Los Altos History Museum
Education Committee Minutes
March 18, 2024

Members Present: Anne Roberts, chair, Dick Liewer, Anne Macpherson, Mary Fossourier, Gerri Acers, Judy Doty, Carole Katz, Marie Garcia, Pearl Garvin, Pat Fausett, Jean Benedict, Kaye Loughmiller, Jay Thomas, Sharon Barkoff, John Beman, Carole Flores, and Lillie Moore, staff liaison.

Welcome and Volunteer Sign-up Sheet: Anne welcomed everyone to the meeting and passed around the Volunteer Sheet to record volunteer hours for attending this meeting.

Approval of February 12th Minutes: The minutes were corrected to announce that the Permanent Exhibit training for Tuesday, March 19, will begin at 9:00 AM. John made a motion to approve the minutes as corrected and Pat seconded the motion. The motion passed unanimously.

3rd Grade Tours: **Need to complete Tour Schedule**

- Anne announced that here are still openings on the tour schedule for two days. We need to fill these three spots to have docents for two of the private schools that will be attending. Anne passed around the sign-up for Docents to fill in these spots.
- Anne announced that the training for the new Permanent Exhibit will be on Tuesday, May 19th, 9:00 AM -12:00 PM. The training will begin at 9:00 rather than 9:30 as it stated in the February minutes. Bagels and coffee will be served beginning at 8:30 and the training will begin at 9:00 sharp!
- Collated bookmarks will be on the top-level shelf in the Ed. Committee file cabinet. Anne showed us all the location of the Ed. Committee file cabinet.
- The Permanent Exhibit (PE) educator will give bookmarks for the students to the teachers at the welcome opening talk in front of the Museum.
- Costumes and supplies for the 3rd grade tours will be downstairs hanging on the coat rack or will be next to the coat rack. (Supplies for the PE will be in the area behind the door marked “exit” on the PE level.)
- Annie tour and PE tours – need to sharpen pencils beforehand.
- Anne will work on and send out the directions for 3rd grade teachers by the end of this week.
- The Annie tour educator will keep the attendance record of school, number of students, chaperones, etc. The attendance sheet will be in the Annie tour box.

4th Grade:

- **Need to complete Tour Schedule – Anne passed around the sign-up sheet for 2 empty spots.**
- On Thursday, May 2, 10:00 AM, there will be a training for People Movers, 1st floor exhibit.
- Dick passed around the 2024 Logistics for 4th Grade History Museum Tours. In the Logistics packet, there are directions for setup for the stations and procedures for all the stations. There is also a new rotation schedule attached. Anne will send out the new People Movers script to everyone.
- The revised script for the Cal Aggies station will also be sent out to everyone.
- We can’t do the baseball station anymore due to insurance concerns. Dick will be sending out the directions to all the 4th grade teachers soon and will explain the reason we have deleted the baseball station.

- The People Movers station will keep the attendance record for 4th grade. It will be taped up on the Ed. Committee cabinet downstairs in the Museum.

Check Request Forms—Located in Ed. Committee file cabinet.

- A $90 stipend is available for each tour. Educators may request a stipend for up to 6 tours in either the 3rd and/or 4th grades.
- Fill out separate check request forms for 3rd and 4th grades. The check request form for April tour dates needs to be given to Anne by the May 6th meeting or put in her mailbox by May 6th. Anne's mailbox is in the closet downstairs.
- Please turn in the check request form for the tours for the May dates no later than May 24.
- Turn in a check request for only 6 tours; educators must list the dates of each tour they presented on the form.

Margaret Thompson Essay Contest:

- **Statistical information –** Carole shared numbers comparing the essay contest in 2023 and 2024.
  - This year a total of 322 essays were turned into the contest (last year there were 343).
  - In 3rd grade, 31 essays were received (last year there were 38)
  - In 4th grade, 135 essays were turned in (last year there were 107)
  - For 5th grade, 59 essays were received (last year there were 84)
  - In 6th grade, 97 essays were turned in (last year there were 114)
  - Some teachers turned in essays from their students both this year and last year – especially at Covington and Pinewood.
  - This year there was a wider participation of teachers from LASD that sent in essays and St. Nicholas, Bullis Charter and Pinewood all participated again.
- **Judging Essays – today**
  Thanks to those teachers who will be staying to judge the essay contest. Two or three Historical Commissioners will join us. Because we will be working until approximately 1:00 PM, a light lunch will be served about 11:30.
- **Participation Awards** – A subcommittee of Carole, Anne, Carole Katz, Jean, Marie, and Sharon will meet on Monday, March 25, at 10:30 AM at Anne Roberts' home to prepare the Participation Awards for all the students that entered the Essay Contest.
- **Ice Cream Social Award Ceremony – Tuesday, May 14, 6:00-7:00 p.m.**
  The set up for the event will begin at 5:15 p.m. The podium and microphone will need to be set up. Lillie will take responsibility for this. Kaye and Bert Loughmiller, Carole Flores, Anne Roberts, and Dick Liewer volunteered to help with set up. All Education Committee members are invited to come to the award ceremony from 6:00-7:00 on the Museum patio.

New Business

There was no new business.

The meeting was adjourned at 10:07 a.m. to score the Margaret Thompson essays.

Respectfully submitted,
Carole Flores

2024 Dates to Remember:

March 19 – Permanent Exhibit Training for 3rd grade, 9:00 AM-12:00 PM
March 25 – Meeting for subcommittee to Prepare Participation Awards for MT Essay Contest, 10:30 AM at 560 Torwood Lane, Los Altos

May 2 – Training on People Movers for 4th grade, 10:00 AM
May 6 – Education Committee meeting at 10:30 AM at the Museum
May 14 – Awards for the Essay Contest will be presented at the Ice Cream Social on the Museum patio from 6:00-7:00 p.m. Setup will begin at 5:15 p.m.
June 10 – Education Committee Meeting and Potluck, 11 a.m. at 560 Torwood Lane, Los Altos