



## TJ PTSA General Membership Meeting Minutes

01/27/2022 at 7:00 pm - 9:00 pm

### Attendees:

Executive Committees: President Yvette Rivers, First Vice President Li Yang, Second Vice President Jun Wang, Treasurer Neelam Janardhan, Corresponding Secretary Hanning Chen, Secretary Laura Marschoun, TJHSST Principal Dr. Ann Bonitatibus.

Committee Chairs: Academic Support Committee Haiyan Richter, College Outreach Committee Parvathi Rachakonda, Diversity Committee Michele Hyde, and Family Engagement Committee Shawna Yashar, Health and Wellness Subcommittee Ming-Feng Chin.

Others: Parliamentarian Mr. Steven Berke, VA PTA Support Team consisting of Debbie Kilpatrick, Larry Mills and Hamid Munir.

Other TJPTSA Members and parents, as high as 204 participants

**Location:** Zoom

### Agenda

- I. Call to Order and Welcome: Yvette Rivers
- II. Electronic Meetings: Yvette Rivers
- III. Agenda Adoption: Yvette Rivers
- IV. Principal's Report: Dr. Ann Bonitatibus (15 mins)
- V. Teacher's Report: Betsy Sandstrom (10 mins)
- VI. SGA Report: Leon Jia (10 mins)
- VII. Committee Reports (30 mins)
  - A. Academic Support Committee - Haiyan Chen
  - B. ANGP/Senior Celebration Committee - Manaswini Sahu & Helen Deng
  - C. College Outreach - Par Rachakonda
  - D. Diversity Committee - Michele Hyde
  - E. Family Engagement - Shawna Yashar
  - F. Health & Wellness - Ming-Feng Chin
  - G. Hospitality - Liz Crescioli
  - H. Reflections - Meredith Caldwell
- VIII. Financial Review Report: Nell Janardhan (5 mins)
- IX. Treasurer's Report and Budget Revision Approval: Nell Janardhan (15 mins)
- X. Questions & Answers (5 mins)

- XI. Unfinished Business (5 mins)
- XII. New Business and Announcements (5 mins)
- XIII. Adjournment

### **Call Meeting to Order**

- A quorum was determined to be present and the president called the meeting to order (@7:01).
- She greeted the participants and reminded them of the Zoom meeting rules the board had distributed a few days prior.

### **Electronic Meetings**

- The president stated that in light of the surge in COVID-19 infections in Fairfax County and in light of the TJ PTSA's inability to have a large meeting at the school, the meeting was being held electronically. Electronic meetings are authorized by the VA PTA Local Unit Uniform Bylaws issued in July 2021.
- Mr. Davison raised a Point of Order stating the 2021 Local Unit Bylaws were not adopted properly.
- The president explained that our association is now governed by the Virginia PTA Local Unit Uniform Bylaws, which supersede the 2019 TJ PTSA bylaws and allow for electronic general membership meetings. This board has obtained confirmation that electronic meetings are allowed from the VAPTA, the TJPTSA Registered Parliamentarian and lawyers. The president ruled that the Point of Order was not well taken.
- Mr. Torrico stated that the previous TJPTSA President Harry Jackson was elected electronically.

### **Agenda Adoption**

- The proposed agenda has been sent out and published on the website a few days prior.
- The corresponding secretary moved to the approval of the agenda and was seconded by the treasurer.
- Mr. Davison moved to amend the agenda to add the discussion and approval of standing rules for the general membership meetings during the new business portion. Mr. Jackson seconded the motion.
- The secretary moved to limit debate on the proposed amendment to five minutes and was seconded by several members.
- Poll: Should the debate on the motion to amend the agenda be limited to five minutes?
  - The motion passed with the Zoom Poll reporting 94% of the casted votes in favor of the motion, 4% of votes opposed, and 2% of votes abstained (After member verification, motion passed with 96% of member votes in favor and 4% of member votes opposed.)
- Mr. Davison spoke for his motion and stated his arguments.
- No further debates from the floor.
- Poll: Motion to amend the agenda to discuss and approve standing rules for the general membership meetings.
  - Motion failed with the Zoom Poll reporting 15% votes cast in favor, 84% votes cast opposed, and 1% votes cast abstained (After member verification, motion failed with 13% of member votes in favor and 87% of member votes opposed.)
- Poll: Motion to adopt the proposed agenda
  - Motion passed with the Zoom Poll reporting 98% votes cast in favor and 2% votes cast opposed (After member verification, motion passed with 98% of member votes in favor and 2% of member votes opposed.)

