



TJ PTSA Executive Board Meeting Minutes - FINAL

08/24/2023 at 7:00 pm - 9:00 pm

Attendees: Executive Board

Executive Committees: President Neelam Janardhan, First VP of Programming and Event Laura Marschoun, Second VP of Membership and Fundraising Julia Li, Third VP of Communications Maggy Li, Treasurer Seema Lohia Singh, Secretary Mary Paul

Committee Chairs: Academic Support Committee (ASC) Chair: Partho Banerjee; College Outreach Committee (COC) Chair: Radha Somanchi; Diversity Committee (DC) Chair: Michele Hyde; Hospitality Committee (HC) Chair: Colleen Bucher

Principal (ex officio): Dr. Ann Bonitatibus

Location: Google Meet

Agenda

1. Call meeting to order
2. Welcome to the New Board
3. Appointment of new HWC Chair
4. Purpose of EB Meetings
5. Approval of 2023-07-25 EC Meeting Minutes
6. Officer Reports:
 - a. President Updates
 - b. First VP Report
 - c. Second VP Report
 - d. Third VP Report
 - e. Treasurer's Reports:
 - i. 2022-23 Budget vs Actual
 - ii. July 2022 - June 2023 P&L Report
 - iii. July 2023 Budget vs Actual Report
 - iv. Proposed Budget for 2023-24
 - f. Secretary Report
7. Kicking off Committee Activities
 - a. Academic Support
 - b. College Outreach
 - c. Diversity
 - d. Health & Wellness - Chair
 - e. Hospitality
8. Principal Report
9. Appointing Committee Members
10. General Membership Meetings Dates
11. Monthly Executive Board Meetings Dates
12. Other Unfinished Business
 - a. Pest Control services for the ANGP sheds (Laura)
13. New Business
 - a. In-Person Back to School Night for Class of 2024 and 2027 (Tue, Aug 29) (Julia)
 - b. In-Person Back to School Night for Class of 2025 and 2026 (Wed, Sep 6) (Laura)
14. Adjournment

Call Meeting to Order

- A quorum was determined to be present and the president called the meeting to order (@7:05)

Welcome to the New Board

- Brief introductions were made and the president thanked the new chairs for taking up the roles and for contributing their time to the PTSA activities

Appointment of new Health and Wellness Committee (HWC) Chair

- Deborah Bagocius, the HWC chair who was appointed at the July 25 EC meeting, is stepping down due to personal reasons.
- The president asked Elizabeth Das who is an active HWC committee member to be the chair and she agreed
- After a short discussion, there were no objections, a vote was taken. By unanimous vote, Elizabeth Das was appointed as the Health and Wellness Committee Chair

Purpose of EB Meetings

- President explained the purpose of EB meetings. Emphasized that the EB meetings are not working meetings. Discussions are primarily based on agenda. Meetings are to follow Robert's rule, for example raise hands before speaking, proper motions, etc
- The purpose of the EB meetings is to hear about the status of PTSA activities, make important decisions and talk about any issues, risks, and governance.
- For this term, there are 11 Executive Board meetings and six General Membership meetings planned
- The meetings will also hear from all of the committee chairs

Approval of 2023-07-25 EC 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 additional corrections to the 2023-07-25 EC Meeting Minutes, the minutes were approved as presented.

President Updates

- President updated the new chairs that the new officers have completed or in the middle of their transition phase (onboarding); committee chairs were identified and appointed; financial review process and report, as well as taxes were completed/filed; insurance has been renewed.
- The initial budget planning has started, 1st VP worked with the committee chairs for their initial event budgets; 2nd VP had reviewed the revenues and fundraising goals. This initial budget proposal will be finalized during the 8/24 EB meeting and will be presented to the GM meeting on 9/14
- Back to School Bash is scheduled for Thursday, August 31, with food trucks and vouchers for teacher meals. Inflatables and DJ are also provided as part of this fun event

First VP Report

- Regional Parties
 - The leads were identified in the later half of July. Some of the bigger but within-budget meeting spaces were no longer available.
 - Going forward, it will be ideal to identify the leads by mid-June. If no leads are identified by then, the meeting spaces should be reserved by the president/1st VP; especially for Regions 1, 2 and LCPS
- Back to School Bash: Volunteer SUG and newsletter blurb have been created. Asking the board to help spread the word
- Back to School Nights: Requested help with the membership tables

Second VP Report

- Current membership sales: \$18,660; it was \$5,120 on 7/23
- 8/17 new student orientation: ~72 parents signed up on that day; ~40 on the 2nd and third day
- Back to school nights (8/29 & 9/6): David confirmed that the tables and computers will be ready for membership signup during back to school nights
- The reminder to renew membership emails have been sent out every two weeks

- A new membership category, alumni, has been created; at a \$40 membership fee. Emails have been sent to 206 alumni parents who were a member last year
- Fall SAT/ACT mock-up test fundraising:
 - Contacted Melissa from Educational Connections (EConn)
 - College Board is now offering Digital SAT so EConn does not offer Mock SAT until they have enough data to re-offer the service
 - EConn offers to conduct a free seminar for parents to help navigate the differences between paper versus digital testing.
 - Expect a lot less fundraising result due to this changes (\$2500 was raised last year)
- Possibilities of providing multiple mock test opportunities, and coordinate effort with the academic support committee
- Explore matching company donations, ex: United Way

