



LOWELL HIGH SCHOOL PARENT TEACHER STUDENT ASSOCIATION

Lowell High School PTSA

1101 Eucalyptus Dr San Francisco CA 94132


Running General Meetings Agenda

General Meeting 5, May 17, 2023 / 6:00 PM / Zoom

Zoom

<https://us06web.zoom.us/j/97229435910?pwd=RXRrRXZXOEtNMjR1VDZNL2VSVIE1dz09>

Agenda

1. Open Meeting: 6:06pm
2. Meeting Agreements
 -  [Lowell_High_School_PTSA_Bylaws.pdf](#) , [Parliamentary Procedure](#)/Robert's Rules for Order/[Parliamentary Procedure](#)
3. President's report (Robert Freedman)
 - Amazing year: Bird Bash, Grants, Hospitality, College Readiness Program, Website and Communication, Beautification Day, Community Building, D&I, Safety, Audit, Financial, Membership, B2B, and so much more!
 - Fundraising donation to the school: \$150,000 of \$175,000, \$25,000 additional contingent on end of year balance
 - And so many returning board members next year.
 - Good luck to you all and thank you!
4. School update (Dr Jones, Mr Chan)
 - Makeup AP exams this week, AP funding restored for next year, but unsure
 - Senior and Junior Prom success
 - Support final sport events (in principals email)
5. SBC/LSA
 - Canceled Holi event dance, postpone for next year
 - Multicultural Night
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6. Budget/Treasurer's Report: **\$344,245.39** in the bank as of 4/30/2023
 - Review Treasurer's Report: [Treasurer's Report April 30, 2023](#)
 - Ratify Treasurer's Report: First- Cece Kaufman, Second- Raymond Chan , Vote- No opposed
7. Vote for new 23-24 board members
 - Lucy Wang, VP Grants
 - First- Susanne DeRisi, second- Linda, vote- No opposed
 - Reem Rahmaoui, Historian
 - First- Cece, second- Kim, vote-No opposed
8. Committee updates
 - Fundraising
 - College
 - College Readiness summer program:
 - <https://www.sfusd.edu/school/lowell-high-school/academics-guidance/lowell-college-counseling-center>
 - Grants
 - Other
9. Other topics from any meeting attendees
10. Next meeting
 - September 2023
11. Adjourn: 6:30pm


General Meeting 4 and Town Hall, March 15, 2023 / 6:00 PM / Lowell High School Library + Zoom

Zoom

<https://sfusd.zoom.us/j/6648609423>

Agenda

1. Open Meeting: 6:06 p.m.
2. Meeting Agreements
 -  [Lowell_High_School_PTSA_Bylaws.pdf](#) , [Parliamentary Procedure](#)/Robert's Rules for Order/[Parliamentary Procedure](#)
3. School update during the Town Hall
4. College readiness update
 - 3/16 college readiness meeting w/ Ms. Aguire (w/ pizza)
 - 3/30 CCSF representative coming
 - 4/15 College kickoff
 -


- 3/23
- April college chat
- RSVP on counseling tab
- 5. Treasurer's Report
 - **\$389,203.16** in the bank as of 3/1/2023
 - No reimbursements since March, will be done on 3/17
 - Treasurer's Report:  LowellPTSA-Treasurer Report March1-2023.pdf
 - Ratify Treasurer's Report: First-, Second , Count- Passed
- 6. Audit report
 - 2021-2022- Paypal: \$5052.50, Checking: \$90,107.34, Savings: \$119,294.52
 - Ratify Audit Report: Passed
 - 2022-2023 Mid Year Audit- Paypal:\$200.08, Checking: \$269,424.99
 - Taxes not completed yet (in process)
 - Ratify Audit Report: First- Barney, Second- Patrice, Pass
- 7. Vote for the new board
 - [Slate](#)
 - Anyone running from the floor, Mr. Chan- Executive Vice President
 - Vote on the slate: Passed
 - Vote on candidate 1 running from the floor: Passed
- 8. SBC/LSA
- 9. Grants update
 - Total awards: ~\$125,000 of \$150,000
 - Jan-Feb 2023: \$27.5K awarded to 11 different clubs, classes and sports teams, including: Lowell Aeronautics and Space Administration, the Junkyard, Electrical Engineering Club, Lowell Archery, Fencing and more!
 - Our final grant deadline is 3/24, so please get them in soon!
- 10. Other committees
- 11. Fundraising update
 - How are we doing and what's next
 - \$138,000 raised!
 - Spring Bird bash auction: online, & in person sports basement
 - Approve the PTSA being able to donate up to \$175,000 to the school by end of year depending on final raise amount : Passed
- 12. Next meeting
 - 5/17 General Meeting 5: Final meeting of the 2022-23 School Year
- 13. Adjourn: 7:37p.m.
- 14. On to the Town Hall

