Saratoga High School
School Site Council

**Date:** April 2, 2020  
**Location:** Google Meet

**Starting time:** 4:00 p.m.  
**Proposed Ending Time:** 5:00 P.M.

**Participants at the Meeting:**

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Topic</th>
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<th>Responsible Person(s)</th>
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</thead>
<tbody>
<tr>
<td>Call meeting to order:</td>
<td>Quick check in: Give the group one quick positive happening for you during this very unique time.</td>
<td>None</td>
<td>Chair</td>
<td>5 minute</td>
</tr>
<tr>
<td>Roll call introduction of new members: Lauren Taylor and Kathryn Sheridan</td>
<td>None</td>
<td>Chair</td>
<td>1 minute</td>
<td></td>
</tr>
<tr>
<td>Changes/additions to the agenda</td>
<td>adds or deletes</td>
<td>Approval/modifications of the agenda</td>
<td>Chair</td>
<td>2 minutes</td>
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<td>Review notes from 1/30 meeting</td>
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<td>No action related to public comment that does not appear on the agenda may be acted upon at the meeting. Such issues raised at this meeting may be scheduled for another SSC meeting.</td>
<td>Chair</td>
<td>5 minutes (pending number of speakers)</td>
<td></td>
</tr>
<tr>
<td>Budget</td>
<td>Questions?</td>
<td>None</td>
<td>Admin</td>
<td>1 minutes</td>
</tr>
</tbody>
</table>
| Leadership Class Update     | Student Events:  
- This week: Dress Up Days: Monday: PJ-themed Day, Tuesday: Pet Day, Wednesday: Art Day, Thursday: Cooking Day, Friday: Nature Day. Send pictures to natclaire07@gmail.com or kailynathompson02@gmail.com  
- Monday, Link Crew applications opened for students  
- Tuesday, Senior Class Trivia on FB  
- Wednesday, 10am online Yoga sponsored by Wellness Center, see “Online Wellness Center” on school website  
- Friday: Leadership class applications close  
  o Teacher recommendations won’t be needed this year; MT to work with Guidance Team for information  
- Mondays, 12:15-12:30 meditation sponsored by Wellness Center  
- No decisions on Senior Prom or end of the year activities.  
- Students posting student birthdays daily or weekly on social media  
- Senior Class will start setting up “senior teases” with staff | None                             | Students                 | 10 minutes  |
| School-Wide Update          | Staff Perspective: [Distant learning week 1 survey results](#)          | None                             | Administration and Teaching Staff | 10 minutes  |
| Safety Plan                 | Goals -additions to the plan ideas to consider: Vaping  
Distance Learning and available help  
Cyberbullying (bullying is already included)  
  - How do we deal with CB in a remote learning environment?  
  Mental health issues and concerns | None                             | Admin                    | 5 minutes   |
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<tbody>
<tr>
<td><strong>last year’s SPSA WASC Action Items</strong></td>
<td>Review WASC Action Items and SPSA draft</td>
</tr>
<tr>
<td><strong>Elections</strong></td>
<td>Rick to speak with Brian about election process and No Action Parent representation 5 min</td>
</tr>
<tr>
<td><strong>Future Meeting Dates</strong></td>
<td>4/30, 5/28 Administration 2 minutes</td>
</tr>
<tr>
<td><strong>Agenda Items For Next Meeting</strong></td>
<td>SPSA approval Safety plan goals moving forward Elections</td>
</tr>
<tr>
<td><strong>Adjournment</strong></td>
<td>Approval to adjourn meeting Chair 1 minute</td>
</tr>
</tbody>
</table>

**Notes for 2/27/20**

**Motion to Approve Minutes from the Last Meeting**
First: Allison Tan  
Second: Kelly Chai  
MOTION PASSED  

**Budget Update**
No new updates. PD conference has been reimbursed.  

**Leadership Class Updates**
Seniors: Catering for Prom, Beach Day plans, Sold McFlurry’s for Fundraiser  
Juniors: Fundraisers Boba, Roses, Leis for Grad, Focusing on Prom, Finalized games and catering, Starting to reveal in two weeks (venue and details)  
Sophomores: Fundraiser Boba, New Soph Apparel sweatshirts, Upcoming elections, Planning Service Fair (April)  
Freshmen: Fundraising, Service Project (making sandwiches), Upcoming elections  

**Schoolwide Updates**
Rick Ellis: Career Day during extended tutorial (70 speakers!), Benefit Fashion Show (Sat. 7PM), March Madness, Saratoga Athletic Boosters FunRun, LiKE Movie Showings, Professional Development 3/16 here at SHS  
Jennifer Lee: On-campus clubs are starting to compete in States and Nationals, Sources of Strength Training (past two days) for teacher/student advocates on campus  
Emily Wu: Green Team starting new composting and recycling initiative for SHS  

