



TJ PTSA Executive Committee/Board Meeting Minutes

04/14/2022 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-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 and EB Meeting Minutes
3. Review of 3/24 General Membership Meeting Minutes
4. Principal's Report
5. Committee Updates
6. Treasurer's Report - Nell Janardhan
7. Review of 4/21 General Membership Meeting Agenda
8. PE Position Discussion
9. Student Club Support
10. Unsolicited Emails
11. Class Support
12. Other Unfinished Business
 - a. Directory Decision
 - b. Website Improvement Plan - Update (Hanning)
 - c. Access to the website
13. New Business
14. Adjournment

Call Meeting to Order

- A quorum was determined to be present and the president called the meeting to order (@7:02).

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 2022-03-10 EC Meeting Minutes and 2022-03-17 EB Meeting Minutes, the minutes were approved as presented.

Review of 3/24 General Membership Meeting Minutes

- As there were no corrections to the 3/24 GMM Draft Minutes and there was no objection, the draft minutes were approved to be published to the website and will be presented for adoption at the April 21 General Membership Meeting.

Principal's Report

- The principal reported a successful SGA Talent Show with about 400 students and parents.
- Assistive Technology Club was featured on CNN for their partnership with local elementary schools for their commitment with low incidence communicators, nonverbal students or those with minor verbal abilities.
- Positive press coverage for the Dr. Brunett's DNA Research Lab team on their works at the Jefferson Memorial and Arlington Cemetery.
- She was pleased that there were no COVID outbreaks after the spring break. The mask usage is more than 99%.
- The next News You Choose will have a lot of End of Year information; including the AP Testing, SOL Exams, Graduation, etc.
- Senior Information (Graduation-specific websites will be published soon):
 - May 21: Senior Prom at the Wolf Trap National Park for the Performing Arts. Barring severe weather conditions, the event is rain or shine. The cost for seniors was included in their senior class dues. \$50 for the non-TJ Senior guest.
 - May 25, 26 and 27: Final exams for the Senior Class (2 tests/day)
 - May 31: Last day to clean and collect their stuff, both at school and DIGITALLY (their fcpsschools.net account will expire and all their files on the Google Drive will be deleted permanently).
 - June 2: Mandatory graduation rehearsal.
 - June 4: Graduation ceremony at the Eagle Bank Arena. No tickets needed and no limit on the number of guests.
- Class 2026 Information Night:
 - In-person. It will be about a week after the announcement of the new class.
 - Asked if PTSA is interested in setting up tables by regions.

Committee Updates

- Academic Support Committee
 - Navigating TJ Math and Science was planned for the following Wednesday (April 20).
 - Signup Genius for the AP Testing proctors and snacks will be available soon.
 - Potential Navigating TJ Humanities in the future.
- ANGP
 - April 30 will be the last day of ticket sales. Reported that 330 tickets have been sold; exceeding the budgeted number of 250.
 - There are still about 10% Yard Signs and Jefferson Cups that have not been picked up by parents.
 - Parents Consent Form and Signup Genius will be available soon.
- Diversity Committee
 - Reported a successful Celebration of Colors on Thu, Mar 31. About 200-250 students and parents participated.

- Open house event was canceled.
- Will meet with the admin liaison to plan tentative dates and events for the following year.
- College Outreach Committee
 - Reported a successful Alumni Panel (Career Destinations). Was attended by 86 parents and students (163 had registered). There were 5 diverse alumni panelists graduated from 2007 to 1997.
 - Committee had its first meeting with recent volunteers and plans to do a follow up meeting soon.
 - Had continued discussion with Ms. Connelly-Kosek to develop a resource repository.
 - Joint effort with the ASC for Seniors Panel (College Destinations) was scheduled for end of May
 - Pre-planning a College Application Process Panel for the Fall timeframe.
- Family Engagement Committee
 - Reported that a new volunteer joined as a member in her FEC and she would like to propose another event for this committee. The treasurer will check if there is enough budget for another event.
 - June 3: JDay. Students will have a modified schedule (half day).
 - Teachers Appreciation Week is the week of May 2. Potluck luncheon is planned for Thu.

