

## DEBAKEY HSHP PTO GENERAL MEETING MINUTES

August 29, 2018 – 6:36 P.M.

DeBakey Conference Room

### Board Members Present

- Nellie Naidoo
- Vincent Sanders
- Sandra Ahlhorn
- David McMillan
- Ziba Mehra
- Irma Rodriguez
- Meredith Bryant
- Shiv Pathak
- Kathleen McQueary
- Marisa Fiorito
- Mary Bujnowski

### DeBakey High School Staff Representative

Dr. Shargey

### Title I Update with Ms. Shargey

Three important documents to review:

- School Parent Compact, 2018-2019
- Campus Parent/Family Engagement Policy, 2018-2019
- SIP Part 3: Special Funding Goals

Ms. Shargey will present the documentation to the board for approval and present it to the parents during the next general meeting.

Ms. Shargey stated, HISD has scaled things down slightly

1. SIP Part 3: Special Funding Goals Document
  - a. Federal funded money that comes to campus for reduced lunch
  - b. Intended to support educational programs for under privileged children
  - c. 40% must qualify for the free or reduced lunch
  - d. If over 40% of our student body are at reduced lunch qualification, the title I money is used for after and before school tutorials
  - e. It is used for students to excel in their studies
  - f. It will be available for all students not only the under privileged children
  - g. For title I this year there are 3 qualification requirements:
    - We must conduct comprehensive need study

- ✓ Teachers will be given test documents, SATs, progress, areas that need strengthening, common assessment which is a test (so everyone would know the same information)
- ✓ Every six weeks, there is a meeting with the teachers to evaluate the test grades, and programs and areas which need to be addressed
- ✓ Need Assessment ---\*\*\* (1<sup>st</sup> item)
- ✓ Each department will formulate and evaluate their achievement
- ✓ Indicating how the money is spent. All money is going to tutorials

Questions from the Board Members

- Question – do all teachers get a stipend
  - ✓ Answer-Yes and no – In school tutorials are mandatory. Those teachers are not paid because they are already getting paid (if student is failing, during day tutorial is mandatory, but if not, it is by choice)
  - ✓ Study hall can be used
- Based on our scenario, some kids are reading at 3<sup>rd</sup> grade, what happens if the child does not meet the standard and is forced to leave the school. And when is the money coming to school. Is it now or in January
  - ✓ Answer- Title I – is for reduced lunch the money will come to DHS. And the money will stay with DHS if the student leaves DHS.
  - ✓ Summer school program is paid through Title I program.
- Right now, Ms. Perry said, she doesn't have the money for next summer. Does the school have the money?
  - ✓ Yes. the money is saved
  - ✓ The funds go out for the school year. The district will keep the money for summer school back and will not give it to school.
- Will the money be taken away, if the student leaves?
  1. As far as Ms. Shargey knows, the money has never been taken away
  2. The funding happens in October
  3. School improvement program
  4. Parent and Family Engagement policy

2. School-Parent Compact

- a. What is the school's responsibility?
- b. What is the parent's responsibility?
- c. Additional school's responsibilities!
- d. Student's responsibility

*General expectations*

Ms. Shargey requested Board Members to read the document and provide feedback to school by August 31.

## **Recommendations**

Last year, as part of Baylor College of Medicine's outreach, Dr. Stefanie Hernandez and Dr. James Lomax presented at DHSHP. Since it was very well received by parents and students, suggestions were given that we should have more of these engagements for our students.

Ms. Shargey asked if this year's Board is interested in asking them to come back once or twice during 2018-2019 school year. Are there any topics that is of interest?

Questions/Suggestions by Board Members:

- Are there subject matters that can be provided for us in order to select a topics?
- PTO should have a sign-up sheet and ask the audience to make suggestions about topics
- Information can be posted on PTO's website
- Survey meetings should be asked from Parents/Students
- Should PTO hold morning or evening meetings? Giving all parent opportunity to attend

The District has English, Spanish, Arabic, and Vietnamese.

