



## TJ PTSA General Membership Meeting Minutes

09/14/2023 at 7:00 pm - 9:00 pm

### Attendees:

Executive Committees: President: Neelam Janardhan; First VP of Programming and Events: Laura Marschoun; Second VP of Membership and Fundraising: Julia Li; Third VP of Communications: Maggy Li; Treasurer: Seema Lohia Singh; Secretary: Mirtha Arce

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; Health and Wellness Committee Chair: Elizabeth Das

Principal: Dr. Ann Bonitatibus

SGA President: Yasmin Kudrati-Plummer

Other Attendance: 62

**Location:** Zoom

### Agenda

- I. Call to Order and Welcome: Nell Janardhan
- II. Agenda Adoption: Nell Janardhan
- III. Approval of General Membership Meeting Rules: Nell Janardhan (10 mins)
- IV. Approval of 5/25/2023 GM Meeting Minutes (3 mins)
- V. SGA Report: Yasmin Kudrati-Plummer (15 mins)
- VI. Principal's Remarks: Dr. Ann Bonitatibus (10 mins)
- VII. Faculty Report: Frau Ozko (5 mins)
- VIII. Introducing the PTSA Executive Board and discussing upcoming committee events & needs (35 mins)
- IX. Adopting 2022-23 Financial Review Report: Seema Lohia Singh (5 mins)
- X. Proposed Baseline Budget and Vote: Seema Lohia Singh (15 mins)
- XI. Unfinished Business (5 mins)
- XII. New Business and Announcements (5 mins)
- XIII. Adjournment

### **Call Meeting to Order and Welcome**

- A quorum was determined to be present and the President called the meeting to order at 7:00 pm.
- President welcomed all participants and presided over the meeting.
- TJ PTSA will use Robert's Rules for parliamentary procedures of the GMM.
- GM meetings will be conducted virtually (to allow more families to participate) and also in-person.

### **Agenda Adoption**

- Proposed agenda was previously sent with the invitation link to the GMM and was displayed on the screen.
- First VP moved to approve the proposed agenda and was seconded by the Treasurer.
- First VP moved that debate on the agenda be limited to ten minutes and was seconded by the Treasurer.
- Motion to limit debate was not debatable and required a two-thirds majority vote.
- A vote was cast using Poll #1 about limiting debate to 10 minutes, and from 33 voters, 29 were in favor and 4 abstained.
- Members proceeded with discussions on the approval of the proposed agenda, and there were no further deliberations.
- A vote was taken using Poll #2 for approval of the proposed agenda, and the motion passed with 34 votes in favor, 2 abstained, from a total of 36 voters.

### **Approval of General Membership Meeting Rules**

- President mentioned that proposed rules for GMM are the same as last year.
- Asked members to approve a baseline set of meeting rules. One intended purpose of these rules is to ensure that meetings run smoothly and enough time is dedicated to cover the entire Agenda. Another reason for having these rules in place is to ensure that all participants are treated respectfully.
- Since the proposed rules were sent out in advance to all registrants, they were not read aloud. Time was allocated for discussions and notes taken for suggested revisions or modifications.
- Third VP moved to re-adopt the General Membership Meeting Rules from last year.
- During discussion time. President recognized a member's raised hand. The Member recommended that poll results include the number of GMM participants, the quantity of actual voters, along with the votes in favor, against or abstained. The President confirmed that request was noted and displayed the voting statistics to the membership and also asked for suggestions on making this clear.
- A vote was taken using Poll #3 about the adoption of the proposed GMM Rules from last year. The motion passed with 40 votes in favor, and 1 abstention, from a total of 41 voters.

### **Approval of 5/25/2023 GM Meeting Minutes**

- Since there were no objections or corrections to the GM Meeting Minutes of 05-25-2023, the minutes were approved.

### **SGA Report**

- Yasmin Kudrati-Plummer, President of the Student Government Association (SGA), introduced herself as the new student representative, and presented her report.
- Announced that Homecoming week will be from September 18th to 22nd.
- HOCO Dance will be on Saturday, September 23, from 7:00 to 10:00 pm. Presale tickets for the dance are \$20, and at the door \$25.
- Homecoming Week will be a big celebration with a series of daily events. The four different classes will compete and accumulate points that will be displayed on a scoreboard.
- Each day of the week students will dress according to a theme. Monday: best outfit or pink, Tuesday: class theme, Wednesday: alternative backpack, Thursday: friends coordinated outfits, Friday: class color.
- Listed planned events or activities: Catered food, Pep rallies, TJ Olympics, Spirit days, MEX, Karaoke, HOCO Court, Floats, Football Game, Canned food sculptures, and Money works for donations to victims of domestic violence.

