teams begin practicing in July. Competition tryouts begin in August.
2. New booster board was elected May 15.
3. There are just a couple of steps left in the tax ID process for Spirit Boosters to become their own 501(c)(3) (separate from Home & School Club). They plan to finish up in June. Starting the next school year, Spirit Boosters will have their own tax ID and be a separate 501(c)(3).

IX. Sports Boosters (Kristina Williams)

New board will be voted in in June. They are still accepting nominees for the Sports Booster board. They’re going to have 2 co-president (Todd Burnell and Kristina Williams). See Sports Boosters document in the HSC shared folder for current list of nominees.

X. PAPA (Sean Simonson)

1. *Big Fish*, the spring musical, was a success.

2. PAPA will be selling concessions at graduation.

XI. Approval of April minutes

Kelly Massini made a motion to approve April minutes. Seconded by Amy Gardner. Motion passed.

XII. President's Report (Aine O'Donovan)

A. Progress on 2018-19 Goals

Aine reviewed the goals we set for ourselves in August 2018, as an overview of what we've accomplished this year. Complete list of goals is in HSC shared folder.

1. Build community. Had our first community event at Back to School Night. We're also doing the Leigh Stampede. And in August we'll be doing a Freshman Welcome with PAPA, Spirit & Sports and coffee, to welcome the freshman parents.
2. Create awareness of activities/opportunities: monthly newsletter has been going to all parents (not just HSC parents), email blasts, Facebook posts; personal outreach to parents; presented at Union and Ida Price HSC; and at Leigh staff meeting.
3. Work closely with Sports, Spirit & PAPA: Set up get-togethers and a mailing list so they can share information; and did same thing with HSC leadership from all the CUHSD high schools.
4. Work closely with Leigh admin & teachers to assure HSC funding aligns with their goals. Had many discussions re: how to spend large donations of \$56K that came in this year.
5. Launch a directed donation drive for library furniture: Didn't need to do a drive because the many large donations that came in have covered the cost.
6. Increase income from corporate matching, Amazon, eScrip and other "free" fundraisers: Compared to April '18, Corp Match \$3,320 increase, Amazon \$1190 increase, eScrip \$320 increase.

We tried to avoid having small fundraisers because we wanted to leave that to the booster groups, and HSC focuses on its membership drive instead.

B. Voting on the HSC slate for the 2019-20 school year

HSC slate for the 2019-20 school year is available in the HSC shared drive. There is a new role added to the executive HSC board this year, which is Technology – Google Drive Support. This role will take charge of maintaining Google Drive, where the HSC now keeps all its documents. We removed the "Membership" role from the slate

because there are no longer any paper registration forms, and the online registration portion of the job has moved into the Vice President's role.

Here is the slate:

Executive Board

- Co-president: Aine O'Donovan and Tamara Strachman
- Vice President: Ann Auld
- Treasurer: Amy Hogg
- Auditor: Doug Evans
- Secretary: Jenny Green
- Parliamentarian: Gretchen Gabriel
- Technology - Google Drive Support: Rama Nemani

Committees

- Communications (website, newsletter, emails, social media): Amy Gardner, Angie Lu
- Community Building (freshman orientation, back-to-school night, Stampede): Susan Dahl and Oren Katzir
- Staff Appreciation: Carol Hofheimer and Susan Lovelady
- Campus Beautification: Kelly Massini, Tamiko House, and Ashleigh Coffeng
- Grad Night: Kristina Williams, Ann Auld & Jen Petroff
- Volunteer Coordinator: *none nominated at this time*
- Parent Ed Coordinator: *none nominated at this time*
We're going to try to make Parent Education a shared task with all the high schools in the district, with parent education nights rotating between the schools, and email invitations for each event going out to all the parents at all the schools.
- Donation Manager: *none nominated at this time*
Donation Manager is a new role that has just been proposed. The idea is that some families at the school have computers and other resources to donate and other families need those things, and perhaps this new position could coordinate that. Kara Butler said please discuss this with her before we decide for sure to add this role.

District Representatives

- District Rep Facilities: Tamara Strachman
- District Rep Finance: Paula McHugh Jack

See Aine's report that she posted on the shared folder in the Google Drive for detailed information about what each role involves.

Alexis Hoekstra made a motion to make the changes in the ballot as suggested. Kelly Massini seconded. Motion passed.

Kelly Massini made motion to approve the board. Kara Butler seconded. Motion passed.

C. End of Year Wrap-Up

On June 12 we'll have an informal HSC wrap-up with a glass of wine at Aine's house. She'll send out an email reminder.

