

Dear SUSD Parents/Guardians,

Pursuant to the Bylaws of the Saratoga Education Foundation, you are being provided Notice of the following General Meeting:

**Meeting Date:** October 28, 2020

**Meeting Time:** 8:45 AM – 10:30 AM

**Zoom Link\*:** <https://us02web.zoom.us/j/87282287225>

**Agenda:**

- Approve Meeting Minutes from September 23, 2020 General Meeting
- President Updates
- Teacher Spotlight - program highlights from elementary general music teacher Ms. Barbara Jones (Grades 2-5)
- Treasurer Report
- Audit Preparation – Discussion and Approval of Contract
- Tax Preparation – Discussion and Approval of Contract
- Programs Discussion from SUSD Superintendent and Assistant Superintendent
  - Current year
  - Future programs
- Site Rep Updates
- IT Committee - CRM decision
- Nominating Committee
  - Krishnaveni Kumbaji
  - Webmaster (Nomination in October)
- Closing Remarks or Action Items

**Summary of Previous SEF General Meetings:**

**July 2020**

President welcomed the Board and everyone to the start of the year. New bylaws and their rafting process were reviewed and approved. The SEF website is being updated and IT changes were approved. Budget numbers will be watched closely as the donation cycle continues. A Back-to-School committee was set-up to address the issues of reaching out to our public this year.

The K-5 Rhythms and Moves program will continue, as well as the Science Aides. District created Tech Mentors assigned to grades TK-1, 2-3, 4-5, and 2 for 6-8th. Makerspace and art programs will be suspended for now but will reevaluate the makerspace to see if it can be added or expanded at the semester mark. If class remains suspended, any unspent money stays with SEF. There are several open volunteer positions for the 2020-2021 SEF Board.

### **August 2020**

August's SEF General meeting featured new Redwood principal Mr. Steve Hamm. He introduced himself and discussed one of his goals was to focus on SEL for student coping and communication skills. In the district, some teacher roles and programs have been revised to accommodate more immediate needs and challenges (Makerspace, media specialist, etc.). Additionally, there is a tech vetting committee and Distance Learning Lead Teachers.

SEF's communication goal for this year includes monthly updates to share what programs are being made possible by SEF funding and the value of community donations. There is also a new website with added features including Double your Donations with Corporate Matching. Board approved a new VP of IT position, Chitra Nandula.

### **September 2020**

September's SEF General meeting had a Program Spotlight of the Redwood Middle School STEM Program from Mr. Due Hoang. The District provided updates on the program adjustments and current feedback from parents. This includes scheduling challenges while protecting the instructional time and balancing screen time. The Music and Rhythm and Moves program are working well and highly attended. A possibility of an art program is being discussed with parents. There was a district email sent to highlight teachers and programs funded by SEF. The board approved the bag purchase for material drop offs.

Budget and actuals are reviewed twice a year to understand and discuss the budget and needs of the district. Program discussions include feedback from parents and teachers, site rep updates, funding needs, and the resources at schools. Community appeals are down 54% from last year at this time. Critical and traditional touch points were missed during Back to School events this year. SEF will continue to look for ways to communicate the value of community donations and programs offerings made possible by these donations.

The annual audit has been extended and the Board approved the proposal to hire an external CPA to assist in the growing scope of this auditing role while being fiscally responsible. Transitional authorizations were approved for the main Endowment and minor changes to the insurance were approved. The SEF Board welcomed our new volunteers Ramya Vasu (Saratoga Site Rep), Xiao Tian (Corporate Matching Liaison/Apple), and Claire Johyun In (Korean translation). Future program discussions will be done in the October working group and General Meeting.

\*Due to the COVID-19 pandemic, this meeting will take place virtually, via Zoom. If you wish to send an emails/comments to the SEF Board prior to the meeting, please do so by email to [info@sef-ca.org](mailto:info@sef-ca.org). We welcome everyone to attend and comment in the chat!

We look forward to seeing you!

Sincerely,

SEF Board