

**Minutes of the James Madison High School PTSA
Tuesday, May 24, 2022**

The meeting was called to order at 7:01 p.m.

In attendance:

Greg Hood, Timothy Buckley, Elizabeth Dean; Abby Shannon, Andrea Kramer, Beth Eachus, Chris Lande, Christine Nell, Dara Dirth, Eliza Morss, Gayle Schlueter, Heather Ireland, Janine Bruhn, Michael Kowal, Pascale Centola, René Newman, Sarah Español, Suzanne Zulauf, Urvi Desai, and others.

I. Call to Order and Welcome – Beth Eachus

Beth welcomed all to the meeting. This meeting is the last of the 2021-22 school calendar year.

II. Approval of April 12 PTSA Meeting Minutes – Beth Eachus (for Sarah Lundquist)

Beth Eachus announced that the minutes of the April 12, 2022 meeting had been posted on the PTSA website for several weeks. No changes to the minutes were requested. Michael Kowal moved to approve the minutes as posted. Urvi Desai seconded the motion. A vote was taken, and the motion passed to approve the April 12 meeting minutes as posted.

III. Principal's Report – Greg Hood

Mr. Hood gave the following updates:

Prom: Prom was held at The State Theater in Falls Church on Saturday, May 21. More than 750 tickets were sold, and the students had a great time.

Building Renovation: Construction is continuing, and at the pace of current progress, Mr. Hood is confident that the building will be ready for full use when school resumes in August. The glass on the addition at the front of the building is installed and silver flashing is going up. "Madison" will be emblazoned across the front of the addition and "Warhawks" will run vertically up the side. Mr. Hood has toured the new spaces, which are in their final stages of work.

Track Renovation: At the pace of current progress and weather permitting, the new track will be ready by the August 15 target date, at which time use of the playing field will also resume.

End-of-Year Details: The final weeks of the school year are extremely busy and filled with end-of-the-year events (award ceremonies, convocation, graduation, etc.). In a change from prior years, most students are completing their work by sharing final projects or other "celebrations of learning," rather than completing their coursework with traditional final exams.

IV. Student Services Report – Tim Buckley

Mr. Buckley gave the following updates:

Senior Events: "This is a happy, joyous, wonderful time of the year." May 25 is the last day of exams for Seniors and the day on which Seniors will receive their cap and gown. They will wear their gowns on May 26 for Convocation and Awards ceremony, which will also be the first rehearsal for graduation. May 27 is the Senior trip to Kings Dominion. The final graduation rehearsal will be May 31 and will be followed by the Senior Picnic. June 1 is Graduation at DAR Hall.

Kings Dominion Trip: Due to changes at the county level, students had to buy their own tickets this year, which has caused a drop in participation. No student in financial need has been prevented from participating, however. Beth Eachus elaborated that the PTSA's Adopt-a-Senior program ensured that all students with financial need had their KD tickets funded.

Graduating Class: 568 Seniors will graduate from Madison HS on June 1. Only 1-2 students in the class will be unable to graduate. Such a high graduation rate is a tremendous achievement for the students, staff, and school after more than two years of pandemic conditions. The staff constantly went above-and-beyond to support struggling students.

Underclassmen: May 26 is the Awards ceremony day for underclassmen. Parents have already received their invitations, and emails to the students receiving awards will be sent shortly. Final exams are scheduled for May 31 – June 3, but most classes will end with students sharing projects or other "celebrations of learning," rather than by exam.

Testing: After nearly 5 weeks, SOL and AP testing is almost over. More tests and different types of tests were administered than any year prior. As an example: More than 2,500 AP tests were administered to students in 160+ unique test-taking settings (en masse, individually, with accommodations, etc.), consuming 750+ hours of staff time. Mr. Buckley expressed his gratitude to all - staff and volunteers - who have helped the school successfully administer this vast testing load in the allotted time.

2022-23 Course Selection: Students are being reminded to consult their counselors and teachers and reconfirm their course choices for next year. This is the last opportunity for those changes to be made relatively easily. Starting in June, schedules will be fixed, and any course changes requested from June onwards will be extremely difficult to accommodate. The time is now to make course changes.

Mr. Buckley ended his report by heartily thanking the PTSA for the organization's sustained, generous support of the school staff and programs throughout the year.

V. Faculty Report – Elizabeth Dean

Teacher Appreciation: Dr. Dean thanked the PTSA for support of the teachers and staff during Teacher Appreciation Week. Teachers and staff looked forward to each day's surprise, and the goodies boosted the energy of the teachers and staff as they work to finish out the school year.