D. Items to Vote On

Three items that we need to vote on:

1. Since our previous meeting, we approved (via email) Principal Kara Butler's use of the entire \$15,000 sitting in the unused HSC donation fund at the District: \$8000 to be spent on classroom digital scanners and \$7000 on library furniture.
2. Request for approval: Gift card for a second retiring teacher, Ms. Soret \$100. However, it turns out there's a rule against the HSC directly giving a gift card or money to employees. On the other hand, once they retire they aren't employees anymore so we think it is possible to give the teachers their gift cards after their retirement dates. Ann Auld made a motion to give the teachers their gift cards if an appropriate, legal method can be found. Motion was seconded by Alexis Hoekstra. Motion passed.
3. Request for approval: Purchase of Stampede sweatshirts to present to CUHSD Board & Dr. Bravo at the Stampede; they have been invited to be guests of honor at the Stampede. Also we will buy a sweatshirt for Kara Butler. Total cost: \$204. Susan Dahl made a motion, Alexis Hoekstra seconded. Motion approved. Then Aine made a motion to increase the amount to \$244 so we can buy a sweatshirt for Kara Butler. Kara said she would buy her own sweatshirt but motion was seconded and passed to buy her a sweatshirt.

XIII. Treasurer Report (Amy Hogg)

1. We have a total cash balance of \$91,101.93, of which \$9,546.95 is reserved for CCC Scholarships and the Center Stage Gift Fund (\$960.00 and \$8,586.95, respectively). See treasurer's written report for more details.
2. The cost to buy a refrigerator for the staff lounge would be \$784.73. (At the April HSC meeting, we discussed the possibility of buying a refrigerator for the staff lounge, and decided we would vote on it once we found out the exact cost.) Amy

Hogg made a motion to approve \$784.73 to be spent out of Admin Grants for the staff lounge refrigerator. Motion was seconded and motion passed.

XIV. Grant Requests (Tamara Strachman)

Tamara Strachman made a motion to spend \$350 out of the Admin Grant budget to cover the coffee cart that Kara Butler hired to come in for teacher appreciation. Kelly Massini seconded. Motion passed.

XV. Update on Leigh Longhorn Stampede (Aine O'Donovan)

As of May 19 we had 301 runners registered (similar to this time in 2016). Our goal is 400, the same as in 2016. Please encourage everyone you know to sign up!

We need 20 more marshals for the event. They must be at least 18 years old. They wear a special vest and help with the race. For more details about the Stampede, see Aine's written report.

XVI. Update on the Kyle J. Taylor Foundation

1. Jennifer Sarmento talked about the Kyle J. Taylor Foundation, her family's foundation (in memory of her son Kyle), which will be at the Stampede. As part of its work, the foundation provides EKGs to students to help detect cardiac issues early and prevent Sudden Cardiac Arrest. The foundation will also be donating two AEDs to Leigh; Leigh currently has four AEDs, but by getting 2 more we will be able to get closer to our goal of putting them in enough locations around the school so that no one will ever be more than 2 minutes away from an AED.
2. Alexis Hoekstra made a motion to buy a portable AED right now out of the HSC budget. Motion was seconded, motion passed. Cost for the portable AED is \$1475 and it will come out of the Board Discretionary budget. Coaches will be able to take the portable AED to away games.

XVII. Grad Night (Kristina Williams)

1. The Grad Night event will be at the Santa Cruz Boardwalk. We will have the boardwalk to ourselves – just Leigh seniors. It is the night of graduation. We will have 4 buses to transport the students. They're nice buses, not school buses.
2. We've sold 171 tickets so far out of our goal of 200.
3. The Grad Night silent auction opens tonight (May 20 at 9:00pm) for senior parents to bid on parking spots and shady seats at graduation.
4. We made \$1300 on Goodwill fundraiser and are still selling custom yard signs (to celebrate senior's graduation) as a fundraiser.

XVIII. Committee Reports

A. Campus Beautification ()

1. Campus cleanup was on May 11. We had 30 volunteers. 100 plants were planted and two truckloads of mulch were spread. There were 25 white rose bushes donated from Madrona Garden Works.
2. We have about \$1000 left in budget, which we are using to purchase more mulch. Some of the students have volunteered to spread it after school on May 29.

B. Teacher and Staff Appreciation (Carol Hofheimer)

1. Staff Appreciation Week kicked off with a breakfast catered by Noah's Bagels. Also during the week each teacher received a special jar of M&Ms.
2. At Senior Awards Night there will be cookies and water for all the attendees, and the next morning there will be a teacher/staff appreciation breakfast.

C. Parent Ed (AnaMaria Guevara)

1. Attendance at parent ed events was significantly lower this year than it was last year. AnaMaria suggested that offering the events for free this year actually reduced attendance because when people don't have to pay for tickets they are less likely to come. She agrees with the plan for next year, which is to rotate events among the high schools and publicize them to all the parents from all the CUHSD schools. Amy Gardner sent the information about Leigh's Parent Ed nights to the district this year but the district didn't always send it out to the other schools. AnaMaria suggests sending the parents the entire parent ed schedule at the beginning of the year so people can plan, and also she agrees with Nathalie Goricanec's suggestion to at least ask for a suggested donation for tickets so that people see the event as being more valuable.
2. A goal for the future is to provide the teachers with Emotional Intelligence training to help them feel better equipped to work with students who are struggling with anxiety or depression.

D. Communications (Amy Gardner)

Nothing to report.

XIX. Aine gave everyone a small thank-you gift for volunteering this year.

XX. Meeting Adjourned (9:05 PM)