Third VP Report

- Published the first newsletter on Monday, August 21st
- Made minor design changes to the newsletter, sent weekly reminders to the chairs and boosters
- Made a request if it is wise to create a PTSA Facebook Account/Page/Group: pros and cons were discussed. The board agreed to not create a PTSA FB Page/Group due to the complications of having a dedicated person to manage and monitor the page/group.
- President, 1st and 3rd VP to follow up with a working session to discuss pros and cons of creating a PTSA/Communication FB Account

Treasurer's Report

- Presented a spreadsheet showing the 2022-23 last approved budget, 2022-23 actuals (PL), and an initial 2023-24 budget numbers.
- Few highlights:
 - Beginning bank balance last year was \$60K, while this year it is \$64,500
 - Beginning PTSA balance last year was \$32,000, while this year it is \$36,000
 - Ending PTSA balance last year was \$21,000, while this year it is being projected to \$30,000
 - Committee Budgets:
 - ASC - Snack for AP exams: \$3500
 - COC: \$1,200
 - HWC asking \$5,000 which is much higher than last year; President to follow up with the newly appointed chair
 - Student club supports are budgeted at \$0, revisit in Jan pending the actual revenues/fundraising,
 - Teacher Lunches budget was reduced to \$4,000 (from \$4,500) due to generous donations from parents. Chair reported excess of leftover food, plan to reduce spending

Secretary Report

- Completed the second transition meeting with the 1st VP
- Published the last approved minutes to the TJ PTSA website

Academic Support Committee Report

- Plan to reach out to Sara Genetin (this committee's staff liaison)
- Plan to seek support from the administration to be part of panel on some events
- Tentative events: Navigating TJ Series (3 sessions), Coffee with Counselors, Breakfast for Student Services, and AP volunteering and snacks

College Outreach Committee Report

- Plan to follow similar format and topics from last year, especially for the college application process
- Senior reflections on the junior packet (spring)
- Bring TJ alumni to share college experiences to open up the various career options available
- Breakfast for Student Services (joint effort with ASC)
- Total of 4 virtual sessions and one in-person session
- Plan to reach out to alumni contacts to build a pool/database of alumni connections for future use

Diversity Committee Report

- Format is similar to last year with Hanukkah being the new event and it is tentative based on volunteer support
- Asking to formalize the role of student volunteer: promoting events on Student Facebook groups, help advertise trivia and distribute prizes, and perform activities during the school day, which is easier for a student to do than a parent. PTSA would create an email account for the student to ensure continuity and know-how. Looking for another student to transition for next year.
- The chair moved to formalize the role of Diversity Committee student liaison and to create a PTSA email account for that role. Seema seconded the motion. Unanimously approved.
- Asking support to introduce a committee's t-shirt for members/volunteers who want it. T-shirts will be sold at cost.

Hospitality Committee Report

- For the previous year, a major source of revenue was Teacher Appreciation donations (Thanksgiving Luncheon, Holiday Gift Cards, and Spring Luncheon)
- During May 2023 GM Meeting, members approved the budget of \$1000 for Teacher/Staff Welcome Back Breakfast
- The holiday gift card event is a direct fundraising opportunity with a targeted goal of raising the funds for a gift card for every single teacher/staff/admin in the school
- Re-evaluated the timing of the May Teacher Appreciation Week Luncheon as it was a very busy week (month for teachers/staff, students, and parents/volunteers due to AP/SOL testings and other end-of-year activities by other organizations/boosters)

Principal Report

- A great opening week so far. Opened the doors to welcome 2020 plus students from over 1,300 square miles of Northern Virginia, where families come from 65 different countries and speak 61 different languages.
- Due to parking availability, Back to School Nights are scheduled on two different nights (sophomores/juniors & freshmen/seniors)

Appointing Committee Members

- Received 54 applications to volunteer for the different committees.
- President shared the thought process on how she assigned the committee to the applicants
- First VP moved that the EC appoints the applicants to the assigned committee as listed in the file shared and discussed; pending their PTSA membership confirmation. Seconded by the treasurer. A vote was taken and the motion passed unanimously (only officers voted)

General Membership Meetings Dates & Monthly Executive Board Meetings Dates

- President presented the proposed dates for the GM and EB Meetings for the year
- After brief discussion, the board approved the proposed dates
- General Membership Meeting Dates: 9/14 (virtual), 11/2 (virtual), 1/11 (virtual), 2/15 (in-person), 4/18 (virtual), 5/23 (in-person)
- Executive Board Meeting Dates: 9/7, 10/5, 10/26, 12/7, 1/4, 2/8, 3/7, 4/11, 5/16, 6/12 or 6/13

Other Unfinished Business

- Tabled Pest Control services for the ANGP sheds

New Business

- BTSNs were discussed as part of the updates earlier in the meeting
- No other unfinished business was identified

Adjournment

- Meeting was adjourned at 9:15 pm.