**SSC By-Laws and Elections for Parent Reps**
Elections will happen (5/28) for new SSC members. 2 parent positions open for next year. Online vote  

**Safety Plan**
Some changes to Leadership  
Begin to address specific safety issues at SHS rather than usual safety concerns  
Start to use data in order to set goals for safety  
Looking at SHS stress and mental health  

**SPSA**
Looking at the Timeline for the next few months regarding the SPSA  
Our SSC Goal is to create the SPSA annually and should direct school Compare WASC and LCAP goals  
March 26 will be LCAP overview that will help SPSA formulation  
April 14 First read of the SPSA to School Board  
Go over School Wide Action Plan from WASC and compare to 20-21 SPSA Draft  
Next meeting to go over formatting and finalization  
As a Council, looking at the Action Plan and marking for feedback  

**Meeting Notes 1/30/2020**
**Motion to Approve Minutes from the Last Meeting**
First: Jennifer Lee  
Second: Wenjing Chu
Cut the budget from several departments, SSC may be one of them
Ms. Scola assumed she would be reimbursed- CSC Math Conference in Asilomar

**Motion to Approve Reimbursement**
First: Wenjing Chu
Second: Emily Wu
MOTION PASSED

**Leadership Class Updates**
Seniors: Senior Prom, Class Meeting, Class Apparel
Juniors: Junior Prom. Fundraising - TPumps and Chipotle
Sophomores: Boba fundraiser, Food Drive, Class apparel
Freshman: Rally Green Shirt Resales, Boba

**School Wide Updates**
Ellis- Chairman SSC
CNY Celebration Staff Lunch
Electives Night - Incoming 8th Graders
(Band, Color Guard, Choir, Drama)
Junior and Senior Incoming Parent Night 1/30
Bell Schedule Committee - Input Session Feb 6, Parent Session 1/30
Teach More software program
   - Blend student offerings and teacher requests
   - Tutorial
Parent open discussion 10:30-11:30

**Safety Plan**
Teacher Rep Changes
Data that is necessary to approach big issues to work towards a better campus
Gated Campus

**SPSA**
Tied to recent WASC accreditation
   - Goal- Achievement through best practices
   - Goal- Relevant and engaging learning that promotes healthy academic perspectives for student
   - Goal- All stakeholders will work together to support students in developing resiliency skills when managing stress
Action Plans for WASC
Compartmentalize goals into subsets
Social and emotional goals, not just academic goals

**WASC**
Wrapping up, WASC Visiting Committee is coming March 23/24

**Site Bond Committee**
Construction on campus is spent with bonds
Two independent meetings
SSC should be a public meeting
Members of the committee can rep to board to take next steps
Fall 2020
Indefinite role of SSC

Action, MOTION to accept/decline responsibility
First: Jennifer Lee
Second: Derek Hsu
All in Favor: Unanimous
Saratoga High School  
School Site Council  

**Date:** February 27, 2020  
**Location:** Main Office Conference Room  

**Starting time:** 4:00 p.m.  
**SBC start time:** 5:00  
**Proposed Ending Time:** 5:00 P.M.  
**SBC Proposed End Time:** 6:00 p.m.  

**Participants at the Meeting:**

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<td>Chair</td>
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<td>Roll call</td>
<td></td>
<td>None</td>
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<td>Update</td>
<td>None</td>
<td>Admin</td>
<td>2 minutes</td>
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<td>Leadership Class Update</td>
<td>Student Events</td>
<td>None</td>
<td>Students</td>
<td>10 minutes</td>
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<td>School-Wide Update</td>
<td>Staff Perspective:</td>
<td>None</td>
<td>Administration and Teaching Staff</td>
<td>5 minutes</td>
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<td>SSC By-Laws &amp; Elections for parent reps</td>
<td>Review</td>
<td>None</td>
<td>Chair</td>
<td>5 minutes</td>
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<tr>
<td>Safety Plan</td>
<td></td>
<td></td>
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<td>5 minutes</td>
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<td>SPSA WASC Action Items</td>
<td>Review WASC Action Items and SPSA</td>
<td>No action</td>
<td>Chair</td>
<td>10 minutes</td>
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<tr>
<td>Elections</td>
<td>Discuss upcoming</td>
<td>No Action</td>
<td>Parent representation</td>
<td>5 min</td>
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Meeting Notes 1/30/2020