General Meeting 3, January 18, 2023 / 6:00 PM / Zoom

Zoom

<https://us06web.zoom.us/j/97229435910?pwd=RXRrRXZXOCtNMjR1VDZNL2VSVIE1dz09>

Agenda

1. Open Meeting: 6:05
2. Meeting Agreements & Confidentiality
 - Active listening | Trust and be vulnerable | Share time/the floor | Share examples and context | Be present | Self-care | Be appreciative | No targeting individuals or student groups | Chat not for side conversations
 -  [Lowell_High_School_PTSA_Bylaws.pdf](#)
 - [Parliamentary Procedure](#)/Robert's Rules for Order/[Parliamentary Procedure](#)
3. LPTSA Board intros
4. School update
 - Principal- budget projection by mid Feb
 - First year back to merit, same capacity
 - Not sure about ap funding, if no response then reinstating, voted this year to pause funds, next year ap funds to be allocated
 - Threshold: 20+ students enrolled in classes (will determine classes)
 - Will know available classes in March
 - Working on course descriptions and form accuracy
 - Instructional schedule build by spring break
 - Meeting with world language department to speak & encourage fundraising efforts
 - Week of 1/23: grand opening of student union, want representatives from PTSA board (invitation only)- information will be posted on social media
 - New nurse? -Hired by district, not by school level, raising awareness by letter, put pressure on district (6 SFUSD highschools do not have a nurse right now)
 - New librarian? -Library hours not changed, same for next year (staff filling in receiving stipends)
 - No wellness coordinator, not enough therapists (only three)
 - Faculty
 - World languages
 - Collectively the most senior department
 - Languages not benefiting from PTSA & LAA donations
 - Most cuts (22%)!
 - Overcrowded classes
 - Underappreciated
 - Generate stipend for specific staff w/ extremely large classes?
 - Delegate portion of donation to world language?

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- PTSA cannot legally fund individuals (tax difficulties)
 - How as a community can we address long term?
 - SSC councils school about budget & instruction, admin final decision, allocate most effectively
- SBC/LSA (Rafael)
 - Winter Ball 1/21: Need chaperones! Let Robert or Rafael know.
- 5.
- 6.
 - Review Treasurer's Report: [Treasurer's Report Jan 18, 2023](#)
 - Family resource and turkey support- gift cards for 50 families
 - Allocated more grants than used
 - Ratify Treasurer's Report: first- Karen Catalona, second-Larry Lee, 100% vote count
(only PTSA members can vote please)
- 7. President's update
 - Fundraising to offset budget cuts
 - Would like to to see 200K or 250K, rather than the 80k we're at now
 - Town hall with Dr Jones
 - Working on scheduling at Lowell on a Thursday in next few weeks
 - Help!! Winterball chaperones needed
 - <https://docs.google.com/forms/d/e/1FAIpQLSeeGmoMFZqHjFCDDScSNu00Ma7j3upXcdmaigWaZS5budr3BA/viewform>
- 8. Committee updates
 - EVP
 - Fundraising
 - Lowell Fund letter in home - Tier recognition, direct donations
 - (Passive) Cyber Fundraising page on website - Amazon Smile ending, New - RaiseRight
 - Upcoming Silent Auction and Community Event
 - Need venue idea for Friday (instead of Saturday) for end of silent auction
 - Need ideas & donations! Community meeting 1/24
 - Next Tuesday evening Zoom meeting for 1st committee meeting
Join Zoom Meeting Tuesday 1/24/2023 7:00 - 8:30 pm
<https://us06web.zoom.us/j/9759848754?pwd=a3VUMzVLU2M0Z3FBbnhMZ3ZvanhMdz09>
 - Membership
 - Recruiting help
 - Nominating committee
 - Beth Gregory
 - Linda Holman
 - Patrice Taffin
 - Alternates: Griffin Seiberling, Amiya Stroumza
 - Advisor: Robert Freedman
 -