### **Principal's Report: Dr. Ann Bonitatibus**

- Managing COVID: number of cases and number of students being paused have decreased.

- She thanked the parents and the students in supporting the mask mandate by the FCPS and other mitigation measures.
- StreamingIN: After a maximum of 3 days of being paused, the student can view the lectures live.
- The principal shared [TJHSST Instructional Program Design 2022-2023](#).
- She went through and explained the shared file. Several key points were:
  - The purpose of the master schedule
  - Course offerings and selections: Consider balanced and reasonable academic load; Emphasize student interest and choice; Errors or shopping can lead to ineffective use of time, repeated attempts to reschedule students, class size variations, swings in staffing
  - Initial course tallies: Indicate which courses to run or not run and how many sections of a course to offer
  - Finalize course tallies, offerings, staffing: The more accurate the tally data, the greater potential to build a successful master schedule that meets student interests and needs while providing clear direction for staffing decisions
  - Build schedule: A final master schedule fully schedules approximately 80% of student's first choices

#### **Teacher's Report: Betsy Sandstrom**

- She shared that she is one of the faculty sponsors for Class 2024 and has been pleased with the leadership of the Student Class Council.
- She, on behalf of the rest of the teachers and staff, thanked the parents for being supportive in general and for the holiday gift cards.
- She reported how well the parent curriculum night went and was happy to hear and answer questions from the parents.
- Counselors requested for the Juniors to wait until the spring break to request for college recommendations. The counselors and teachers do write recommendations for all grades throughout the year for scholarships, internship, and other programs; however, it would be greatly appreciated if the students can give the counselors and teachers two weeks' notice.

#### **SGA Report: Leon Jia**

- The SGA President shared [SGA Presentation for PTSA GMM](#) slides
- Reports of the SGA events: Halloween Costume Competition, Money Wars Donation (raised \$9,585.25 from Homecoming and was donated to Miriam's Kitchen), Ping Pong Tournament (record turnout with 63 teams, double the pre-covid years), Dec 7th Open Forum with Dr. Bonitatibus, Winter Spirit Week leading to the Winter Bash (attended by 300+ participants).
- Future Events: Volleyball Tournament, Talent Show, JDay and JWeek, and supporting class councils with their respective events.
- Policy goals: Mental Health Coalition (Resources and Initiative), Reducing Lunch queue time, Workload and Student Advocacy, and Open Forums.
- Communication: SGA Monthly Newsletter, updating various social media platforms and the website (sga.tjhsst.edu). Contact email: sga.tjhsst@gmail.com

#### **Academic Support Committee Report - Haiyan Chen**

- Navigating TJ Panel (Feb 3, 2022)
- Coffee with the Counselors (Feb)
- Navigating TJ Math (March)
- Navigating TJ Science (April)

- Breakfast & Snacks for AP Exams (May)
- Senior Sharing - Lessons Learned (May)

### **ANGP/Senior Celebration Committee Report - Manaswini Sahu & Helen Deng**

- This year's celebration will be June 4th, the same day of the graduation ceremony, check in will start at 11 pm and check out will start at 5 am.
- The committee is monitoring COVID situation with the backup plan of the outdoor venue and a rain date.
- Sales of merchandise have started and deadlines are approaching. Order and distribution will be forthcoming. Any donations are welcomed. Ticket sales information will be coming soon. Call for all parents from Junior, Sophomore and Freshman class to volunteer for the days leading to and the days of the celebration.

### **College Outreach Committee Report - Par Rachakonda**

- Previous chair Tajuna Ghodgaonkar had resigned and the Executive Committee appointed Par Rachakonda as the new chair.
- The new chair introduced herself and she is looking forward to starting her role in the following six months. The main focus of this committee is to help students and parents explore college choices and navigate college admission processes. The committee plans to work with staff and with the Challenge Success Initiative to create programs for the parents and students.

