



TJ PTSA Executive Board Meeting Minutes

01/10/2022 at 7:00 pm - 9:00 pm

Attendees:

Executive Committees: President Yvette Rivers, First VP Li Yang, Second VP Jun Wang, Treasurer Himanshu Verma, Corresponding Secretary Hanning Chen, Secretary Laura Marschoun, Principal Dr. Ann Bonitatibus

Committee Chairs: Academic Support Committee (ASC) Chair Haiyan Richter, Diversity Committee (DC) Chair Michele Hyde, ANGP Committee Co-Chair Helen Deng, Family Engagement Committee (FEC) Chair Ms. Shawna Yashar

Location: Google Meet

Agenda

1. Call Meeting to Order
2. Approval of EC Meeting Minutes
3. Principal's Report
4. Treasurer's Report, Notice of Resignation, & Vacancy
5. Committee Plans
6. Budget Revision Proposal Approval
7. Other Plans for 1/27 General Membership Meeting
 - a. Virtual?
 - b. Agenda
8. ANGP Committee Chair
9. VA PTA Probation Update
10. Website
11. Other unfinished business
12. New business
13. Adjournment

Call Meeting to Order

- A quorum was determined to be present and the president called the meeting to order (@7:05).

Approval of 2021-12-06 TJ PTSA EC Meeting Minutes

- Since the minutes had all been distributed electronically in advance and there was no objection, the minutes were not read aloud during the meeting.

- As there were no corrections to the 2021-12-06 TJ PTSA EC Meeting Minutes, the minutes were approved as presented.

Principal's Report

- Jan 10 was the first school day of school in 2022 after the five snow-days in the prior week. Amidst the Omicron-surge, the students were diligent in their mask use. A good number of students wore tight-fitting masks and they put their masks on between bites during lunch.
- Some parents suggested doing lunch shifts; however based on data from the previous semester, lunch period did not seem to be a superspreading event.
- During the morning announcement, the students were reminded to adhere to social distancing and to use hand sanitizer more frequently.
- FCPS announced that the dates for the end of Second Quarter will not change. The principal advised both the teachers and students to see the bigger picture and not to stress out about the curriculum contents. The courses teams were asked to reassess their plan for the semester.
- The principal stated that she plans to present the timeline of the course selection and staffing hiring process during the next General Membership Meeting, scheduled on Jan 27, 2022. She suggested that a Google Form is used to collect questions from parents.
- The DV Chair asked if the school can put the flowcharts of course sequencing on the website, especially the prerequisite courses for the Senior Research Labs. The principal said that the department chairs should have updated those on the website.
- The corresponding secretary asked if there is a virtual option for students who tested positive for COVID. The principal answered that since the beginning of the school year, the school has implemented a 'StreamIN/CheckIn' process for students who are being paused, quarantined, or isolated longer than 3 days.

Committee Plans

- The ASC Chair reported that the event of 'Navigating TJ' will proceed virtually, scheduled either Jan 26 or Feb 2. This event will open for students and parents, with parents as the primary audience. The event will focus on navigating TJ's overall curriculum with two follow-up events planned for TJ Math and TJ Science. She would touch base with the director of student services, counselors and department leads and ask their availability to attend and answer questions.
- The president reported that she has been in touch with the COC Chair and will convey any proposed plan received.
- The DC Chair reported that she and the secretary met with the two staff members to discuss the potential collaboration between this committee and the world language teachers and a newly-formed student club (Student Equity Coalition). She also reported that she had a meeting with her committee members the previous Wednesday and plans to have another meeting the following Friday.
- The DC Chair reported that a celebration of Lunar New Year is planned for Friday, Feb 4 at 4-6 pm. The scope of this event will depend on the FCPS covid-restriction in place then. Other events planned include Black History Month (end of Feb), Prospective Student Open House (for 7th graders; tentatively March 5), Holi Celebration (because there was no Diwali celebration event, tentatively mid March), Arab American Heritage (April), Jewish or Asian and Asian Pacific Heritage (May) or potentially doing Pride Month at the end of May due to the short Jun school days.
- The DC Chair will follow up with Yolanda and Mr. Frank for their inputs on how the open house events were conducted in the past (pre-covid).

The FEC Chair joined at 7:40 pm

It was agreed that the group should pause the Committee Plan discussion and start the Treasurer's Report discussion.