For Spanish we have a PTO member who is willing to translate

Ms. Shargey announced Open House is on September 5

Revisions are requested by this Friday

## **Update on Uniform Sale**

Nellie applaud Kathleen and Mary for a well job done. Uniform committee had a great turn out by the freshman class' purchase. Many items were sold completely and re-order placement is necessary.

**\*\*Refer to treasury report for specifics on Uniform sale\*\***

*Discoveries/Recommendations/Updates:*

- The polo colors, the hoodies were popular
- Add the zip hoodie (all in navy blue)
- Dry fit shirt was added-it was very popular
- The girls seemed to like the dry fit shirts
- The senior jackets were sold very well
- Roughly 100 of expensive Senior Jackets which were left over from last year, were purchased by Freshman Class.
- This year, Uniform committee took special orders for senior jackets and paid in advance
- Parents/students are willing to prepay for Senior Jackets; Juniors prefer to order/purchase letter jackets and like to order during Junior year so they can wear it during Junior and Senior year
- Staff and teachers will offered chances to purchase shirts and hoodies

Uniform Committee will:

- Research the cost and inform the Junior Grade Level Liaison
- Need to pay Two outstanding invoices; there is also a third invoice but have not received it yet
- Provide the dates of next sales to the webmaster

### **Ms. Perry's Request**

Ms. Perry has requested a total funds of \$40,050.00 from PTO

\*Refer to **Ms. Perry Request** Document for details\*\*

Nellie informed everyone, the board has to approve each request.

Several Board members requested information about previous years' expenditures. Conclusion was for Nellie and David to review the treasury report from last year and determine which sections had already been approved and allocated which will be discussed during the next scheduled Board Meeting

### **Secure Website**

Sandra and Nellie discussed for the website to go on a secure website. The current cost is \$350 it would go up to \$489. Proposal is to move forward with the secure website.

Nellie motioned to approve the \$489 for the secure website. Shiv second the motion. All in favor – everyone voted yes.

A lot of nice comments on communications, great job to Sandra.

### **Back to School Coffee with Parents (August 31)**

- Coffee and donuts will be provided
- Uniforms will be sold
- Sandra will send a reminder
- Ask school to send a mobile message
- Meredith recommend to use flyers (note: PTO must get an approval from Ms. Perry to put out a flyer)

### **Board Position Update**

Kara Richardson, Board Secretary has resigned from secretary position. Nellie will try to replace Kara.

Nellie recommended Daniella Guzman for the secretary position, and mentioned she would be great for translating.

Everyone agreed with Daniella doing the translation – Nellie nominated, and Sandra second. Everyone voted yes.

Sandra informed everyone, Google translate is available on website.

## **Bylaws**

Nellie informed everyone:

- Officers are part of Executive Committee
- Executive Committee meets once a year only and if president calls for an urgent basis
- First faculty meeting the teacher rep will be identified
- Some of the chairs have been identified and others are still needed
- Now the board must abide by PTO Bylaws
- Only the Chairs are permitted to spend money and everything is constraint by the bylaws.
- No checks should be given to anyone who is not Chair.
- Board will be asking many parents to help and volunteer for different committees
- Board recommends to have an underwriter for each event.

Ms. Perry asked a question from Dave if the Teacher Representative has to be a teacher or can it be a Dean. Also can there be an alternate.

Nellie's answer-is yes it has to be a teacher

Bylaws comments from Executive board and chairs by end o of the week. Nellie will have a meeting with the teacher sponsors for each grade and will inform them that the PTO has assigned a parent Liaison to work with. Board members felt it was a great idea for the parent Liaison to help collect the dues.

## **Closing remarks**

- Terms of bylaws are all in agreement
- Fundraising and budget – on google.doc
- Fundraising Nellie and Vincent will work together after the bylaws and will be on the website

**Meeting adjourned at 8:40.**