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Second: Wenjing Chu

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Data that is necessary to approach big issues to work towards a better campus
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SPSA
Tied to recent WASC accreditation
Goal: Achievement through best practices
Goal: Relevant and engaging learning that promotes healthy academic perspectives for student
Goal: All stakeholders will work together to support students in developing resiliency skills when managing stress

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Compartmentalize goals into subsets
Social and emotional goals, not just academic goals

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Construction on campus is spent with bonds
Two independent meetings
SSC should be a public meeting
Members of the committee can rep to board to take next steps
Fall 2020
Indefinite role of SSC

Action, MOTION to accept/decline responsibility
First: Jennifer Lee
Second: Derek Hsu
All in Favor: Unanimous

Saratoga High School
School Site Council

Date: January 30, 2020
Location: Main Office Conference Room
Starting time: 4:00 p.m.
Proposed Ending Time: 5:15 P.M.

Participants at the Meeting: Rick Ellis, Wenjing Chu, Alex Lee, Derek Hsu, Katie Chen, Greg Louie, Emily Wu, Jennifer Lee, Allison Tan
All staff, parents and members of the public are invited to attend the meeting.

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<tr>
<td>Budget</td>
<td>Current budget: $8520 after Nov decision to fund MAP PD day</td>
<td></td>
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<tr>
<td>Math- Asilomar conference for J Scola</td>
<td>Reimbursement request brought forth by K Hamilton (department chair) and J Scola</td>
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<td>Leadership Class Update</td>
<td>Student Events None Students 10 minutes</td>
<td></td>
<td></td>
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<td>Safety Plan</td>
<td>SSC to look at SHS personnel and Signature Page Approve proposed Signature SHS page Admin 10 minutes</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>SPSA review</td>
<td>Review current goals and action items No action Chair 10 minutes</td>
<td></td>
<td></td>
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<td>WASC Update</td>
<td>Update None All 10 minutes</td>
<td></td>
<td></td>
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<td>Site Bond Committee</td>
<td>Introduction to SBC responsibilities SSC vote to act as a committee to discuss Site Bond projects Chair 5 min</td>
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<td>Safety plan - revision of goals SSC 1 minute</td>
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First: Jennifer Lee
Second: Derek Hsu
All in Favor: Unanimous

Notes from 11/21/19:
Meeting start time: 4:08pm
Attendees: Brian Safine, Alex Lee, Jennifer Lee, Emily Wu, Katie Chen, Rick Ellis, Kim English, and Kelly Chai

Motion to Approve
  - First: Kim English
  - Second: Kelly Chai
  - Unanimously approve notes from last meeting

Budget
  - current budget is $9745
  - request for MAP for professional development day ($1225)
    - 7 teachers: paying for substitutes
    - Motion to approve
      - First: Rick Ellis
      - Second: Kim English
  - around $5000 may be used for detention and Saturday School
  - desire to see a budget overview
    - broken down by department and how we are funded by school district
  - have not shared with all departments that they have opportunity to ask SSC for money
  - SSC to ask other departments if they need a small grant for professional development days
    - will decide how much money to grant later

Leadership Class Update
Seniors
  - Senior Sweets: free candy grams for seniors, made sure every senior got a candy gram
  - second semester send teachers flowers

Juniors
- Prom venue visit
- Family Giving Tree: 250 tags, 25 to each of elementary schools
  - advertising in school

Board Update
- started school with version of school profile
- parents had requests which led to revisions
- most recent draft has no reference to ranking
- top 9% of class has access to UC system
  - ranking is shared with colleges, not with students

WASC Update
- received info from parents, students, staff
- writing plan focusing on areas of growth
  - student emotional stress and academic stress
  - need to fully understand course rigor
  - student social disconnection
  - appropriate course availability
  - student self-awareness
  - need for course offerings
- motivations for taking honors/ap courses
  - some schools do not have grade bump (Lynbrook)

Schoolwide Update
- vaping presentation: parents saw vaping pens
- World Cafe
  - looked at Healthy Kids Survey data which relates to student connection and depression, suicide
  - desire for students to hear more about college experience
  - SHS alums serve on panel and give advice
- Fall Play (Sense and Sensibility) taking place these two weeks
- Relay for Life & Turkey Trot
  - extended lunch, students run on track
  - funds go to American Cancer Society
- Jazz Band Concert (12/11), Choir Concert (12/12), Orchestra Concert (12/13)
- Winter Formal (12/7)
- ACS Substance Abuse Parent Forum (12/12)
  - if students are caught under the influence, receive counseling
- first two weeks of tutorials in second semester, students have mandated training
  - workshops like suicide prevention
  - looking at connectedness data: robotics, athletics, music

Meeting end time: 5:10pm