



General Board Meeting Agenda  
August 14, 2024 @ 6:30pm-7:30pm

Meeting Call to Order \_6:35 PM\_

**6:30-6:40 pm**

- Welcome & Introductions (Guisselle, Ashlie, Lynda & Lindsey)
  - ASHLIE INTRODUCED NEW BOARD MEMBERS AND MENTIONED OPEN BOARD POSITIONS – SECRETARY AND ONE GENERAL BOARD POSITION.

**6:40-6:55 pm - Back to School Updates with Mr. PA**

- Q&A
  - MR. PA INTRODUCED HIMSELF TO THE GROUP.
  - BANNERS BY STUDENTS AROUND CAMPUS, MAC PHAM IS THE NEW ACTIVITIES DIRECTOR, WHO IS HELPING COORDINATE THAT.
  - SAD NEWS OVER THE WEEKEND, SOME CONTAINERS ARE BROKEN INTO AND ITEMS WERE STOLEN. ALSO, LIGHTS ARE TAKEN OUT OF THE STADIUM. THE DISTRICT STEPPED IN QUICKLY AND THE LIGHTS ARE ALREADY REPAIRED. WE'VE HAD A GREAT OUTPOURING OF SUPPORT FROM THE DISTRICT. MITTY WAS THE FIRST CALL OUT TO OFFER HELP WITH EQUIPMENT.
  - SCHEDULING IS GOING WELL. WE ARE VERY FULL AS ALWAYS. CLASSES ARE FULL. HE WILL TRY DOING A 1-6 SCHEDULE AS THAT'S BEEN CHALLENGING FOR THE COMMUNITY. 60% ARE STUDENTS ARE DOING 1-6. A CHALLENGE IS SOME STUDENTS LIKE TO TAKE 7 CLASSES. THE GOAL IS TO FIND A BALANCE.
  - THE CITY OF SAN JOSE WILL BE MAKING SNELL AVE ONE LANE IN EACH DIRECTION, GOING OVER THE OVERPASS, TO INCORPORATE A BIKE LANE.
  - QUESTION FROM PARENTS
    - SENIORS WHO ARE ABSENT FROM SCHOOL FOR COLLEGE TOURS, THE ARE UNEXCUSED ABSENCES. MR. PA SUGGEST THE STUDENT COMMUNICATE WITH TEACHERS AND ABOUT THE WORK.
    - MOST OF MY CHILD'S SPANISH, SHE CAN'T SPEAK OR UNDERSTAND SPANISH, HOW WILL TEACHERS APPROACH THAT? RESPONSE – WE STARTED AN ELD PROGRAM 2 YEARS

AGO. ELD = ENGLISH LANGUAGE DEVELOPMENT. ANY FURTHER QUESTIONS,

- CAN YOU PLAY MORE THAN 1 SPORT IN A SEASON? ANSWER – NO
- IS THE SORTING OF CLOTHES FOR SAVERS A FUNDRAISING ACTIVITY? RESPONSE – YES
- DOES THE SCHOOL USE BOOKS, ARE THEY PROVIDING IT THE STUDENTS? YES, MOST OF THE COURSES ARE ONLINE. THERE ARE PHYSICAL BOOKS BUT A COPY IS ALSO AVAILABLE ONLINE.
- WHEN IS THE COLLEGE EVENT AT INDEPENDENCE HS?
  - 9/23 FROM 5-8 PM
  - ALL GRADES ARE WELCOME
- SENIOR PRESENTATION WILL BE 9/12<sup>TH</sup> IN THE SCHOOL THEATER – FOR ANYONE WHO IS A SENIOR THAT WANTS TO FIND OUT INFO ABOUT COLLEGE APPLICATIONS, FAFSA, ETC.
- ARE THERE OPPORTUNITIES TO VOLUNTEER IN A CLASSROOM, IS IT A CLASS TO VOLUNTEER IN A CLASS AND IS THAT A CLASS AND IS IT A GRADE OR A PASS OR NO PASS
  - THE CLOSEST THING WE HAVE IS AN AIDE BUT FOR UC'S IT'S NOT COUNTED AS AN ACADEMIC CLASS.
  - IT GETS GRADUATION CREDIT
  - YOU'D NEED TO HAVE A MIN OF 5 CORE CLASSES. THERE ARE SOME RESTRICTIONS – CAN'T GRADE, HAVE ACCESS TO CONFIDENTIAL INFO.
- IN MOVING THE 1-6 SCHEDULE, WOULD IT BE THIS YEAR? NO
  - THEY WOULD NEED TO GET A SCHEDULE THAT MEETS THE REQUIREMENT OF INSTRUCTIONAL MINUTES AND STAFF HAVE TO VOTE ON IT, WITH A MIN OF 65%
- SOME SCHOOL DISTRICTS ARE BANNING CELL PHONES – THERE ARE SOME NEWS REPORTS OF OTHER DISTRICTS DOING IT. ESUHSD – THEY'RE WAITING FOR THE CA STATE LEGISLATURE BEFORE DECIDING WHAT TO DO.
- THE LIBRARY CLOSES EARLY AND KIDS DON'T HAVE A PLACE TO GO AFTER SCHOOL. CAN IT BE KEPT OPEN LONGER? ANSWER – WE RELY ON PARENT VOLUNTEERS TO KEEP IT OPEN. SOME STAFF VOLUNTEERED TO BE THERE DURING FIRST PERIOD FOR THOSE WITH A LATE START.
- FOR VOLUNTEERS DO HAVE TO GO ALL THE WAY DOWN TO THE DISTRICT OR HAVE THEY MADE IT EASIER? YES YOU HAVE TO GO TO THE DISTRICT OFFICE AND MAKE AN APPOINTMENT TO DO THE FINGERPRINTING. IT HAS TO BE DONE AT THE DISTRICT OFFICE.
- AT THE NEW STUDENT ORIENTATION, ARE THE PICTURES TAKEN THAT DAY THE YEARBOOK PICTURES AND CAN YOU ORDER THEM? WHEN THE KIDS DID THE QR CODE, THEY