WINGS Program: 170+ Seniors participated in the WINGS program, and the final presentation for all participants was May 24. A mark of this year's WINGS' success is that all 170+ students involved participated in the end-of-program presentation. The program is for 2 weeks (the last 2 weeks of May), and participants had to devote 30 hours to their chosen project. 24 Seniors chose to do "passion" and individual research projects, but most Seniors had internships locally, exploring work at local businesses, schools, in medical offices and on Capitol Hill. Participants and sponsors gave very positive reports, and some internships resulted in summer job offers. Any local business interested in hosting a WINGS intern in 2022-23 should contact Dr. Dean for more information.

VI. Student Government Report – Beth Eachus (for Alyssa Kowal & Lou Krasinski)

SGA held a very successful Prom on Saturday, May 21 at State Theatre. Thank you to the PTSA for its help and support.

VII. President's Report – Beth Eachus

Madison's Food Pantry: Wonderful donations to report! *Rustic Love Vienna*, a 501(c)3 organization whose mission is to help feed the food insecure in our community, gave the Food Pantry a \$4,000 grant for food, and the *One Neighborhood Foundation* donated \$850 in gift cards. These donations will be used to support Madison community families who are food and resource-insecure during the summer months.

PTSA Thank Yous: Beth recognized and thanked Michael Kowal for his family's years of dedication to the PTSA. This was his last meeting. Beth also recognized and thanked Shelly Koshuta for her four years of service as the writer of *Mad Memos*.

VIII. Treasurer's Report – Janine Bruhn

Janine presented the following report:

Report period: April 1- May 22, 2022

- Budget fitness as of May 22 2022:
 - Net membership income has exceeded the 2021-2022 budget goal \$7,700 (with \$7,872 and 535 members).
 - PTSA donations have exceeded the 2021-2022 budget goal of \$7,500 (\$12,045 in donations).
 - Academic Boosters has exceeded the 2021-2022 budget goal of \$2,000 (\$3,581 in donations).
 - Pantry donations have reached \$7,852 as of May 22, 2022.
- Overall financial status through May 22, 2022 (as reflected in the PTSA budget hand out):
 - PTSA revenues through May 22nd total \$26,637.
 - PTSA expenses total \$22,480 to date.
 - **PTSA cash on hand \$72,463**
 - ANG income through May is \$19,570.
 - ANG expenses total \$10,207 with more to hit after June 1st event.
 - **ANG cash on hand \$22,449**
 - **ANG Tickets sold: 155, expectation to go up to 200**
- Please get all remaining reimbursement requests submitted by June 10th.
- Requesting 2-3 volunteers for the yearly financial review of the PTSA and ANG financial records.

2021-2022 budget attachment reflects the approved budget change from the April 12 2022 meeting:

- 2021-2022 Teacher and Staff Appreciation budget was increased by \$500 from \$9000 to \$9500

Monthly income and expense summary (this report reflects April 1 to May 22 activity (from QuickBooks):

Expenses		
500 School and Teacher Support		
501 Academic Booster grants	3,917.83	3,917.83
502 Flight School expense	2,000.00	2,000.00
503 Special projects	250.00	701.85
Total 500 School and Teacher Support	\$ 6,167.83	\$ 6,619.68
600 Student and Parent Support		
602 Minority Achievement committee	700.00	700.00
603 Parenting Network and Student Services	750.00	1,000.00
604 PTA Scholarship	1,500.00	2,500.00
605 Student activity grants	2,500.00	2,500.00
606 Special Ed Programs		114.85
610 Food Bank	346.98	975.02
Total 600 Student and Parent Support	\$ 5,796.98	\$ 7,789.87
700 Community and Hospitality		
702 Hospitality committee expenses	3,120.86	7,556.58
704 Science Fair Dinner		416.03
Total 700 Community and Hospitality	\$ 3,120.86	\$ 7,972.61
800 Administration		
801 Insurance		343.00
802 Supplies and postage	21.94	43.63
803 Website and On-line accounting fees	100.00	582.44
805 Accounting/ Taxes		750.00
Total 800 Administration	\$ 121.94	\$ 1,719.07
900 ANG - Event expenses		
903 ANG Misc expenses		1,559.70
904 ANG Lawn Signs	3,663.10	3,688.10
906 ANG Decorations	1,660.00	1,660.00
907 ANG Food	328.90	328.90
909 ANG Entertainment	675.00	2,970.50
Total 900 ANG - Event expenses	\$ 6,327.00	\$ 10,207.20
Total Expenses	\$ 21,534.61	\$ 34,308.43
Net Operating Income	-\$ 12,230.63	\$ 17,847.09
Net Income	-\$ 12,230.63	\$ 17,847.09

James Madison PTSA Balance Sheet

As of May 22, 2022

	Fiscal Year Ending Cash Balance			Cash Balance	Planned Expenses	FY Ending July 2022
	Aug 2018 - Jul 2019	Aug 2019 - Jul 2020	Aug 2020 - Jul 2021	as of May 22, 2022	May 22 - July 31, 2022	Estimated Cash Balance
100 PTSA - Checking	\$ 37,111	\$ 61,072	\$ 68,929	\$ 72,463	\$ 23,320	\$ 49,143
101 ANG - Checking	\$ 15,701	\$ 10,159	\$ 13,086	\$ 22,449	\$ 12,000	\$ 10,449

The large increase in our cash balance at the end of the year in 2020 (and then rolled over to 2021) is due to teacher conferences, parent programs, student activities and events that were cancelled due to COVID. Similarly our expenditures were again limited to some degree this year (for example, in the past, staff members have attended WISSIT, a global conference, but it shifted to virtual so the expenditures were significantly less.)

