

In Attendance: **Stephanie Haines, Evelyn Pryor, Erika Bako, Tze-Yiu Yong**

April 1, 2024 CVPO Business Meeting - Officer's Meeting:

1. State federal form 994 2021 taxes not filed \$19.90 sent to treasurer for fees going back to Tze as refund.
 - a. We have checks for use. Bank account set up will happen later this week. Avoid using foundation because they take 5% and because the access to the money is iffy.
 - b. Venmo set up will be completed by the next CVPO meeting during April conferences.
 - c. Paypal set up may need 501c3 for discount fees. The treasurer will be the administrator and the address for the bank account will be the CV building since that will make it easier when other board members take over.
 - d. Tze will talk to Keri to see if CV website can be edited to add CVPO updates and to see if we can add a donation button.

2. Stephanie Haines has suggested that meetings be in person since that makes communication easier. In order for this to happen we need to advertise the meetings ahead of time through ParentSquare, email, and social media.

The board will ensure that the meetings are about welcoming parents so they can communicate with the principal and collaborate with the teachers.

Since location and timing are a challenge, we will try to conduct CPO meetings during lunch time as that has been the most attended time in the past.

We will also make sure to have a Q&A section with the principal section

3. Erika will set up a Signup.com account for coordinating food for conferences. Previous feedback that the more specific the food items, the better, and should plan for 40 teachers plus staff.

Teacher appreciation should be kept separate.

Since the parent meeting will be the day before conferences, on Tuesday, April 16, we will try to find out if they can bring the snacks for the conferences.

4. Next business meeting 4/29 at 8:15

5. These minutes were approved by the CVPO at the meeting date below.

CVPO Secretary / Date
