

CVHS PTO General Meeting Meeting, Zoom
October 27, 2022



- I. Call to Order: Maria Calzada at 7:04 pm
 - A. Welcome, this is our second meeting.
 - B. There have been some questions as to why Zoom versus in person. At the end of last year when we started doing in person or hybrid meetings. What we found with our 100% Magnet population, meaning we are not a neighborhood school We had very low in person attendance. What we as a PTO board and Administrators decided was to have our first meeting in person and then the rest of the meetings for the semester on Zoom. Next semester we will do the same with the first meeting in person, and then the rest of the meetings on Zoom. We hope this will be the most inclusive and allow for good participation. We will plan for more in-person “other” events and other events. That is the reasoning but ware open to all thoughts.
 - C. Behind me is the Agenda for tonight’s meeting.
 - D. If you are wondering what is scrolling behind me is our list from our Friends and Family campaign. One way we incentive our community is a tiered sponsorship list and we post it on the website and newsletter. We can also do this with it scrolling behind me. Thank you everyone. If you donate next time your name will be here.

- II. Approval of Minutes: Aparna Jotwani
 - A. The September General Meeting Minutes were posted last week on our website. Any questions? Minutes shared on screen by Mary. No questions
 - B. Motion made to approve by Manisha and seconded by Marlo. Vote on approval of Minutes by 100%. Apologize for multiple emails regarding now canceled school event tomorrow.

- III. Proposed Amendment to PTO Bylaws : Marlo Rooney Larkin
 - A. We are proposing to amend our bylaws to help our Treasurer. What is currently in the bylaws reviewed on the screen and read aloud. We have discussed this and thought that was a lot of responsibility on the Treasure. The proposed amendment is shown on the screen with PTO Executive Board approval. Specifically funding requests that were to be approved by Treasurer alone moving to Executive Board vote include any of the following criteria 1) if the amount request exceeds 10% of that category 2) Or if the amount requested exceeds \$1500 regardless of category, 3) Or the if requesting group has already been granted financial request from PTO in any amount. In summary, the change in budget funding from Treasurer alone to Executive Board vote. Further documentation in Agenda.
 - B. Motion made to approve proposed amendment to our bylaws by Marlo. Second by Gauri. If you have any questions the bylaws are on Vanguardian.org. Voting

screen was confirmed to be present. Results of vote 93% Yes, 4% No, and 4% Abstain. It looks like it is approved.

C. We appreciate input from everyone as we aim to be transparent with PTO - from President Maria.

	Current Wording	Proposed Amendment
<p>2) The Executive Board shall oversee the administration of the budget and disbursement of funds by the Treasurer.</p> <p>a) The Treasurer is authorized to pay all amounts incurred or payable up to the amount approved for that category of expenditure in the budget and any expenses exceeding the budgeted amount for a given category by \$250.00 or 10%, whichever is less, without prior Executive Board approval.</p> <p>b) The Treasurer must have the approval of the Executive Board to make all other disbursements of funds.</p>	<p>2) The Executive Board shall oversee the administration of the budget and disbursement of funds by the Treasurer.</p> <p>a) Any funding request that falls within the guidelines of the proposed budget presented by the Executive Board for consideration and adoption by the General Membership and was approved by said membership, but that does <u>not</u> meet any of the criteria in Art. II, Section 6D, paragraph 2b, i-iii below, may be approved by the Treasurer, without a vote, and reported to the Executive Board at or by the next Executive Board Meeting.</p> <p>b) Any funding request that falls within the guidelines of the proposed budget presented by the Executive Board for consideration and adoption by the General Membership and was approved by said membership <u>will</u> require an Executive Board vote <u>if</u> any ONE of the following (3) criteria are met:</p> <p>i) If the amount requested equals or exceeds 10% of the total budget for <u>that category</u>, OR</p> <p>ii) If the amount requested equals or exceeds \$1,500, regardless of category, OR</p> <p>iii) If the requesting person or group has already successfully made and been granted a financial request from PTO that fiscal year, in any amount.</p> <p>c) The Treasurer must have the approval of the Executive Board to make all other disbursements of funds that do not meet criteria Article II, Section 6D, paragraph 2a or 2b.</p>	

IV. Treasurer's Report : Mala Gupta

- A. Speaking of money and transparency... Next is Mala our Treasurer. Hi everyone, this is Mala, Treasurer, can you hear me? Thank you for passing that motion. Last year people asked, why do you bring this to vote? I appreciate it because I feel it shouldn't be one person deciding, and thank you. I'm sure future Treasurers will appreciate it. Board for making that into an amendment.
- B. Coming to our meeting, I want to present our Financial Statement this year, up till now. This is a statement of Activity from July 1, 2022 -I October 18, 2022. I made it for last week's meeting, so it is behind just one week. From July 1, 2022 we have our revenue from Friends and Family campaign that is our major source. We get some from selling swag or through Randalls / Kroeger. We are now at 22% of our goal. We have a thermometer on the website to show that. Please also list CVHS PTO under your Amazon Smile, Randalls, Kroegers. Speaking of our expenses, this is from our teacher requests, \$350 per teacher. It is very early on this year. That summarizes our expenses and revenue so far.
- C. Everything is posted on the website. Please look at and email me with questions.
- D. I want to request if you have a corporate matching program in your company. I love paperwork and am not afraid of it. Please reach out to me and we can get that ball rolling. That's pretty much it. Thank you to our generous CVHS family for your donations and support. The revenue shown is based off last week, 22%, about \$22,000.