- %100 vote count
 - Join or renew your PTSA membership:
 - <https://jointotem.com/ca/san-francisco/lowell-high-school-ptsa>
 - Special Programs
 - Beautification date set: Feb 25 (mark your calendar)
 - Window washing, bulletin restoration, painting
 - Any other ideas??
 - Committee set of 10 members (meet regularly every Friday)
 - Need help setting up & welcoming!!
 - Environmental Health and Safety
 - To help with beautification email amstroumza@s.sfusd.edu!
 - College Readiness
 - **Lowell PTSA College Workshop, next event: Sunday, February 12, 2023 at 10am via Zoom**
 - Topic: "The UCs: All your questions are answered!"
 - Link to sign up will go out later this week. Please look for it via the Principal's newsletter, on the parent listserve and posted on the College Sponsored Programs tab on the Lowell PTSA Website.
 - **We are in the early stages of developing a College and Career Day with Ms Aguirre in the College Counseling Center**
 - Tentatively scheduled for April 15th
 - Will include breakout sessions with College Representatives and Lowell Alumni.
 - This is a great event for Juniors as they kick-off their college search process
 - Grants
 - Next grant applications: 2/15 and 3/24
 - Hospitality: Beautification Day, food and drink provided
 - Sending out email for teacher appreciation day
 - Email amyiwata@icloud.com to join
 - Diversity and Inclusion- Event for inclusion
 - Audit
 - Safety
 - Columbine locks Jan 30 start
 - 7 security guards+2 next year
 - Communications
9. Open positions - NA
10. Next meeting
- 3/15 General Meeting 4
 - It is possible we could need a supplemental meeting in February related to fundraising
11. Adjourn: 7:56


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General Meeting 2, November 16, 2022 / 6:00 PM / Zoom

Zoom

<https://us06web.zoom.us/j/97229435910?pwd=RXRrRXZXOCtNMjR1VDZNL2VSVIE1dz09>

Agenda

1. Open Meeting: 6:07
2. Meeting Agreements & Confidentiality
 - Active listening | Trust and be vulnerable | Share time/the floor | Share examples and context | Be present | Self-care | Be appreciative | No targeting individuals or student groups | Chat not for side conversations
 -  [Lowell_High_School_PTSA_Bylaws.pdf](#)
 - [Parliamentary Procedure](#)/Robert's Rules for Order/[Parliamentary Procedure](#)
 - Confidentiality
3. LPTSA Board intros
4. School update
 - Principal - Dr Jones
 - Positions: attendance clerk being hired, additional para-professionals, backfill two positions for security (bringing to 7)
 - Looking at high traffic/hotspots and reorganizing security detail
 - Reconciling remainder of the budget for this school year, including LAA and LPTSA funds. No outstanding donations waiting to be cleared.
 - Heating: new parts here, and we have heat!! In March, we will receive new boilers.
 - Camille and Raymond connect w AVP Bautista on LPAC and DEI work
 - Diane and Isaac work with Jandro on Safety
 - Top 100 how to get back there: Dr Jones not focusing on that right now. Focusing on the school, students, etc.
 - Columbine Locks: waiting for the district to give us a date. Probably December break.
 - Lowell Admissions Test that Private Schools take: waiting for District to finalize who takes the exam
 - Deadline for when 8th graders take the test: no date known yet
 - Leadership block has been reactivated for 40 students with Ms R Johnson. Since there is no Period 0, students voluntarily come at 8:00 to 8:40. It's not every day for each student, but scheduled amongst the grades.
 - Faculty
 - Alumni
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- SBC/LSA
- 5. Treasurer's Report: **\$276,725.40** in the bank as of 11/1/22
 - Review Treasurer's Report: [October 31, 2022 Treasurer Report](#)
 - Ratify Treasurer's Report: First: Patrice Second: Raymond Vote count: 23/26 (only PTSA members can vote please)
- 6. Presidents update
 - Fundraiser:
 - www.LowellPTSA.org/give
 - Starting Thursday 11/17. Plan is to raise \$150K, with half going to the school. This is based on past fundraising and the certainty that we will need to raise more in the Spring.
 - Propose that we add a line item to the budget to provide a check to the school for up to 50% of the fall fundraiser (max \$75K), dependent on how much we raise, at the board's discretion.
 - First: Jonathan Bayer Second: Larry Lee Vote count: 23/27 (only PTSA members can vote please)
- 7. Committee updates
 - EVP
 - Grants
 - Grants guidelines: [PTSA Grant Funding Criteria FINAL](#)
 - Grants granted: [Nov. 23 grant report](#)
 - Special Programs
 - College Readiness
 - Posted the Google Slides preso from last Sunday the 13th – webinar for Juniors. Webinar recording coming soon.
 - Open office hours starting next month
 - Membership
 - Join or renew your PTSA membership:
 - <https://jointotem.com/ca/san-francisco/lowell-high-school-ptsa>
 - Hospitality
 - Teacher appreciation May 3-6
 - Planning committee volunteers needed
 - Please contact Amy Iwata if you would like to join the committee
 - amiwata@icloud.com
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 - Diversity and Inclusion
 - Raymond and Camille met with Dr Jones and will be getting involved with the Black Student Union and other organizations
 - Safety
 - Communications
 - Audit
 - We have an audit committee!
 - Working on the audit
 -


