SHS Parent Teacher and Student Organization (PTSO) General Meeting Minutes

Date: Mar 9, 2017  
Location: SHS Cafeteria

Attendance:

<table>
<thead>
<tr>
<th>Executive Board:</th>
<th>Wendy Lei</th>
<th>Y</th>
<th>Kalpana Ramakrishnan</th>
<th>Y</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisa Busse</td>
<td>Y</td>
<td></td>
<td>Yufan Lu</td>
<td>Y</td>
</tr>
<tr>
<td>Susan Carter</td>
<td>Y</td>
<td></td>
<td>Heidi Magner</td>
<td>Y</td>
</tr>
<tr>
<td>Ashley Chao</td>
<td>Y</td>
<td></td>
<td>Susan Nakahira</td>
<td>N</td>
</tr>
<tr>
<td>Sarah Hung</td>
<td>Y</td>
<td></td>
<td>Anita Parsons</td>
<td>Y</td>
</tr>
</tbody>
</table>

Staff: Paul Robinson (Principal)

Guests: Featured speaker from Wells Fargo had to cancel due to illness.

PTSO Members & Guests (apologies for any misspelling): Joelle Huet Ducrot, Kathy Tippetts, Darrell Miller, Sheeba Garg, John Feng, Jane Zhu, Karen Sherman

Agenda:

1. General Meeting - PTSO Business
   - Approval of Minutes - Susan Carter
   - Financial Report – Sarah Hung
   - Approval of Nominating Committee – Kalpana Ramakrishnan
   - Vote on teacher grants – Ranjana Sivaram
   - CASSY - Ranjana Sivaram

2. SHS Update – Paul Robinson

Call to Order: The General Meeting was called to order at 8:45 am by President Ranjana Sivaram.

Motions:

<table>
<thead>
<tr>
<th>Item for Approval</th>
<th>Moved by:</th>
<th>Seconded by:</th>
<th>All approve?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minutes from Jan and Feb meetings</td>
<td>Sheeba Garg</td>
<td>Ashley Chao</td>
<td>Yes</td>
</tr>
<tr>
<td>Ratification of checks # 1544 – 1561</td>
<td>Susan Carter</td>
<td>Annie Ying</td>
<td>Yes</td>
</tr>
<tr>
<td>Nominating Committee Members</td>
<td>Annie Ying</td>
<td>Anita Parsons</td>
<td>Yes</td>
</tr>
<tr>
<td>Teacher Grants totaling $2463</td>
<td>Kathy Tippetts</td>
<td>Ashley Chao</td>
<td>Yes</td>
</tr>
<tr>
<td>Amended Teacher Grant totaling $331</td>
<td>Kathy Tippetts</td>
<td>Susan Carter</td>
<td>Yes</td>
</tr>
</tbody>
</table>

PTSO:

- Nominating Committee – Kalpana presented the names of her nominating committee for approval: Ranjana Sivaram, Ashley Chao, Yufan Lu, and Sudakshina Sarkar.
- More Teacher Grant requests came in, totaling $2463:
  - Math – Scola – Smartboard - $1150
  - Science – Davis – Scopes, have 2 need 6 more for $1313
- Amendment to a previously approved Teacher Grant: The music department forgot to include the shipping charge for their request for the percussion workstation that we approved in Jan, an additional $331.

SHS Update (Robinson):

- Technology update: District redid 20% of the classrooms last summer, plan is to continue that until all are upgraded. Paul noted that some classrooms are limited in their capacity to full upgrades. Paul offered to bring the Technology Plan to a future PTSO meeting. Plan is to be a Google School: 8 Teachers will be trained as Google Masters (similar to the Canvas Masters when we were bringing in Canvas). Each will have their own Chrome cart and have the latest presentation set-ups. They will act as mentors for the rest of Staff. Anita brought up that PTSO could use some tech equipment to help with the Parent Ed Speakers – pc, projector, and screen. Paul suggested the Tech Committee can offer recommendations and then Anita can bring those to PTSO.
- Tutoring Center update: Will move into the new building by August and Saratoga Foundation is funding the new furniture. About 100 students per week getting help in current set-up. We have a certified tutor there now from 9-4 daily, and other tutors are volunteers (students and adults).
- Wellness Center update: Paul presented a plan to update the 800 building, which would include a Student Center with conference rooms, staff room plus much needed extra staff restroom, also would move CASSY Services there. The current copy room and mainframe room will stay. The work on the building will be done during the summer. There was some discussion about moving CASSY to the center of campus. Paul has done research at San Francisco Unified district, where all HS have Wellness Centers – at first, the Centers were put on the edge of
campus, like ours. Once the schools moved the Wellness Centers to the middle of campus, attendance went way up, and it helped reduce the stigma of asking for help. The goal is to be accessible and help as many as possible.

**CASSY:**
- CASSY has lost some of their grant funding and is asking for a $50K grant. This was brought to PTSO during our fall grant process, but was not even considered because our total Teacher Grant budget item is $40K.
- Saratoga Foundation is now covering $30K of the $50K, so the request is back to PTSO for the $20K. Lots of discussion on this and potentially using the $34K the PTSO has in reserves. Ranjana took the action item to gather more data and call an Executive Board meeting before the next General PTSO meeting to discuss further. Data needed:
  - CASSY grant request in writing explaining grant funding shortfall, how many kids they help per year, etc.
  - Why isn’t district covering this? Lots of concern that the request is potentially for counselor salaries for a contractor to the district.
  - Understanding behind the SH Foundation grant of $30K
  - PTSO Bylaws or good practice guidelines on reserve dollars in the budget since the Exec Board has not previously discussed keeping or spending the reserve dollars.

**Announcements:**
- March 13 – Kids off school!
- The next PTSO General meeting will be April 13, 2017, at 8:30 am in the SHS cafeteria.

**Adjournment:** The PTSO business portion of the meeting was adjourned at ~11:15 am by President Ranjana Sivaram.

Respectfully submitted by,

Susan Carter
Recording Secretary