Treasurer's Report, Notice of Resignation, & Vacancy

- The treasurer presented the his latest financial reports (December reconciliation) and Profit & Loss Budget vs Actual Report (July - Dec 2021)
- There is a significant balance (\$24,000+) in the Paypal account that has not been transferred to the bank account, therefore the P & L statement is underrepresenting the total assets.
- The upcoming mid-year financial review reports will have to account for this fact.
- The treasurer had submitted his resignation letter the previous day.
- The group agreed that the first VP, the secretary and the new treasurer will make up the mid-year financial review committee.
- Treasurer's resignation was accepted unanimously.

The outgoing treasurer left the meeting at 7:58 pm

- The president stated that there were three candidates for the treasurer position and the board had conducted interviews with two of the candidates.
- After a brief discussion, a vote was taken and Neelam Janardhan was elected unanimously.

The DC Chair left the meeting at 8:05 pm

Committee Plans

- Discussion on committee plans resumed.
- The FEC Chair gave brief outlines of this committee's upcoming events: Spring Fling / Carnival; Spring / End of the Year picnic, and Summer Regional Parties for the upcoming class.
- She stated that the Health and Wellness subcommittee had conducted a virtual seminar just before the winter break successfully and will host a few more seminars in the spring semester. In addition, the HW subcommittee might bring the Therapy Dogs event again and with the collaboration with the ASC, to have a de-stressing event during the AP exams week.
- The Hospitality subcommittee is planning Valentine Day lunch and Teacher Appreciation Week.
- She reported that the students had entered and won PTA Reflections Contest and two students moved on the District NoVA PTA level.
- The ANGP Co-Chair reported that a downpayment ($\frac{1}{3}$ of total sum) for Fantasy World will be due soon. She stated that Fancy World assured them that even if the contract is submitted, the option to have the ANGP outdoor is still available.
- She, Manaswini and the first VP will visit George Mason Eagle Bank Arena to assess how many VIP Reserved Seatings could be accommodated.
- A kickoff meeting for the volunteers will be held soon.
- The president asked who signed the contracts of this committee. Manaswini Sanu, the chair, had signed the contract so far. The president stated that she will follow up with the chair on this issue.
- The corresponding secretary moved to approve the committee plans identified in the events spreadsheet. It was seconded by the secretary. The plan was unanimously approved.

Budget Revision [Proposal](#) Approval

- The president stated that the PTSA insurance company approved the ongoing coverage of legal expenses and the reimbursement of the retainer fee paid to the initial lawyer. The group agreed to remove the legal expenses line item from the proposed budget revision.
- The student scholarship line item was discussed and the board approved to increase it to \$1000.
- After a brief discussion, the Faculty Support is reduced to \$1500 as some of the previous expenses included in this line item were recategorized to other line items.

- Next discussion was the Student Club Support line item. Generally, the board agrees that the PTSA should spend more to support students; however, TJ has over 180 student clubs. The concern is that if there is no clear process on how to apply, criterias on deciding which club gets funded, etc; the funding selection will look arbitrary and inconsistent. The president will discuss with the ASC to present a draft process for the future. The board agreed to reduce this line item into \$1000 for now.
- The parliamentarian line item is reduced to \$4000 since PTSA is no longer required by the SOA Support Team to have a registered parliamentarian in the EC/EB meetings.
- The secretary moved to approve the proposed budget revision to be presented to the next General Membership meeting scheduled on Jan 27. The ASC Chair seconded the motion and the proposal was approved unanimously.

General Membership Meeting Discussion

- The president asked the board to consider if the GM meeting should be conducted virtually due to the rise of the Omicron variant and FCPS restrictions on large gatherings after school hours.
- The virtual meeting will still be open to all parents but the board has to figure out a way to only allow members to vote.
- The first VP moved to change the Jan 27th GM meeting from in-person meeting into a virtual meeting and it was seconded by the ASC Chair. The motion passed unanimously.
- The president presented the draft agenda for the Jan 27th GM meeting. Few members suggested minor additions and deletions. This draft agenda will be shared to the board members and opened for further inputs.

VA PTA Probation Update

- The president updated the rest of board about the letter sent by the SOA Support Team regarding the modification of the term of the probation and several action items needed to wrap up the probation. Due to the meeting having passed its planned ending time, the president will update the chairs in more detail via email the following day.
- One of the action items is the creation of a Bylaws/Governance Special Committee to address several outstanding issues and questions related to the bylaws and governance processes.
- The first VP moved to create a Governance/Bylaws Special Committee and it was seconded by the corresponding secretary. The motion passed unanimously.

Other unfinished business

- None

New business

- None

Adjournment

- Meeting was adjourned @9:33 pm