**Carnegie Vanguard High School**

**PTO Executive Board Meeting Minutes Saturday, 09/22/2020**

Susan Hawes, CVHS PTO President, called the meeting to order at ­­­­7:00p.m.

**Principal’s Report**

* The main priority is virtual vs. in person school decision and answering questions. HISD has compiled a video on how to select the option. Parent needs a code, and the counselor can provide the code to the parent to add student to PowerSchool SIS and select the option on the Forms tab under the Student Commitment link.
* Starting Oct. 12th, teachers will teach virtually one week at school. Then it will transition to in person for some students and teachers on October 19th. Parents that do not select an option, will be defaulted to in person. The in-person option does not guarantee that a student will be in a classroom with a teacher. For example, in some classrooms, more than 10 students will have to go to an overflow area in a virtual format. There seems to not be an advantage to going to in person.
* The option for teachers and students is only for a six-week period. The district will continue to evaluate.

**Susan Hawes – President’s Report**

* Maria Castro Calzada is elected as VP of Communications. Helen Ghozali makes a motion to approve and Georgi Silverman 2nds the motion.
* How should we be able to use directory information? On the fundraising side, if they contribute they are a member and should automatically be assigned to the directory. What about student groups wanting to use the directory? There is no current Policy, but Mr. Moss will check to make sure. Other student groups need to ask permission to get information from the directory. Helen says that when they fill out the form, they are required to identify their relationship to the student. We need a legal disclaimer. Susan will draft a couple of options and then she will circulate through email and we will vote at the next meeting.
* How do we share internal information within the group? We are a non-profit but since we sell swag, they need to opt-in for the newsletter. Can we create an opt-in and how will that get translated to the newsletter? Name and email should be allowed if they subscribe and then we can add a link to unsubscribe if they want.
* Magnet tours start this week with videos. They will be edited by a separate group.

**Helen Ghozali – Treasurer’s Report**

* We need to vote to accept the financial audit from last year. Three members met with Ecka and Helen and there were no issues and a statement was issued and sent to Susan. Michelle made a motion to approve and then Maria 2nd the motion.
* Helen presented the F20 and F21 budget with the budgeted and actual revenues and expenses. Helen has collected about $30K so far out of a projection of $55K for Friends and Family Donations. The gift for the top donors is $33 per bag X 40 high donors (mask, t-shirt, tote bag and yard sign).
* There was no profit from Fish Camp due to Covid. Helen is not sure what to expect from food sales with Covid. We already sold around $3500 worth of swag.
* Should we pay for a PTO Zoom account? We can leave it at 150 users.
* Susan had the idea to purchase pins for our volunteer appreciation breakfast at $7 apiece.
* Student awards – increasing the amount we give to the Senior would motivate more to apply.
* We have a deficit of around 16K which is less than last year.
* Helen needs to post the proposed budget on the PTO website for the current year before the next PTO meeting.
* Statement of Activity from June to now – As of today, we have collected Friends and Family for $25K. Helen picked up the coffee bar sales.
* There are usually three signatures on the bank account. Currently there are only two, Helen and Susan. There is currently no VP of Fundraising. Helen needs a one pager stating that we should take Rachana off.
* Send Amazon orders to Hellen with teacher’s request.

**Georgi Silverman Volunteer Report**

* Tours, corporate sponsorship, teacher appreciation luncheon
* Follow up with teacher appreciation luncheon and verify that is going forward.

**Maria Calzada, VP Communications Report**

* Poll from Newsletter – Do you feel like you have enough information to decide about virtual vs. in-person learning? How many will be virtual vs. in person? There are 30 questions that were not posted the whole time.

Ms. Hill makes motion to adjourn and Maria seconds that motion.

Meeting was adjourned at 9:48 p.m.

Respectfully submitted,

Angela Christine Beaudreau, PTO Secretary.