### **Diversity Committee Report - Michele Hyde**

- Committee's focus is celebrating diversity at TJ by hosting (monthly) cultural events. This committee had Hispanic Heritage celebration in the Fall and is currently planning two events in the month of February. Lunar New Year and the Black History Month celebrations are planned for Feb 4 and 18, respectively.

### **Family Engagement Committee Report - Shawna Yashar**

- She reported a successful gift card drive for the staff and teachers and a gift wrapping event to distribute the gift bags.
- This committee will shift focus to the more student-oriented events, like the Spring Fair and End of the Year Picnic.

### **Health & Wellness Subcommittee Report - Ming-Feng Chin**

- The goal for this subcommittee is to have happy and healthy TJ students.
- Three events have been successfully conducted: Virtual Presentation on Helping Children Cope with Changes Resulting from COVID-19, Therapy Dogs visiting the school (a popular event that might be repeated in the spring), and Virtual Students Panel Discussion on How to Thrive at TJ
- Future events include: Count Your Steps Week, Caregiver Appreciation Week, Destressing toys and activities during AP Exam Weeks, and Spring Gardening Event.

### **Hospitality Subcommittee Report - Liz Crescioli (Presented by Shawna Yashar)**

- Valentine Day event on Feb 14. Plan to purchase treats sold by Marshall HS and have a hot chocolate bar/station.
- Teacher Appreciation Week in May.

### **Reflections Subcommittee Report - Meredith Caldwell (Presented by Shawna Yashar)**

- Five of the top award recipients at the school level went to the county competition. Four got awards in their respective categories. Two will go on to the regional/district competition.

### **Financial Review Report: Nell Janardhan**

- The new treasurer briefly introduced herself.
- She stated that Himanshu Verma resigned and the TJPTSA is required to conduct a financial review as part of the transition process. She presented the FR Report on behalf of the FR Committee that consisted of Li Yang, Laura Marschoun and herself. The FRC validated the financials from July 1, 2021 to Jan 10, 2022 and was completed on Jan 20, 2022. The FRC found no discrepancies and recommended timely processing of checks and deposits. At the time of the review, there was \$3056.39 in outstanding checks and \$24,233.01 undeposited funds that are in the Paypal account.
- The treasurer moved to adopt the Financial Review Report. As this motion was made on behalf of the Financial Review Committee, a second was not required. There were no questions asked.
- Poll: Motion to adopt the Financial Review Report
  - Motion passed with Zoom Poll reporting 96% votes cast in favor, 0% votes cast opposed and 4% votes cast abstained (After member verification, motion passed with 100% of member votes in favor.)

### **Treasurer's Report and Budget Revision Approval: Nell Janardhan**

- The treasurer presented the actuals (revenues and expenses) compared to the baseline budget approved in the Sept 9th General Membership meeting. As of the 18th, revenue was \$40,084.09, primarily from membership dues, donations and ANGP revenue. The report reflected the expenses through Jan 18th for \$6,083. Currently the TJPTSA has around \$102,000 in the bank across both accounts.
- The treasurer presented the proposed budget revision and mentioned that the Executive Board had worked diligently to update the proposed budget revision to account for actuals to date and updated Committee plans. The budget is not set in stone because the membership will have an opportunity to revise it in the future, but this board asked the general membership to adopt the proposed budget revision so the board can move forward. As part of the vote, the board asked the membership to ratify the spending reflected in the budget report.
- Summary of the Proposed Revisions: The proposed budget revision accounted for actuals to date and the updated PTSA plans. Due to less activity and underspending during pandemic years, the PTSA started the school year off with a large amount of funds (\$66,516). The PTSA Executive Board hoped to fully resume normal PTSA initiatives and proposed to spend some of its accumulated funds on these initiatives. The proposed budget revision included estimates based on current plans and projected ending the school year with a minimum of \$38,321.39 in the PTSA bank accounts.
- The treasurer moved to adopt the proposed budget revision and to ratify spending since the September 9th, 2021 general membership meeting. As this motion was made on behalf of the Executive Board, a second was not required.
- Mr. Torrico asked the TJPTSA to use some funds in the budget to help TJ students in financial need.
- Mr Davison stated that there are few categories in the budget that could be considered bribes and handouts to the teachers. The treasurer categorically refuted Mr Davison's characterization of the budget line items. She stated that for various reasons, the previous Executive Board also was not able to support the students at the beginning of the year, for example there was unspent \$5000 that was allocated to the Back to School Bash.