- SGA requested that canned food were not just tomato or pasta sauce, since they will be donated to local food banks.
- Thanked parents for their support for HOCO dance and expressed appreciation to all who signed up.
- Asked parents to volunteer for the dance, and sign up to set up, serve food, or clean up at the event.
- Requested donations of food, either homemade or store bought. Meals should not have peanuts and include a list of allergen ingredients. Link with dietary restrictions will be included in the sign up form. Food should be delivered by 6 pm on Saturday 09/23.
- SUG made another request for six convertibles or open top vehicles, one for each underclass year and three for the senior class. Each car will be used at Homecoming Court to drive a pair of students around the football field during the Football Game halftime performance on Friday, September 22.
- Informed that Freshman election for SUG will be after Homecoming. Interested freshmen should be on the lookout for ION posts. Parents can inform their kids about this opportunity.
- Reminded that there are two clubs that students can join by signing up by email. One is the Mental Health Coalition (MHC) and the other is the Human Relations Committee (HRC).
- Announced that Halloween movie night will be at the auditorium in October.
- Winter Bash is planned for January 13th 2023. Volunteers will be needed for food and for serving meals. Some activities will be food contests, movies, games, and karaoke.
- Talent show will take place in February in the auditorium, with many activities.
- Winter Bash is planned for January 13th 2024. Volunteers will be needed for food donations and for serving meals. Planned activities are a food contest, movies, games, and karaoke.

### Principal Remarks

- Principal started her presentation saying that TJ has over 2,000 students for the current school year, who were born in around 70 different countries, and whose families speak over 60 different languages.
- Thanked PTSA for the support, the treats for the staff, and the educational assistance.
- Reminded parents that they need to step in early, have conversations with their students about what they are enjoying at school, reach out to teachers earlier when there are concerns, and do not wait to be approached.
- Remarkd the importance of using all the school resources available, and contacting the high level administrators, the social worker, the psychologist, and the teachers for support.
- Mentioned that the Student Government Association (SGA) have two advisory committees that mirror existent Faculty groups. Freshman, sophomores, junior and seniors take part in these two committees. The Logistics Operations Team will advertise about these committees to the incoming freshman inviting them to join.
- Shared that TJ's draft goals for school and innovation improvement plan is aligned to the FCPS Strategic Plan.
- All high schools in FCPS are required this year to have goals in place to implement Strategic Plan Goal 3 for Academic Growth and Excellence.
- TJ had decided to focus on solidifying Mathematics skills of 9th graders. By the end of this school year, 100 percent of students in grade 9 had to score at a proficient level in Math.
- The second goal plan the school drafted over the summer with the staff, and submitted to FCPS for consideration, still has a pending approval. It is the evidence of successful completion of advance work. TJ will focus on all the English classes. The objective is that all students that have less than a B at the end of the quarter, to raise their grade for at least 1 step (ie: C -> C+, C+ -> B-, etc).
- For the self-selective goal, TJ will align to Goal 2 of FCPS Strategic Plan, which is positive school climate, academic support, sense of belonging. These are the conditions where students learn best.
- Principal highlighted the importance of people to step up. The expectation for teachers is that they know every student by name. Another school target is to achieve 100 percent teacher to student trust. TJ will also emphasize student academic integrity and advocacy practice.
- Question: Is there information to learn about the standard and requirements of Math for Grade 9 or what is the Math inventory proficiency level? Answer: At TJ we use the Math inventory to review what is being communicated to students and if they need academic support. The Math inventory for grade 9 is a basic assessment for Algebra. At TJ we use the Math inventory to find out the students that also need help with Algebra 1.

## **Faculty Report**

- Frau Silvia Oszko spoke on behalf of the Faculty.
- Gave thanks for 31 years of teaching at TJ.
- Underlined the importance of having a strong engagement, a focus on students, and a community where every student and educator feels valued and appreciated.
- Recognized that TJ had a great start of the school year, with “good vibes”. Gave a shout out to Back to School Night for the effort of connecting parents and teachers. Mentioned that teachers had expressed that it is hard to connect with parents having only a few minutes during BTSN, but it was nice to see the parents that are committed to their student’s education.
- Thanked the PTSA for the continuous support.
- Showed appreciation for events like Back to School Bash. Said that connection with the students is enhanced in a more casual environment, and students tend to seek teacher support after that first bond was established.
- Expressed gratitude for the lunch that was offered to the staff at the start of the school year. Said that teachers enjoyed Mediterranean meals in the company of colleagues and students. Mentioned that teachers loved being offered something special. They felt loved and valued when treated with delicious food.
- Emphasized that Homecoming Week was approaching and it was important to provide the students this type of exposure that is part of the high school experience as a whole.

