



TJ PTSA Executive Board Meeting Minutes

03/17/2022 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, Principal Dr. Ann Bonitatibus

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

Guest: Bylaws/Governance Special Committee Chair Penny Dunlop

Location: Google Meet

Agenda

1. Call meeting to order
2. Approval of EB Meeting Minutes
3. Committee Updates, including Bylaws Committee
4. Principal's Report
5. Review of 3/24 General Membership Meeting Agenda
6. Nominating Committee Election
7. Committee Members and Volunteer Recruitment
8. PTSA Student Club Support Program - Discuss result of form submission
9. Class Support
10. Website Improvement Plan - Update (Hanning)
11. Disciplinary Committee Suggestion
12. Treasurer's Report/Proposed Budget Revision Vote (Nell)
13. Other Unfinished Business
14. New Business
15. 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 2022-02-17 TJ PTSA EB Meeting Minutes, the minutes were approved as presented.

Committee Updates, including Bylaws Committee

- Bylaws/Governance Special Committee
 - Reported that they have met few times
 - Members Survey to collect input from members was launched and results were used to shape the recommendations of this committee to the general membership for the changes in the LUOS Form
 - Will send the written notice about the recommended changes to the LUOS Form by March 20
 - This committee also started the draft of the Standing Rules for the General Membership Meetings. It was recommended that the committee seek guidance and input regarding the proposed standing rules from Mr. Berke.
- Academic Support Committee
 - Reported successful Coffee with Counselors event on Mar 3, 2022
 - Potential another similar event next Fall
 - The next event will be Navigating TJ Math & Science (after Spring Break)
- ANGP
 - Concluded the sales of Yard Signs and Jefferson Cups. Still in the process of distributing them
 - Early birds ticket sales started and ended. Regular price ticket sales is undergoing
 - Started meetings with the sub-committees leads and recruiting more parents (including underclassmen parents) to fill the sub-committees
 - The co-chairs would meet with the Student Activities Admin Assistant to identify places and rooms at the school to use during the overnight event
- Diversity Committee
 - Thanked the EC for its support to change the language on the website to better reflect the committee description and goals for this year
 - Stated that this committee has steep learning curve as practically all the events had been “new”
 - The next event will be the Holi celebration. It is the Festival of Colors and Friendships. It will be held outside at the Planetarium Courtyard and the Parking Lot. To date, there were 4 students groups signed up to perform
 - Informed the board that due to conflict with other students activities, the Pride event will not be planned.

The Treasurer joined the meeting @7:31

- Potential Fall fundraising event, art-related, tentative title “Think outside the hypercube”, expressing one’s understanding of one’s culture celebration and concept of diversity
- An open house event for prospective students was in its early stage in planning. Discussed target audience and size of participants, how to reach them, format of the event, scope of discussions

Manaswini Sahu left the meeting @7:42

- Family Engagement
 - Hospitality helping out to enlist parent volunteers for the TJ Mentorship Showcase day
 - Teacher Appreciation Week is the first week of May and the committee will be hosting a lunch
 - Health and Witness: a virtual event with a school psychologist, a possible Therapy Dog event.
 - Waiting for a firm date for J-Day for the PTSA Spring Carnival

Principal's Report

- Thanked the PTSA for the successful events (Coffee with Counselors and Black History Month celebration)
- The TJ students, teachers and staff remain healthy after the mask mandate was lifted. They all feel respected and safe whether they choose to wear a mask or not. Majority of them do still wear masks ● FCPS announced that that it is launching free virtual 24/7 tutoring service after the spring break FCPS will send an opt-out form to parents around mid-April
- TJ had sent course verification emails the previous Monday and parents have until March 25 to let their student's counselor know if there are changes needed.
- In light of the FCPS filing an appeal to the federal court, the school anticipated delays on the course planning timeline. For planning standpoint, a stay order means course staffing decisions are anticipated at end of May or beginning of June; a non-stay order could mean course staffing decisions are not until end of August
- Class Support
 - Class 2022
 - 4 semesters of missed opportunities to fundraise. Historically it was about \$4000/semester in fundraising
 - The school gave \$12,000 (from the student activities account) at the beginning of this academic year
 - In January, FCPS gave all the Class 2022 in the county \$15,000 to help offset the cost of graduation
 - Recently, this class was given another \$4,000 to help with their prom cost.
 - There was a bit over \$20,000 unused/leftover fund from the Class 2020. Based on the FCPS fiscal policy, that Class 2020 leftover fund has to be inactive for 2 full years before the school can use it for other purposes. The school reached out to the Class 2020 leadership and asked them if they would donate that money to the current classes to make up for their fundraising loss and was given permission to do so.
 - Class 2023
 - Also has 4 semesters of miss opportunities to fundraise
 - The school gave \$8000 in February from the student activities account
 - From the leftover Class 2020 fund, this class was given \$8,000
 - Class 2024
 - 3 semesters of miss opportunities to fundraise
 - From the leftover Class 2020 fund, this class was given \$12,000
 - Whatever left on the Class 2020 fund was given to the Class 2022
 - Class 2025
 - 1 semester of miss opportunities to fundraise
 - From leftover fund of earlier class, this class was given \$4,000

Review of 3/24 General Membership Meeting Agenda

- No further input

Nominating Committee Election

- 6 members filled the Nominating Committee Self-Nomination Form. 1 withdrew her nomination after the submission date has passed
- Per Robert Rules, nominations from the floor at the General Membership Meeting should be allowed ● If there is no other nominations from the floor, the Nominating Committee will be those 5 members; otherwise, there will be an election during the 3/24 General Membership Meeting
- A teller committee needs to be formed. There was no objection to appoint Mr. Berke as the Chief Teller.

The other 2 tellers will be appointed by the President, who will consider volunteers from the Executive Board.

Committee Members and Volunteer Recruitment

- There is a need to recruit more volunteers and to have more than 1-person per committee •
- There is a need to establish a process to monitor the Volunteer Interest Form from the website

PTSA Student Club Support Program

- The principal informed the rest of the board that some of the entries came from groups that were not considered official TJ Student Clubs, some of which have school accounts. The principal also identified which organizations could be supported financially by the school.
- The board agreed that there is a need for further discussion on how to proceed in light of the new information. Item will be discussed at the next meeting.

Treasurer's Report/Proposed Budget Revision

- The treasurer presented her report and the proposed budget revision to be presented to the March 24 General Membership Meeting.
- The board approved the proposed budget revision

Class Support

- Despite the financial helps given to the Classes as mentioned above (Principal's Report), the Classes could still potentially need PTSA to help with their fundraising efforts
- For example, Class 2024 Council had wanted to have a Silent Auction but FCPS has rules (Regulation 1370.7) that prohibits that type of event.
- The board needs to discuss processes and scope how to support the Classes within the boundaries of its mission and IRS regulations

Website Improvement Plan - Update (Hanning)

- Due to time constraints, this agenda item was tabled until next meeting

Disciplinary Committee Suggestion

- Due to time constraints, this agenda item was tabled until next meeting

Other Unfinished Business

- None

New Business

- None

Adjournment

- Meeting was adjourned @9:12 pm

Minutes Prepared by Laura Marschoun, TJHSST PTSA Secretary

Minutes Approved as ___x___ Presented or _____ Amended on ___April 14, 2022___