SHOULD HAVE GOTTEN AN EMAIL. PER MR. PHAM, THERE WILL BE PHOTO MAKEUP DAY ON 08/30 IF STUDENTS ARE NOT HAPPY WITH THEIR PHOTO. ONCE PHOTOS COME BACK FROM THE PHOTO COMPANY, AN EMAIL WILL BE SENT TO PARENTS WITH INSTRUCTIONS ON HOW TO ORDER PHOTOS.

- CAN WE GET CAMERAS IN THE AREAS WHERE THERE WAS THEFT AND VANDALISM? IT HAS A PLAN, THEY GAVE US A MAP A YEAR AGO WITH THE LOCATIONS OF WHERE ALL THE NEW CAMERAS WILL BE.
- FOR THE LIBRARY VOLUNTEER, IS IT JUST ONE PERSON AT A TIME? ANSWER – WE’D LIKE THERE TO BE MORE.
- PARENT PORTALS, THEY ARE NOT UP YET? NO, THEY ARE NOT.

#### **6:55-7:05 pm - What Does the PTO do?**

- How we support
- Staff Appreciation/Tools for Teachers
- Teacher Grants
- Staff of the Year
  - SURVEYS ARE SENT MARCH, APRIL, RESULTS PRESENTED IN MAY AND AWARD PRESENTED AT YEAR END
- WELCOME BACK TO SCHOOL BREAKFAST
- STUDENT CLUB SUPPORT
- STUDENT SCHOLARSHIPS
- SPECIAL GRANTS PROGRAM
  - TEACHERS SUBMIT GRANTS FOR THINGS THAT THEY NEED/WANT TO HELP MAKE THE TEACHING EXPERIENCE BETTER FOR STUDENTS
  - WE RECEIVED FEEDBACK THAT IT’S HARD AT THE BEGINNING OF THE YEAR WITH ALL THAT’S GOING ON, SO NOW WE’RE GOING TO SPLIT IT BETWEEN THE 2 SEMESTERS. TOTAL IS 9K, 50% AWARDED EACH SEMESTER. AN EMAIL WILL BE SENT TO TEACHERS TO SUBMIT SUBMISSIONS AND A COMMITTEE WILL BE PUT TOGETHER TO HELP DECIDE WHO SHOULD GET THE GRANT.
- TOOLS FOR TEACHERS – FIRST ROUND WAS DONE ON 8/7 DURING WELCOME BACK BREAKFAST FOR TEACHERS
- FUNDRAISING
- COMMUNITY EVENTS
- STAFF APPRECIATION EVENTS
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#### **7:05-7:10 pm - Giving Drive Kick off**

- Runs from August 3 to September 10th, 2024
  - OUR GOAL THIS YEAR IS \$8K
  - WE MOVED AWAY FROM SQUARE BECAUSE OF THE COSTS INVOLVED
  - DONATIONS ARE TAX DEDUCTIBLE

- WE CAN GIVE YOU A RECEIPT IF YOU WANT TO DO A CASH DONATION TODAY
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**7:10-7:20 pm - Finance Update**

