



## TJ PTSA Executive Board Meeting Minutes

11/16/2022 at 7:00 pm - 9:00 pm

### Attendees:

**Executive Committees:** President Yvette Rivers, First VP of Programming and Events Pratyush Nutalapati, Second VP of Membership and Fundraising Yehong Zhou, Third VP of Communications Laura Marschoun, Treasurer Neelam Janardhan, Secretary Qingying Lu

**Committee Chairs:** Academic Support Committee (ASC) Chair: Haiyan Richter; ANGP Committee Chair: Mary Alice Heretick; College Outreach Committee (COC) Chair: Parvathi Rachakonda; Diversity Committee (DC) Chair: Michele Hyde; Hospitality Committee (HC) Chair: Colleen Bucher; Health and Wellness Committee Chair: Renee Rodriguez

**Location:** Google Meet

### Agenda

- Call meeting to order
- Approval of October 27th EB Meeting Minutes
- Principal's Report
- Treasurer's Report
- Programming & Committee Updates
- Committee Appointments
- Membership & Fundraising Update
  - Directory Update
- Communications Update
- Student Club Funding
- Other Unfinished Business
- New Business
  - Opt out of the email and manage the do not contact list
  - Zoom Registration Confirmation Issue
  - FCPS FLE Recommendation Input
  - Board Holiday Potluck
- Adjournment

### Call Meeting to Order

- A quorum was determined to be present and the president called the meeting to order (@7:01).

### Approval of 10/27 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.
- A few revisions were made to the 2022-10-27 EB Meeting Minutes. The minutes were approved as amended.

Pratyush joined at 7:08pm

### Principal's Report

- Attended Diwali celebration on Saturday
- Getting into scheduling for next year
  - Curriculum night
    - i. Trying to decide between virtual vs. in-person: virtual in the past couple of years; found it hard to do it in person for two reasons: overly crowded, especially with 200 more students now, not enough parking to have all in one night, and attracted parents without students in TJ
    - ii. Teachers prefer the virtual option
    - iii. FAQ has been created based on parents' questions from last year
    - iv. Board members provided feedback, some in favor of virtual and some in favor of in person
- Plan to present Instructional Design document in the next PTSA GM Meeting
  - Will be published in the "News You Choose"
  - Can be included in the PTSA News Bulletin
- FCPS is looking into allowing PTSAs to use "News You Choose" emails; Although there has been some discussion, the TJ PTSA has not requested to use it

### Treasurer's Report

- Spending for Hispanic Heritage Month and Diwali: over \$434
- Monetary donation for Teacher's appreciation week: \$1,940
- Will send an update to members in December

Par joined at 7:38pm

### Programming & Committee Updates

- Hospitality (Colleen)
  - Teacher Thanksgiving Luncheon this Friday
  - Would welcome more volunteers
  - Would welcome a co-chair, especially for next May
  - Need to include language for recruiting more volunteers in the newsletter
- Academic Support (Haiyan)
  - In-person Coffee with Counselors in the afternoon of 12/9
    - Collecting questions from parents
    - Yvette and Haiyan will meet to plan
    - Pratyush will confirm on the cafeteria booking
    - Will try to make it clear which counselors will attend
- ANGP (Mary Alice)
  - Cleaned up two sheds; found mice; look at better protection and shelving
  - Reached out to the entertainment company who has had 15 years business with TJ for pricing; if price goes up from last year, Yvette will call and try to negotiate
  - ANGP committee kickoff call on Jan. 10th; cafeteria confirmed
- Diversity (Michele)

- One parent said a Hispanic parent said she didn't find out about the Hispanic Heritage Event until the day before. Asking Ann if the school staff can send messages to a particular demographic group. Ann suggested to do it through the school family liaison.
- Start pre-planning for Lunar New Year and Black History Month in December
- Ann suggested sending this information to the school communication liaison so Ann can include it in her communications
- College Outreach (Par)
  - Planning events for Jan, Feb, Mar.
  - Work in progress on information related to scholarships, financial aid, etc.; try to find out if any information can be obtained from FCPS
  - Looking for additional volunteers - need language recruiting more volunteers in the newsletter
- Health and Wellness
  - Destress event today (cookie making)
  - Dogs will be back next week and the week before winter break
  - Painting event for teachers in January and Chili Cookout later in the Spring
  - Mental Health Coalition (student led group) met last week - focusing on student advocacy; creating guidelines on what to do when frustrated; Students are also preparing updated materials for teachers to post in their classrooms
  - Welcome more volunteers - need language recruiting more volunteers in the newsletter
- How to encourage parental involvement
  - Different student make-up now compared to a couple of years ago; Consider different levels of parental involvement

### **Membership & Fundraising Update**

- Working on printed directory
- Will meet to discuss AtoZ platform
- Need about additional \$5K of fundraising/donations for general PTSA to meet goals
- Ann has a goal of getting 45 staff to be PTSA members, and will include verbiage to promote PTSA in her newsletters

### **Communication Update**

- Newsletters
  - Chairs and others have been good in submitting their articles
  - The Sunday deadline of 5 pm has been followed for the most part
- Website
  - A little delay in updating it as it is a separate work to publish the newsletters' articles as cut/paste is required and sometimes modifying/scrub the emails to prevent spamming
  - Implemented a security measure to prevent multiple (and increasing) failed login attempts over the month of October. There has not been a failed login attempt since Oct 25
  - Next project: implementing a measure to prevent the website to be crawled by search bots and the pages displayed on search engines

### **Student Club Funding**

- \$1,000 total budget for now, \$250/club, will revisit in early 2023 to consider increasing if funds allow
- Give students a month to fill out applications
- Board members can review Yvette's email and provide input
- Plan to get the information out in the next newsletter

### **Unfinished Business**

- N/A

## **New Business**

- Zoom registration confirmation issue
  - Two members didn't receive the registration confirmation email even though Zoom registration report shows the approval
  - Ally created a ticket on the Zoom website. However, Zoom's automated message indicated they don't support the investigation. Ally will try to get in touch with the live agent about the issue.
- FCPS FLE Recommendation Input
  - Yvette noted FCCPTA's request for PTAs/PTSAs to distribute the information regarding the FCPS FLE input survey
  - Pratyush moved to vote on a proposal of including in the newsletter the link to the proposed FLE change input survey with clear language that PTSA is not taking a position, seconded by Yehong. 2 votes in favor, 8 votes oppose, and 2 vote abstain. Motion didn't pass.
- Board Holiday Potluck in December

## **Adjournment**

- Meeting was adjourned @9:00 pm

Minutes Prepared by Qingying (Ally) Lu, TJHSST PTSA Secretary

Minutes Approved as \_\_\_X\_\_\_ Presented or \_\_\_\_\_ Amended on \_\_\_Dec 14, 2022\_\_\_