## **Introduction of PTSA Executive Board and Discussion of upcoming committee events & needs**

- President introduced herself and gave the following updates: Great school year kick-off with Regional Welcome Parties, Freshmen and Froshmore Orientation, Back to School Bash, and Back to School Nights.
- First VP gave a brief introduction about herself, and displayed slideshow photos of the events mentioned by the President. She also gave short updates about each one of them, and thanked all the volunteers (parents and students) who helped out.
- Second VP introduced herself and explained her roles for this term. She updated members about the current amount of donations received. She also presented the new initiative, Corporate Sponsorship, that will attract corporate donations to support community activities. She asked anyone who was interested in helping out with that initiative to contact her.
- Third VP, who is the editor responsible for the weekly TJ PTSA newsletter, presented herself. She described her role and offered an overview of how the newsletter’s materials are collected and compiled. She also mentioned the non-PTSA Facebook groups as another space to publish school events. She welcomed any feedback to improve communications and the newsletter.
- Treasurer introduced herself. Her reports will be presented later, according to the GMM agenda..
- Secretary made a brief presentation about herself, and talked about the importance of volunteering for small or big roles to support the PTSA in some way or another.
- The Academic Support Committee Chair introduced himself, and explained that his committee tries to provide answers to questions about different academic subjects at TJ. He asked members to submit their inquiries. He also mentioned that there is an upcoming panel about Navigating TJ that is planned for the Fall.
- The College Outreach Committee Chair introduced herself. She mentioned that a series of online panel sessions will take place during the school year to share information and resources about the college application process. The first one is a Panel with Alumni Parents in October.
- Diversity Committee Chair introduced herself and the mission of her committee to advance a culture of belonging at TJ. She used slideshows to showcase past Diversity events, and announced Diversity celebrations planned, such as Hispanic Month Celebration, Diwali, Lunar New Year, Black History Month, Hanukkah, Holi, and Eid al Fitr. She shared details about the Hispanic Heritage Month Celebration planning, and requested volunteers and donations..
- The Health and Wellness Committee Chair offered a brief introduction of herself, and explained that her committee supports events that promote wellness for staff, faculty, parents and students. She gave examples of past events that were organized by Health and Wellness. She mentioned resources such as the school liaison, the social worker, the mental health coalition for students, and book clubs for

parents and guardians. She highlighted a successful first session of the 9th grade Parents Book Club that is currently reviewing *"How to Raise an Adult"*, by Julie Lythcott-Haims.

- The Hospitality Committee Chair introduced herself and mentioned that her committee organizes appreciation events for teachers and staff, such as the Welcome Back Luncheon in August, Thanksgiving Luncheon in November, and Holiday Gift Cards in December. The Hospitality Committee also supports professional development on Teacher's Day. All these events need a lot of volunteers to help with set up, clean up, and also home cooked food donations that faculty and staff always love.

### **Adopting 2022-23 Financial Review Report**

- The Treasurer presented the Financial Review Report on behalf of the Financial Review Committee.
- First VP moved to adopt the Financial Review Report on behalf of the Financial Review Committee. Because the motion was made on behalf of the Financial Review Committee, a second was not required.
- President clarified that the motion was to adopt the financial Review Report and asked if there were questions or a need for debate. There were no questions.
- A vote was cast with Poll#4 to adopt the Financial Review Report. The motion passed with 36 votes in favor and 1 abstained, from 37 voters.

### **Proposed Baseline Budget 2023-2034**

- The Treasurer presented the Proposed Baseline Budget for 2023.
- TJ PTSA Proposed Baseline Budget was shared with the Agenda and displayed on the screen.
- The Proposed Baseline Budget has \$64,498.70 from the combined bank accounts of PTSA and ANGP.
- For PTSA, the proposed expenses are \$44,133.25. Those will be funded by raising \$38,100 via donations, membership dues, and various fundraising events. The funding balance of \$6,033.25 will be covered with excess bank funds from prior years. The estimated ending bank balance for PTSA is \$30,171.95
- PTSA proposed expenses will be used as follow: \$12,500 for School and Teacher Support (Teacher appreciation, lunches, etc.), \$22,350 for Student Support, \$3,000 for Community Support (Regional Gatherings, Freshmen orientation, Back to school night and other school year kick off events), \$9,083.25 for PTSA Operations (Systems, supplies, meetings and miscellaneous).
- If fundraising and donation goals are exceeded, the Student Club Support will be raised to match last year support.
- For ANGP, the proposed expenses are \$50,000. Those will be funded by raising \$40,000 in revenue. The funding balance of \$10,000 will be covered with excess bank funds from prior years. The estimated ending bank balance for ANGP is \$18,293.50
- The Proposed Baseline Budget is consistent with prior years and depending on fundraising.
- A revision of the budget will be proposed as needed.
- The Treasurer moved the motion to adopt the Proposed Baseline Budget.
- President asked if there was a need for discussion, debate or questions.
- A vote was cast with Poll #5 for approval of Proposed Baseline Budget 2023-2024. The motion passed with 36 votes in favor, and 1 abstained, from 37 voters.

### **Unfinished Business**

- A PTSA member asked if lowering the membership fee for socially-economic disadvantaged families is still under consideration.
- President mentioned that she would bring the topic to the next board meeting and would update membership at the following GM meeting.
- Explained that PTSA has an existing policy of giving a free membership to those who requested it via Danielle Armstrong, the school social worker.

**New Business and Announcements**

- No new businesses or announcements to report.

**Adjournment**

- The President mentioned that a lot was covered and accomplished at this General Membership Meeting.
- Meeting was adjourned at 8:41 pm.

Minutes Prepared by Mirtha Arce, TJHSST PTSA Secretary.

Minutes Approved as \_\_\_\_\_ Presented or \_\_\_\_\_ Amended on \_\_\_\_Month xx, 2023\_\_\_\_

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