8. Open positions
 - Fundraising!!
9. Next meeting
 - 1/18 General Meeting 3
10. Adjourn: 7:10

General Meeting 1, September 21, 2022 / 6:00 PM / Zoom

Zoom

<https://us06web.zoom.us/j/97229435910?pwd=RXRrRXZXOCtNMjR1VDZNL2VSVIE1dz09>

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 - [Parliamentary Procedure](#)/Robert's Rules for Order/[Parliamentary Procedure](#)
 - Confidentiality
3. Meet the LPTSA Board
4. Some changes in procedure for this year
 - Meeting schedule - 5 this year (9/21, 11/16, 1/18, 3/15, 5/17), [Meetings - The Lowell PTSA Website](#)
 - Grants
 - Rolling monthly, review at next General meeting
 - Because you approve the budget and we have guidelines for what we fund, General Assembly pre-approval of extraordinary grants only.
 - Treasurer's report
 - Ratification versus approval
 - Because you approve the budget, and we pay regularly so that people are not carrying personal costs for too long, General Assembly pre-approval of extraordinary expenditures only.
5. Budget/Treasurer's Report: **\$247,754.21** in the bank as of 8/31/22
 - Treasurer's Report (Budget vs Actual + Checks): [August 31, 2022 Report](#)
 - Approve Budget: First, Second, Vote Count
 -

- Ratify Treasurer's Report: First, Second, Vote count (only PTSA members can vote please)
- 6. Administration update
 - Back-to-School tomorrow night and they are slammed with "to-dos"
 - All administrators onsite are trying to address the numerous issues that need attention
 - Still short handed with custodial staff, security staff, clerical staff and teaching staff.
 - Appreciate the support of the parents during this unanticipated extended absence of the principal, and striving to fill the gaps
- 7. President/EVPs update
 - B2B: the store is open and 20% off the next two days. Buy Lowell Gear!
 - Fundraising:
 - Chair needed!
 - Fall Campaign coming in October
 - EVP
 - Special Programs
- 8. Committee updates
 - Membership:
 - Please join or renew your yearly [PTSA membership](#).
 - Also fill out our survey if you are interested in [volunteering](#) this year.
 - Grants
 - Hospitality
 - Volunteer to help – dances, school events, other
 - College Readiness
 - Diversity and Inclusion
 - Safety
 - Communications
 - Lowell Alumni
 - SBC/LSA: finalizing liaison
 - Administration: finalizing liaison
- 9. Open positions
 - Fundraising!!
 - Financial secretary
 - Parliamentarian
- 10. Next meeting
 - 11/16 General
- 11. Adjourn

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