**Carnegie Vanguard High School**

**PTO Executive Board Meeting Minutes Saturday, 06/27/2020**

Susan Hawes, CVHS PTO President, called the meeting to order at ­­­­4:00p.m.

**Lamia Moumni – Magnet Coordinator -Fish Camp Update**

* The fish camp will be online instead of in person.
* There will be a collection day to get laptops.
* Sending out Freshmen welcome packets – usually sent out in August to explain about laptops as soon as we have a better idea of when we will have access to those laptops and building to print ids.
* First Day packet is separate from Fish Camp. Would be it be possible to put in additional papers on the Freshman packet?
* Will not have access to any system for 3 weeks. They are locking everything 1st or 2nd week of July. We will have access on August 3rd.
* Will not be comfortable planning until August 3rd.
* All paperwork will go electronically vs. paper.
* Sophomores will not need to pickup ID, laptop and everything will be done by Naviance.
* We cannot contact parents until they have joined the PTO.
* The first email goes through Moumni for PTO. The website isn’t updated but we are going to update it this weekend. Elaine is the website chair who will update the website.
* Wendy Fernandez is in charge of T-shirt and Swag sales.
* We don’t make any money from Fish Camp. It is a pass through.
* Parents are asking where can they buy t-shirts?
* How can we get them into the directory?
* 262 registered for Fish camp plus 11 Sophomores.
* Who is going to pay for the fish camp counselor t-shirts?
* According to the PTO by-laws, they have to opt to join the PTO. They can only opt in to the PTO.
* We give them the opportunity to give us permission to opt in to the PTO newsletter.
* For new families, send them an email with all of the steps and screen shots to make it easy to sign up. We have a page right now with all that information with the links on the Website. We need to say “new families come here”. Post a link to that letter.
* Opt into the page that Elaine maintains. We still need a letter in paper in the packet that freshmen parents and students pick up.
* Does Carnegie Vanguard have a Zoom account?
* Lamia will send a link to Zoom call for Fish Camp.
* Building is closed until July 20th.
* July 15th – district will make a statement about the fall.
* Friends and family and add in all the virtual links. Teams meeting opting into Friends and family and PTO. Just include the team meetings and merchandise. Join the PTO link. The main page now has the PTO steps. Sign up for the weekly newsletter, join the Facebook group.
* Microsoft Teams should be used for the meeting instead of Zoom because there is no limit to how many can join. There is no additional cost.
* Heather Hill talked to the head counselors and they are going to email Lamia Moumni on how to do a virtual fish camp with Microsoft Teams. Need guidance on what times? They are assuming that it would be the same days that Fish Camp was supposed to happen.
* We don’t have to stick to the original Fish Camp days if it will be virtual.
* The students would have to pick up laptops.
* How many students have computers already? Most students get laptops vs. personal laptop because it’s easier to do homework.
* Students could do it on their phone.

**Helen Ghozali – Treasurer Business**

* Status of Mrs. Rangala reimbursement – she did not get reimbursed – follow up with Eka (2019-2020 Treasurer).
* Helen met with Eka. Contact Mr. Garcia and the teachers could tell us if we paid for 6 seniors so they do not need to reimburse the money back to us.
* Since the HISD funds are frozen – how do we reimbursed students for senior dues? That money will go back to the school. The is the amount we have as a receivable. Send Mr. Garcia an email.
* Helen will go through the budget with Eka.
* Teachers know that they are supposed to get gift cards, but they have not received them. Get refund from Favor and then send it to teachers a different way. Cannot see receipts with the number.
* We would have to send it to Heather Hill’s email and then she could distribute them to each teacher.
* Nisha has the list of all of the emails of the teachers that the number is allocated to.
* Mr. Moss – father passed away last week and funeral is this Tuesday. They are going to enforce social distancing so there is no one from Carnegie staff that is going. Would we like to send flowers?
* Faculty and staff sending gift card and flowers. Mr. Moss likes plants.
* Susan and Maggie cleaned out PTO room with dishes. There was lots of stock left over. Freezer needs repairs. We have a significant inventory of snacks and ice cream…we need to figure out what to do with it?
* All of the officers should be receiving emails since email forwarding is setup. Helen came up with a list of instructions to send emails. There was a document of instructions also sent. Any questions, ask Helen.
* Set a tentative meeting schedule. It is the first Tuesday night of every month? July 7th or should we put it off for a week or two. We should meet up closer to August. Check in July 21st and then on August 4th. Then we will say the 2nd Tuesday of every month. We will set that as the schedule.
* We don’t know if we will have open house this year.
* Send money $10 to Hellen via Paypal or Zelle for a living plant to Mr. Moss at the funeral. We have the delivery address.

**Rachana Palacharla – VP Report**

* Add the link to the PTO Website since everything will be virtual.
* Worked on getting the T-shirts for the seniors, and it went really well. Susan orchestrated the whole parade.
* Sort out the expenses – Eka (2019-2020 Treasurer) is handling.
* Shirts have already been paid and got the reimbursement.
* Balloons and bags – Eka

**Georgi Silverman Report**

* Financial review committee volunteers – Outgoing board member would be Georgi and her husband serving on the board together. Asked Michelle Maislin to serve. Collein Morris was another volunteer that has served for several years. Supposed to be done over the summer. Handover from Eka to Helen. Treasurers need to be there. Audit needs to happen to match receipts to expenses. There will be exceptions. All of the explanations need to align. Different categories of expenses.
* School supply drive – Alexander Erkel. People can organize drive on Amazon and people can pick up curbside. We will wait on July 15th announcement to know what will happen with school.
* There will be lots of families in need this year. Thanksgiving drive – we will have to get that list. It’s very sensitive information. Always good to go through Mrs. Alveranga. Mrs. Matsu would be the best person to talk to figure out the scope of need.

**Renae’s Chapman-Wood Report**

* Email list for Coffee for Fish Camp.
* Stationary template that officers can use for outreach and donation request.
* Social media and publicity – sending information on Facebook. What the questions and make sure they get answered. Watching for people who request to join. Do we want to use it to post volunteer opportunities? We use the newsletters and Facebook. Community Facebook page.

**Follow Up Items**

* Corporate Sponsorship – Ed Wolfe
* Teacher Appreciation – need volunteer
* Teacher Supplies – need volunteer
* Teacher Stipend – need volunteer
* Any orders from Amazon that goes through PTO.
* Get a list from Mrs. Hill through Signup Genius.
* Get the teacher wish list ready instead of waiting until July 15th.
* Doesn’t have to be teacher supplies; it could be anything the teacher needs.
* Heather Hill will get teacher wish list together.
* We need to put the budget together by July 21st.

Meeting was adjourned at 6:07 p.m.

Respectfully submitted,

Angela Christine Beaudreau, PTO Secretary.