- General Finance Update
- Budget to Actual Report
- Statement of Activity
- Approve Budget
- REVIEWED YOY AND CASH BALANCE AT END OF LAST FISCAL YEAR
- REVIEWED PROPOSED 2024-2025 BUDGET
- ZORINA CONFIRMED ALL EXPENSES IS PUBLIC INFORMATION AND ALL MONIES ARE USED FOR STUDENTS AND TEACHERS
- SUGGESTION – POST FINANCIALS/BUDGET BEFORE EACH MONTHLY PTO MEETING SO PARENTS CAN VIEW IT ONLINE
- POST WHAT IS CURRENTLY IN THE BANK AND WHAT WAS SPENT THAT MONTH
- POST A MONTHLY PDF OF THE BUDGET
- Q – COUNSELORS WHO NEED BUSINESS CARDS WOULD NEED TO SUBMIT A GRANT REQUEST

**7:20-7:25 pm -**

- Committee Descriptions
- HOW TO JOIN A PTO COMMITTEE
  - NOTE BACK TO SCHOOL NIGHT DATE MOVED TO 09/04
  - WE WILL HAVE A TABLE SET UP AT MPR THAT NIGHT
- STAFF APPRECIATION COMMITTEE
  - STAFF LUNCH
  - STAFF BIRTHDAY CELEBRATIONS
  - STAFF BREAKFAST
  - TEACHER OF THE YEAR AWARD
- TOOLS FOR TEACHERS
  - TOLLS FOR TEACHER COORDINATOR
- GRANT COMMITTEE
  - CHAIRPERSON
  - GRANT COMMITTEE MEMBERS
- COMMUNICATIONS COMMITTEE
  - WEBSITE MAINTENANCE
  - FACEBOOK/SOCIAL MEDIA EDITOR
  - DESCRIPTION LIST MANAGEMENT
- ONLINE AUCTION COMMITTEE
  - CHAIRPERSON
  - WEB APPLICATION MANAGEMENT
  - PROMOTION
  - REQUESTING DONATIONS

- DONATION PICK UP
- DISTRIBUTE WINNING ITEMS
- MISC COMMITTEES
  - GIVING DRIVE COMMITTEE
- (SEE SLIDES FOR MORE DETAILS)
- TO SIGN UP TO VOLUNTEER – USE GOOGLE FORM TO SIGN UP
- PARENTS APPLYING FOR CLEARANCE, FINGERPRINTING, BACKGROUND CHECK – IT DOES TAKE A FEW WEEKS, YOU ONLY HAVE TO DO IT ONCE, BUT IT DOESN'T TRANSFER OVER FROM ANOTHER DISTRICT
  - MR. PHAM WILL SEE IF ASB FUNDS CAN BE USED TO HELP OFFSET COST OF FINGERPRINTING SO WE CAN GET MORE VOLUNTEERS
- ONLINE AUCTION
  - WILL BE STARTING END OF SEPT/OCT
  - IT WILL BE ALL ONLINE
  - DIP IN RECENT YEARS BECAUSE LESS DONATIONS WERE RECEIVED, E.G. RESTAURANTS WERE WILLING TO DONATE, ALSO WE HAD A DROP IN PARENT VOLUNTEERS TO HELP REACH OUT AND GET DONATIONS
  - DISCUSSED POSTING NAMES OF SPONSORS ON FACEBOOK
  - IF WE HAVE MORE VOLUNTEERS IT WAS HARD LAST YEAR WITH LESS THAN 10 VOLUNTEERS, TO INDIVIDUAL PRINT AND SEND THANK YOU NOTES TO DONORS
- CLOTHING DRIVE BY MENTAL HEALTH AND WELLNESS CENTER (MHWC) – IT IS AVAILABLE MON-FRI, 9 AM – 3 PM, IN ROOM 802
  - PER MR. PHAM, BASED ON HOW WELL IT WENT THIS MONTH, THERE IS TALK TO MAKE THIS A CONTINUING THING
- OPEN BOARD POSITIONS - SECRETARY AND GENERAL BOARD MEMBER
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- ASHLIE IS STEPPING IN AS INTERIM SECRETARY AND VP
  - THE ROLE ENTAILS, MEETING MINUTES, SETTING UP AGENDAS FOR BOTH EXECUTIVE BOARD MEETING AND GENERAL MEETING, SOCIAL MEDIA (PROVIDE INFO TO MR. PHAM TO POST TO FACEBOOK)
  - GENERAL BOARD MEMBER – THEY SUPPORT PTO AN HAVE VOTING RIGHTS, CAN ACT AS A TIE BREAKING VOTE, CAN HELP CHAIR DIFFERENT COMMITTEES IF WE DON'T HAVE ANY OTHER VOLUNTEERS
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- TO HELP WITH RECENT VANDALISM THAT OCCURRED ON CAMPUS THIS WEEK, GO TO STABC.ORG WEBSITE TO HELP DONATE, THERE IS ALSO A GOFUNDME
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**7:25-7:30 pm**

- Questions/ Comments/Suggestions
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**Next Meeting:** Wednesday, September 11, 2024  
Meeting Adjourned \_8:13 PM\_\_