**Carnegie Vanguard High School**

**PTO Executive Board Meeting Minutes Saturday, 08/11/2020**

Susan Hawes, CVHS PTO President, called the meeting to order at ­­­­6:30p.m.

Motion to Begin PTO Executive Board Meeting – Helen makes motion and Michelle seconds motion.

* Renae Chapman-Wood has resigned from Communications Director. Maybe Elaine could take up this position.
* We need to approve minutes for June and July. Helen makes the motion to approve minutes, and Georgi seconds the motion. Everyone else approves.

**Principal’s Report**

* Still preparing for start of school and virtual learning for first six weeks. Drafted a phone message to go out 8/12 to tell parents to access the district’s website. There is information on virtual instruction. The first intro is a video. Dr. Laitham has called a secondary principal’s meeting at 10am tomorrow.
* The district has asked for an open house and meet the teacher night. Ask teacher to compile a brief synopsis with academic background and hobbies for meet the teacher. The open house will cover syllabus. Teachers will have “live sessions” which will be recorded so if the student cannot join, he/she will always have access to that video. Attendance is such a big portion. They can submit information into the HUB by 3:30. They have until 11:59 pm to submit work that can be counted as attendance.
* The development plan can be loaded onto the website. The students have three weeks to after school starts to make changes. The students will have access to the building to grab supplies/materials that they need.

**Susan Hawes – President’s Report**

* We can put together paper packet with Hello letter, information about Friends and Family, information about volunteering, how to join the PTO. Susan will go to the school to work on preparing the packets. Laptop pickup on the 18th and 19th Susan will be there. 9:30 to 11:00 is the time.
* The online shop is up and running. We have already received orders. Wendy has an offer from TH Rogers to help with Membership Toolkit with reporting. Susan could not add Wendy as an Administrator.
* Mask – Ms. Scmidt placed the order for mask for the Freshmen project, and they were backordered. If they are available then great, but if they are not ready, then that is ok. We can distribute them at another time. Helen – can swag sales be added on CC? Elaine will handle the store.
* We need to vote on the new stationary that Ranae and her husband worked on. Update to Angie’s name and remove Renae’s name if she resigned. Michelle makes a motion and Helen seconds the motion. Everyone gives a thumbs up.
* Tuesday, Sept. 8th will be open house. PTO will pick up at 6:30, and it will end at 8:30. It will be an online format. We need to record something and send it on or do it live? There is a 250 limitation with Microsoft Teams. So that everyone can visit site and platform, every teacher by that time should have a seven or eight minute intro. How do we answer questions? Between 7:30 and 8:30, we will be open for back and forth conversations for questions. We will create a recording and send an idea back early next week to Mr. Moss.
* Proposed meeting schedule – thoughts? General meetings are the 3rd Thursday of the month. Executive Board met the 2nd Tuesday. Is this an approval calendar. Georgi approves to approve the calendar for general and executive board. Rachana 2nds the motion. All approve.
* Georgi is working on working on new volunteer opportunities based on what Covid will allow.
* Can we sell swag safely.

**Helen Ghozali – Treasurer’s Report**

* Received $75 from Friends and Family. 5 swag sales totaling $245.
* Financial review date – Georgi will get in touch with everyone to see which date works. Georgi, Helen, Georgi’s husband and Michelle Maislin will be on the call. It can be done online.
* Budget will be drafted after financial review. Eka is still working on scanning everything online. We don’t need to present it to general meeting until the 2nd meeting in October.
* Received an email from a donor for $1000, but the person did not pay on Paypal. If they send a check and where should it go.
* There is no mail the check option right now. They only thing we allow them to do is to use Paypal. There is no deposit in the bank account because they have to go through Helen or Paypal and then Helen has to transfer the money into the bank account.
* There could be a bug in Membership Toolkit.

**Rachana Palacharla – VP Report**

* Finished creating the letter for the Freshmen.
* We are not going to be using the Vanguardian page for the donation fee, but it still provides information that will be continue to be displayed.
* At this point, we cannot collect checks because the school will be closed.
* Staff is required to report to the school and work. The staff would be happy to collect mail with checks at the school.
* There is a fee for Paypal. We lost 2% to fees last year.
* Rachana can add the fee to membership toolkit.

**Georgi Silverman Volunteer Report**

* We have a signup genius for students. In order for students to pick up their laptop, they have to go in the gym. We will be outside with a PTO tent passing out the welcome packets and talking about how to join the PTO and volunteering.
* Advertise on the Facebook for registration.
* Scan the QR code on a board so they can scan and fill out registration on their phone and forward the code to Georgi and Susan. Mr. Moss will make a poster while he is at school.
* There will be a mailing for the coffee. We need to print the postcard and get it out and announce it on social media.
* We need approve to make the copies at Kinkos and mail these out for $500. We also need to email these and put on social media. You can put it on the refrigerator, and it will be warm welcome from the PTO. There are 925 students. 1 hour meeting for August 25th for Freshmen, August 26th for Sophomores, Sept. 1st for Junior and Seniors. School will mail them out.
* QR code for Friends and family donations on the postcard.
* Vote on postcard expenses. Helen provides motion for approval of postcard expenses for $650 900 families. Georgi 2nd the motion. Everyone approved. Freshmen is around 265.
* Been in touch with teacher appreciation and welcome team. They would be able to come out and help with signup. Meeting with them to work on teacher appreciation luncheon virtual and school supplies.
* Work on a chain of command on how to do online communications.
* Still didn’t receive gift cards. Can we just get the money back. Georgi will follow up because it’s on the Favor account.

**Wendy Fernandez Report**

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Georgi motioned to adjourn. Helen put forth a 2nd motion and everyone voted yes.

Meeting was adjourned at 8:22 p.m.

Respectfully submitted,

Angela Christine Beaudreau, PTO Secretary.