



TJ PTSA Executive Board Meeting Minutes

12/14/2022 at 7:00 pm - 9:00 pm

Attendees:

Yvette Rivers (President), Yehong Zhou (Second VP of Membership and Fundraising), Laura Marschoun (Third VP of Communications), Neelam Janardhan (Treasurer), Qingying Lu (Secretary), Haiyan Richter (Academic Support Committee Chair), Mary Alice Heretick (ANGP Committee Chair), Parvathi Rachakonda (College Outreach Committee Chair), Colleen Bucher (Hospitality Committee Chair), Renee Rodriguez (Health and Wellness Committee Chair), Dr. Ann Bonitatibus (Principal)

Location: Google Meet

Agenda

- Call meeting to order
- Approval of 11/16/22 EB Meeting Minutes
- Review 11/3/22 GM Meeting Minutes
- Principal's Report
- Treasurer's Report
- Committee Reports
 - New Committee Members
 - Upcoming Events and Scheduling
 - Challenges & Issues
- Student Club Support Decisions
- General Membership Meeting Planning
 - Virtual Meeting on January 12th
 - Proposed Agenda
 - Logistical Concerns/Plans
- Other Unfinished Business
- New Business
- Adjournment

Call Meeting to Order

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

Approval of 11/16/22 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.
- The minutes were approved as presented.

Review 11/3/22 GM Meeting Minutes

- No feedback from the board.

Haiyan joined at 7:06pm

Principal's Report

- Appreciated the Thanksgiving feast and the holiday gifts.
- Curriculum night will be held virtually in Jan. Staff will put together posters and flowcharts; will look back at the past FAQs. Due to the 300 limit for Zoom Meeting, might break out Math, Computer science, or use Zoom Webinar
- Next GMM - will share the process for creating the instructional calendar
- Students responded much more favorably to the survey this fall compared to the spring and last fall. Thanks for the support from the parents and the PTSA
- PTSA asked to whom can parents give feedback regarding tutor.com? Give to Ann or the TJ tech team lead, Leonel Resquin.

Treasurer's Report

- Nell made a motion to reallocate the leftover funds (\$300) from Back to School Bash to Student Support, seconded by Yehong. Approved unanimously.
- Nell made a motion to reallocate the leftover funds (\$330) from Regional Welcome Gatherings to Student Support, seconded by Laura. Approved unanimously.
- As a result of these funding reallocations, we will be able to fund 6 student clubs.
- Almost met revenue target of \$37,900 (at 96.5%); spent \$14K so far, with the estimated total expenses by end of year of approximately \$50K
- ANGP revenue and expense are still far from targets, but these are expected later in the school year
- Do we need to budget for the regional welcome parties for the 2027 class within this school year? Ann: first round of TJ invitations might go out in April; it's rolling application, so it could extend into the summer, which means the regional welcome parties most likely cannot occur until August

Programming & Committee Updates

- Hospitality (Colleen)
 - There were 20 volunteers to create and distribute gifts to the teachers and staff today
 - Teacher appreciation week in May
 - Would welcome more volunteers, especially from 2025 and 2026 parents
 - Need to include language for recruiting more volunteers in the newsletter
- Academic Support (Haiyan)
 - Coffee with Counselors last Friday - about 80 parents attended
 - Navigating TJ math and science at end of Jan.; might reschedule due to curriculum night
 - Haiyan and Yvette will touch base before reaching out to Brandon
- ANGP (Mary Alice)
 - Raised 30% of funds in 9 days through fundraising by selling ANGP tickets, yard signs, and cups; packets sold well
 - Yard signs and cups sales will be cut off mid Jan.
 - Tickets for optional reserved seating will for sale late winter
 - Kickoff meeting on 1/23 (tentative); all volunteers will attend
 - Online zoom last Saturday; food subcommittee is planning on variety of food; trying to determine how much food can be donated so some money can be moved from food to decorations; started planning for the decorations
- College Outreach (Parvathi)
 - Planning events for late Jan, Mar, and May
 - Work in progress on information related to scholarships, financial aid, etc.

- Training the co-chair
- Looking for additional volunteers - need language for recruiting more volunteers in the newsletter
- Health and Wellness (Renee)
 - Met twice recently
 - Met with school staff the first Monday every month
 - Might need additional help on daytime events
 - Therapy dogs came back last week
 - Will plan monthly parent support group to support students' mental health
 - Teacher Painting Party on 1/26 (teacher workday) Teacher Chili Cookoff on 3/3 (new date at the request of teachers.
 - Mardi Gras Breakfast on Feb 21
 - Planning evening virtual event for parents on the neuroscience of the teenage brain. Date TBD

Student Club Support Decisions

- Laura moved the motion to fund all 7 applications from school-approved clubs (\$1,500 total) with the condition that the club must have school financial account, seconded by Colleen; approved unanimously
- Nell/Yvette will contact 2 clubs without a financial account to ask them to set them up

General Membership Meeting Planning

- Virtual meeting on 1/12/23
- Principal's report: 25 mins
- Will share Nomination Committee timeline
- Not make chairs co-hosts, but provide their emails in case questions arise

Membership & Fundraising Update

- When do we want to have a decision whether to continue doing printed directory: likely February 2023
- It's better for the board to come up with a recommendation to present to the general membership
- Have on the agenda for the board meeting in February - Yvette will work with Yehong, Laura, and Nell to create a report for board consideration

New Business

- The Writing Center requests \$500 of funding to purchase t-shirts for their student volunteers. Dr. B suggested they contact her for available school funds and reminded the group to share staff requests with her first in the future to see if the school can pay for the requests.
- Colleen suggested planning for teacher grants in the future.

Unfinished Business

- Printed directory: received final proofread yesterday; will put in the order of 500 copies tomorrow

Adjournment

- Meeting was adjourned @8:56 pm

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

Minutes Approved as _____ Presented or X Amended on January 05, 2023