



TJ PTSA Executive Board Meeting Minutes

02/17/2022 at 7:00 pm - 9:00 pm

Attendees:

Executive Committees: President Yvette Rivers, First VP Li Yang, Second VP Jun Wang, Treasurer Neelam Janardhan, Corresponding Secretary Hanning Chen, Secretary Laura Marschoun

Committee Chairs: Academic Support Committee (ASC) Chair Haiyan Richter, ANGP Committee Co-Chair Helen Deng, College Outreach Committee (COC) Chair Parvathi Rachakonda, Diversity Committee (DC) Chair Michele Hyde, Family Engagement Committee (FEC) Chair Shawna Yashar

Location: Google Meet

Agenda

1. Call meeting to order
2. Approval of EC/EB Meeting Minutes
3. Review of 1/27 General Membership Meeting Minutes
4. Committee Updates
5. Treasurer's Report - Nell Janardhan
6. Proposed Budget Revision for Step and Repeat Banner
7. Heritage Events Funding
8. Shakespeare Festival
9. Bylaws Discussion
10. Nominating Committee Timeline
11. Printed Directories
12. Youtube or Vimeo Channel
13. Website Improvement Plan
14. Other Unfinished Business
15. New Business
16. Adjournment

Call Meeting to Order

- A quorum was determined to be present and the president called the meeting to order (@7:03).

Approval of EB 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 2022-01-24 and 2022-02-02 TJ PTSA EB/EC Meeting Minutes, the minutes were approved as presented.

Review of 1/27 General Membership 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.
- The first VP moved to publish the 1/27 GMM Draft Minutes to the website. It was seconded by COC Chair and was passed unanimously.

Committee Updates

- College Outreach Committee
 - Planning events with three stakeholders: Department of Student Services, Alumni Group(s), and Senior Students/Class
 - Will have a meeting with DSS and Erin Connelly
 - Alumni Group(s): Career Decisions and College Experience
 - Seniors Collaboration: Academic Life during TJ years and College choices
- Academic Support Committee
 - Reported successful Navigating TJ event on Feb 3, 2022
 - Planning for Coffee with Counselors event, securing location (cafeteria) and date (Mar 3)
 - Planning for Navigating TJ Math and Science (virtual), inviting Math/Science teachers as well as the Senior Lab Directors
- ANGP
 - Reported the closing of the Yard Sign and Jefferson Cup sales. Distribution will start soon.
 - Plan to have a meeting with the volunteers to distribute them
 - Plan to meet/email Ana Gonzales to discuss a backup venue (due to covid surge and/or future restriction in place) with two dates (one rain date).
 - Reported having trouble to come up with a timeframe to meet with the Eagle Bank Arena Rep to discuss Reserve Seating arrangements. Reserved seating sales cannot take place until this information is finalized.
- Bylaws
 - The secretary, as poc, reported that the committee has had 2 meetings but due to the appointment of the new chair and the absence of 1 member during the first meeting, the second meeting was not as productive as it could be.
 - A timeline (schedule) was asked to be sent to the EC after the 3rd meeting.
- Diversity Committee
 - Reported the need to have more volunteers for the Black History Month celebration.
 - Tentative date for Holi celebration: March 31.
 - Tentative time for Pride celebration: May
 - Diversity Open House for prospective students (Grade 5-7): June 11.
 - Possible fundraising event for Fall 2022: Diversity Art Show
 - Expressing one's culture, Expressing one's idea of diversity.
 - Several formats of art: poem, drawing, photography, etc.
 - Parents are the primary target audience: admission fee, auction, etc.

Diversity Committee Chair left the meeting after her update (@7:20)

- Family Engagement
 - Health and Wellness: Count your steps week, Talk with school psychologist, etc
 - Carnival: May/June
 - Carnival should be spread out from the date of end of year picnic

Treasurer's Report

- Reported that the printed directory and free money revenues will most likely meet the goal per the adopted budget.
- Reported that the membership and the donation revenues have not yet met the target per the adopted budget.
- Proposed to add Paypal Fees as a new line item on the new budget revision that will be presented at the March GM Meeting.
- Discussed the funding request for the Shakespeare Festival of \$3,900:
 - PTSA, historically, funded this school event, but was not held for the last two years due to COVID.
 - The first VP made a motion to approve the proposed budget revision to fund this festival to be presented to the members during the March meeting. It was seconded by the secretary and the motion passed.

Proposed Budget Revision for Step and Repeat Banner

- The president presented the proposal on behalf of the Diversity Committee Chair.
- The treasurer made a motion to add the \$500 line item to pay for the step and repeat banner with the request to the DV Chair to work with the vendor to design the banner to allow space to attach/display sponsors' and event's logos (if any). It was seconded by the ANGP Chair and approved unanimously.

Heritage Events Funding

- After a brief discussion, the group voted to allocate \$500/event from the School Support - Other category to both the Black History Month event and the Holi event.

Shakespeare Festival

- Was discussed and approved during the Treasurer Report above.

Bylaws Legal Discussion

- Due to the nature of the discussion and without objection, the EC entered the executive session at 8:10 pm and exited at 8:16 pm.
- Nothing to report from the Executive Session

Nominating Committee Timeline

- 3/24 GM Meeting: Nominating Committee Election
- 4/21 GM Meeting: Nominating Committee presents its slate for the 2022-23 Officers nominees
- 5/26 GM Meeting: Officers Election

Printed Directories

- About half of the prepaid orders have been picked up during the three time slots advertised in the newsletter. Asking the remaining half to pick up their directories from the front office.
- Will use the remaining in-person events of the year to sell the rest of the directories.

Youtube or Vimeo Channel

- Concern: Whether recordings should be made easily available when students are speakers/panelists
- For the Navigating TJ event, the president worked with the school's Communications Support Specialist to obtain parental permission for recording students on the panel.
- A vote was taken to determine the future recording of student panels with parental approval:
 - The president, the first vp, the secretary, the correspondence secretary, the COC chair and the FEC chair voted to not record any future student panelist even with their parental permission.
 - The second vp, the treasurer, the ASC chair and the ANGP chair abstained.
- A vote was taken for the creation of PTSA YouTube Channel:
 - The president, the first vp, the secretary, the ASC chair, the COC chair, and the FEC chair voted against the creation of PTSA YouTube Channel.
 - The second vp, the treasurer, the corresponding secretary, and the ANGP chair abstained.

Website Improvement Plan

- All agreed that the website needed to be reworked or improved.
- A vote was taken if a student contest should be utilized to create a new website design:
 - The president, the treasurer, the corresponding secretary, the ASC chair, the COC chair, the ANGP chair and the FEC chair voted in favor.
 - The first vp and the secretary voted against.
 - The second vp abstained.
- The corresponding secretary agreed to be the main lead and be responsible for this effort.

Other Unfinished Business

- None

New Business

- None

Adjournment

- Meeting was adjourned @9:02 pm

Minutes Prepared by Laura Marschoun, TJHSST PTSA Secretary

Minutes Approved as ___x___ Presented or _____ Amended on ___March 17, 2022___