V. Fundraising : Danielle Batchelor

- A. Speaking of fundraising, Danielle is going to speak next. While Mala was speaking, I attached into the chat four different documents that any of you can use if you know anyone that can use for donations, corporate, etc. There is also a fundraising letter and a flyer. This is like a greatest hits to generate buzz and rationale to support our students and PTO. If you know anyone who wants to join, please join. Please use these forms to ask for donations or support from any contacts you have. We are also looking as to how to spend the money, meeting the needs of our teachers. We are happy to have volunteers on this committee. We will have a parent event coming up as well to community build. Most of the money goes to the students and teachers, but we also want to have community building events. Maria - am I leaving anything out?
- B. On the Agenda on the slide show, there are QR codes that you can use your camera / smartphone that that should open up where to go to make a donation or sign up to volunteer.
- C. Add from Mala, I get a question from multiple parents that you can avoid the online processing fee by making a check out to CVHS PTO and that can be dropped off at the school or through your student taking it to the front office. From Danielle, we will provide the tax receipt and those things. From Mala, a little behind with Diwali but will catch up soon. Thank you, we use the monies for Senior Awards and teachers.
- D. Thank you to all who donated in the Supply Drive. We and the teachers are all so thankful!

VI. Communications & IT : Mary Mathias

- A. My mail goal is to create noise pollution and/ or get out communication out via any channel that works for you. We may miss information through our kids, so we want to fill that gap. My second goal is to maintain our website, The Vanguardian, as a one-stop shop for where we put out our information. On the left side are quick links. I hope you have all signed up through The Membership Toolkit, that is what we use to send out our email communications. Please keep checking our website first if you are looking for something. We are working on our calendar to include the PTO and club / school activities. There is a calendar you can subscribe to and stay in the know. Ask questions as we are happy to help.
- B. From Maria - If you are interested in helping out, we have a Canva account if you are interested in graphics. If you enjoy social media, then please get with us. Our next speaker is our VP of Volunteers. Unfortunately she is battling the flu, so I may be covering for her. If you have not registered with VIPs, please do. Then when you want to volunteer with us, you can.

VII. Volunteer's Report: Maria Calzada

- A. So I am going to be speaking for Gauri, as she has the flu. She has done an amazing job organizing for the PTO. And if you want to help we have a lot of opportunities.

- B. She has worked on getting all of the committees and volunteer pages on Membership Tool Kit. A lot of you may be familiar. Whenever you go to the site, you may already have an account from your Middle School. You can update and please make sure that all the information is accurate. Then you can sign up to volunteer. It doesn't have to be a firm commitment, but if you are interested then put your name down. If you have a specific interest, then you can sign up for that specific thing.
- C. The other thing Gauri has been working on is the Alumni Association and College Prep. All of our students, we have 100% College placement. If you are interested in those topics, then get in touch with Gauri.
- D. I know we are running out time, but I hope that I spoke to everything Gauri would want to speak to. A word about our volunteers, list shown on slide. To those volunteers listed - Thank you all so much for donating your time.

VIII. Special Events : Staci Le

- A. Because of the weather and the game going on our Event tomorrow is canceled. I know these opportunities are important for the kids, so we will reschedule
- B. Another Event coming up is a Parent Social for bonding. This will be a lighthearted event to share our stories together.
- C. There is also an upcoming Texans Game. Please go online to purchase tickets. Please buy tickets because that will help us get more opportunities. We are also working with the Astros and Rockets.
- D. We are also working on Spirit Nights. If you are not familiar, this is where we partner with a restaurant, and a percentage of the food purchases come back to the school. We have Chik Fi A, Chuys, and Mias table planned.
- E. Hopefully I will see you soon. We are also working on a Spring Auction organizing committee, or team members.

IX. Winter Gear is Here : Jacky Rincon

- A. Winter swag is here. We sell on Wednesdays. You can order online and we deliver to the student if they can't come pick it up. Thank you all for your support. You can order and get the winter swag!

X. Principal's Report: Mr. Ramon Moss

- A. Good evening everyone and thank you for joining us. First I want to say thanks to the PTO for the great luncheon today. We are always very appreciative.
- B. We have been in session for two months. Things are moving quite well. This year HISD reacted to a lot of employees ending the fall semester before winter break. In some instances that caused our 6 week grading cycles to seem very very short. It's actually more like 5 weeks. Also, one day was for PSAT and there was a Fall Holiday. So the end of cycle #2 is November 4, 2022. That means a week from tomorrow. The next report card date will be a week from that November 11, 2022.

- C. Thank you all for those who worked on the movie night for tomorrow. Rest assured we will work on rescheduling.
- D. The rest of what I will present will be part of the health and safety component portion of tonight's meeting.

Move to Adjourn meeting by Maria, second by Jacky at 7:46 pm. Everyone can raise their hands or reactions. The ayes have it.

XI. Tonight's Program: Safety and Security

- A. This came about as it is more top of mind for parents, and whenever we meet with parents, the topic of safety, school shootings always comes up.
- B. So we had a conversation with the goal of making clear with administration, what is the plan?
- C. This is a two part series. Tonight is the first part to get information and data from Principal Moss and Officer Mapp on what the school is doing. The second / next part will be at the Parent Social, with a parent from HPD and we will be able to pass out free gun locks.