

**Palo Alto High School Site Council Meeting Minutes**  
**Monday, September 14<sup>th</sup>, 2020**  
**3:30 P.M.-5 P.M.**  
**Zoom**

Note taker: Anna Itoi

Attendees:

- **Present:** Brent Kline, Lisa Stone, Kathy Bowers, Samuel Howles-Banerji, Christopher Kuszmaul, Kindel Launer, Hunter Rearden, Mary Ellen Bena, Kala Mehta, Dave Schaeffer, Anna Itoi, Prasanna Patel, Unmesh Sahasrabuddhe (PTSA rep), Ayush Singh, Nysa Bhat, Bowman Wingard (plus approximately 20 community members)
  
- **Absent:** None

3:30 pm: Call to order

3:35 pm: Open Forum

1. Overall Feedback: Brian Guan, a parent at Paly, introduced himself as part of an advocacy group of parents working with the school on COVID-19 testing.

3:40 pm Review and Approve Minutes

- May and August minutes approved/disapproved by a majority vote.

3:45 pm: Site Council Bylaws: Annual Organizational Meeting

- Anna led a review of the Paly Bylaws and noted that this first site council meeting constitutes the annual organizational meeting where the Chair, Vice Chair and Secretary were elected.
- After discussion, and upon motion duly made and seconded, the following site council members were elected:
  - Prasanna Patel and Brent Kline: Co-Chairs, with Prasanna rotating her role as Co-Chair to a site council member to be elected in January 2021 to ensure that all site council member duties are shared
  - Bowman Wingard: Vice Chair
  - Anna Itoi: Secretary

4:15 pm Site Council Budget (Lisa Stone)

- A quick update on the Site Council Budget was provided by Lisa Stone who reported that there is currently about \$24k in the site council budget, which has carried over from prior years. There will be a small November adjustment which will add another \$2K, and then we will receive a new annual amount of approx \$24K. So the approximate total is

~\$50k. These monies can be used in support of the SPSA plan, and there are opportunities for matching or aligning with other funds.

#### 4:30 pm: Principal's Report (Brent Kline)

- Next, Brent discussed the status of online learning and the start of the school year, which has been going well, and he thanked the teachers for doing such an amazing job in such challenging circumstances. He also talked about the highlight of his week, which was talking to students who were interested in joining the student advisory committee. When Unmesh asked how teachers were doing, Kathy and Chris reported feeling exhausted. Bowman affirmed that the online learning was going well.
- Brent next introduced Erik Olah who gave a [presentation on the status of WASC](#) and a discussion ensued. He reported that currently the school is undergoing its periodic review of its WASC goals and plans. The WASC process is something which must be completed every 6 years for school accreditation, and it culminates with an on-site visit by WASC personnel. Right now the on-site WASC visits are being scheduled for April 19-21. The WASC personnel will be reaching out to site council members at that time.

#### 4:45 pm: Math supplies (Kathy Bowers)

- Informational item: Kathy raised the need for a clearer understanding of how to request reimbursement for needed teaching supplies, such as 15 calculators per math class (totaling around \$1,000) as well as supplies needed to support online learning such as paid subscriptions to certain learning software. The total needed budget is around \$2-3K, though we didn't discuss specific numbers at this time. Kathy asked how to request reimbursement for supplies without taking funding from items that are already budgeted. Lisa responded that it is possible to do this and suggested that Kathy come to her for reimbursement and said she will send out a notice to all teachers to remind them of this process. Brent said he'll be meeting with the finance team to better understand the various pockets of funding and to work together to create a more streamlined and well-understood reimbursement process for needed teacher supplies.
- A community member asked if a sub-committee could be formed to work on equity. Prasanna said she will connect with Brent and Elizabeth after the meeting to discuss further as the site council was running out of time.

#### 5:03 pm: Adjournment

- Brent made a motion to adjourn
- Seconded by Anna