- The president stated that the current Executive Board has talked and agreed to shift focus to have more student-oriented activities in the spring. The Family Engagement Committee Chair stated that there was a holiday gift card drive, which was how one of the categories was partly funded. She also stated that there is only one event per quarter for the teachers and these events were consistent with all of the prior years' PTSA budget and expenses. She emphasized that the budget has not changed from year to year. She also confirmed that this board has talked a lot about focusing more for the students in the next five months after not being able to do so in the Fall.
- Mr. Nandagopal asked for clarifications regarding the ANGP Committee and its finances. After brief back and forth questions and answers, he has no further questions.
- Poll: Motion to adopt the proposed budget revision and to ratify spending since the September 9th, 2021 general membership meeting
  - Motion passed with the Zoom Poll reporting 97% votes cast in favor, 1% votes cast opposed and 2% votes cast abstained (After member verification, motion passed with 99% member votes in favor and 1% member votes opposed.)

### Questions & Answers

- Mr. Davison asked the reason why the Executive Board during the November 18th meeting arbitrarily changed the bylaws without asking for the general membership's approval. The president stated that as a local unit we must abide by the parent organization. The parent organization (VA PTA) in July 2021 revised the process of how the local units update their bylaws and issued a new set of Local Units Uniform Bylaws. Prior to this general membership meeting, the board has sent, multiple times, several documents pertaining to this issue. One of the documents was the [memo](#) by the VA PTA sent on July 21, 2021. The memo clearly indicated that all local units, such as TJ PTSA, were required to adopt and to follow the new processes and the new bylaws effective immediately. From that point forward, all local units, such as TJPTSA, are supposed to complete a form called Local Unit Organizational Structure Form. The president asked the members who still have further questions to read the memo and to check out the examples. The LUOS Form includes all of what the local unit has a choice over. As directed, the EC updated the LUOS Form to include the corresponding items that were approved in 2019.
- Ms. Giles was recognized and she stated how sorry she was that so much time and energy was devoted to arguing about bylaws and not on how the TJPTSA as an organization function to serve its purpose. She understood that members have to be given a voice however that the energy and time spent on dealing with one member means less for the rest of the members.
- She reminded the members the purpose of the organization and the officers and the chairs are volunteers for the best interest of the students and the community.
- The president thanked the community and promised that we all will stand up for the students.

### Unfinished Business

- The president noted that the general membership is behind in approving all the prior meetings' minutes. She stated that the general membership will approve all of the minutes from prior meetings in the next general membership meeting.

### New Business and Announcements

- The president mentioned that the officers are working on moving out the remaining General Membership meetings for the year by one week. The EC would verify the dates with the school and would announce to the members the rescheduled dates.



- She stated that the EB has sent out an email to members to complete a Member Survey to provide the EB with input on how we are doing and priorities for planning. She asked the members to complete that survey no later than February 5th.
- The printed directories have arrived and members who had pre-paid orders should receive information on how to get them. She informed the meeting participants to go to the TJ PSTSA website to order one.
- The Executive Committee has appointed a chair and members for the new Bylaws/Governance Special Committee. They are Hari Kalla, class of 2025 parent, Elaine Maag, class of 2023 parent, and an alumni parent Marilena Barletta, past TJ PTSA President as chair of the committee.

### **Adjournment**

- Meeting was adjourned @8:59 pm

Minutes Prepared by Laura Marschoun, TJHSST PTSA Secretary

Minutes Approved as \_\_\_\_\_ Presented or \_\_\_\_\_ Amended on \_\_\_Month xx, 2022\_\_\_