Treasurer's Report

- She reported that the PTSA revenue is about \$30k, ANGP revenue is about \$43k. The expenses are \$22k (PTSA) and \$17k (ANGP). ANGP expenses are back-loaded.
- The first vp asked if the board should ask for another budget revision to reflect Paypal fees. The treasurer answered that she kept the format from the previous treasurer whose budget proposal was approved at the Sept GM meeting. It was agreed that another budget revision should be proposed at the May's GM meeting. The revised budget proposal should include the Paypal fee line item to better reflect the financial picture.

Review of 4/21 General Membership Meeting Agenda

- There was no further input from the rest of the board. The proposed agenda will be presented at the GM meeting.

PE Position Discussion

- This group discussed the mechanism on how to fill the President-Elect position **if and only if** the membership votes to keep the position during the upcoming GM meeting.
- Principal left the meeting @8:03 pm.
- The group weighed the pros and cons of two options:
 - a. If the general membership votes to keep the PE position during the April 21 GM meeting, the Executive Board will appoint this term's President-Elect and that person will become the President for the 2022-2023 term. It was noted that this is the approach directed by the VA PTA and the VA PTA Local Unit Bylaws.
 - b. If the general membership votes to keep the PE position during the GM April 21 meeting, the Executive Board will conduct a Special Election during May's GM Meeting to elect this term's President-Elect and that person will become the President for the 2022-2023 term.
- All but the first vp and the corresponding secretary voted for option A.

The Diversity Chair left the meeting @8:29 pm. Principal rejoined the meeting @8:31 pm.
The ANGP Chair left the meeting at an unknown time.

Student Club Support

- Proposal: To fund the 4 approved clubs with school accounts set up and with sponsors for \$500 each. They are Hack TJ, TJ Psychology Society, Threshold Literary Magazine for the Arts and Sciences and TJ Pharmaceutical Research Club.
- After brief discussion, the board approved the proposal unanimously.

Unsolicited Emails

- The president sent an email asking for information regarding the MailChimp acceptable use policy. She had not received any response.
- Challenges:
 - The member(s) in question already possess the private data of the membership circa October 2021. There is nothing this board can do to de-possess them from that data.
 - cursory research indicated that it is not illegal to email other members even with questionable methods on how the email data was obtained.
 - The TJ PTSA does not have a clear policy regarding the use of member contact information.
- Action item: the FEC chair to do a write-up on how to remove oneself from the distribution list.

Class Support

- Proposal: As part of its commitment to support the well-being of TJ students, the TJ PTSA may support TJ Class Council efforts to raise funds for senior year expenses through the following methods:
 - a. Recruit parent volunteers and non-monetary donations for Class Council initiatives and events.
 - b. Promote Class Council programs and fundraisers through the TJ PTSA newsletter.
 - c. Allow for Class Council fundraisers through AtoZ Connect if led by Class Parent Liaison(s) and TJ PTSA parent volunteer(s). For example, if a Parent Liaison wanted to have a fundraiser to sell "TJ Class of 2023 Parent" T-shirts via AtoZ to raise money for senior expenses, that would be allowed as long as there was no risk of financial loss to the TJ PTSA.
- The principal and the COC chair left around @9:04 pm
- After discussion, the group took a vote. The first vp and the corresponding secretary voted for (a) and (b) only. The president, second vp, treasurer, secretary, FEC chair and ASC chair voted for (a), (b) and (c).

The FEC chair left the meeting @9:27 pm.

Other Unfinished Business:

Directory Decision

- The second vp presented the options from the Membership Toolkit (aka A2Z) platform. After brief discussion, it was unanimously decided to do a minimum order of 300 copies of printed directory in exchange for free access to the Membership Toolkit platform for a year.

Website Improvement Plan

- This agenda item was tabled due to time constraints and the corresponding secretary has no update to report.

Access to the website

- The remaining participants of the meeting unanimously voted to give the president an edit access to the website (for this year only).

New Business

- None

Adjournment

- Meeting was adjourned @9:42 pm

Minutes Prepared by Laura Marschoun, TJHSST PTSA Secretary

Minutes Approved as ___x___ Presented or _____ Amended on ___ May 19, 2022 ___