One time donation for outlined projects	\$ 25,000
Est. Total cash on hand at start of next FY	\$ 34,592

IX. Special Expenditures Proposed by Executive Board

Beth Eachus explained the PTSA's current cash-on-hand is higher than in pre-Covid years because pandemic caused many budgeted programs to be cancelled, leaving the PTSA with unspent funds. She stated that the Executive Board proposed that the PTSA spend the unexpected surplus as follows:

- \$25,000 to support the furnishing of the new Teacher's Lounge, which will be located on the first floor. Mr. Hood shared the floorplan and furnishing layout for the lounge, saying that the new space will be large enough to serve as an area for teachers to comfortably relax as well collaborate. At 1,200 square feet, the new Teacher's Lounge will be substantially larger than the teacher's current break room.
 - Christopher Lande made the motion to approve the Executive Board's proposal. Gayle Schlueter seconded the motion. A vote was taken, and the motion passed.
- \$1,000 to pay for a second *Faculty Award* scholarship for this school year only. The award vote by the faculty resulted in a two-way tie vote. The faculty has asked the PTSA for additional funding to support both students.
 - Heather Ireland made the motion to approve the Executive Board's proposal. René Newman seconded the motion. A vote was taken, and the motion passed.

X. Elections

Suzanne Zulauf, Chair of the Nominating Committee, presented the proposed slate for PTSA officers for the 2022-23 school year as follows:

- President: Beth Eachus
- 1st Vice President: Gayle Schlueter
- 2nd Vice President: Abby Shannon
- Treasurer: Janine Bruhn
- Secretary – Eliza Morss

Suzanne asked for nominations from the floor. There were none. Andrea Kramer made a motion to approve the slate of PTSA officers as proposed. Michael Kowal seconded the motion. A vote was taken, and the slate was approved.

XI. Committee Reports

Baccalaureate – Beth Eachus

The ceremony will be held at 6:00 p.m. on May 31 at Vienna Presbyterian Church. It is a non-denominational, interfaith event for graduating Seniors and their families, and at least 9 faith leaders and students are scheduled to speak. Madison Madrigals and the Orchestral Ensemble will perform. This is the first time the Baccalaureate has been held in-person since 2019.

JMHS Food Pantry and Outreach – Beth Eachus

Many thanks to the Madison community for their generosity to the food insecure throughout this school year. 3 food distribution days will be scheduled during the summer, but if a family is in need, they should contact the Pantry for support. Any donations would be greatly appreciated.

Parent Programs – Gayle Schlueter

Gayle reported that she will be working with Mr. Buckley on the scheduling of PTSA parent programs for the 2022-23 school year.

Staff and Teacher Appreciation – Dara Dirth (for Dara Dirth, Angie Gutenson, Karla Mihalak)

Dara reported that even though Teacher Appreciation Week has ended, the Thankful Thursday gift card raffle will continue through the end of the school year. There will be a surprise for teachers after Memorial Day, and a lunch will be brought in for teachers and staff on the last day of school. Dara also thanked the PTSA for supporting the year-long efforts of the committee. The committee team will remain in place for the 2022-23 school year.

All Night Grad – Sarah Español

After much planning, ANG is coming together. Activities for the Seniors will include a photo booth, casino, games, magician, glitter bar, air tattoos, jousting, DJ, basketball and more. ANG will take place at the Vienna Community Center on the night of graduation. For reasons of safety, once Seniors arrive and check-in, they cannot leave ANG before the morning unless they have parental permission. Many thanks to Mr. Buckley for encouraging Seniors to buy their tickets in advance.

Volunteers for ANG are needed! Sarah suggested that people who do not have a Senior get involved so they can see how the event is run. The link to the ANG volunteer sign-up is on the PTSA's website and Facebook page. Sarah will check to see what the minimum age of a volunteer must be.

Choir – Pascale Centola

Madison Choir's last concert of the year was last week. It was wonderful to have the concert in-person after 2 years of the pandemic. Madison Madrigals are very busy; they are singing at the Baccalaureate service as well as at Graduation.

Drama – Pascale Centola

The Thespian Honor Society's induction ceremony will be this Friday, May 27, and Mad Drama's banquet will be held Saturday, May 28. Mad Drama's spring production, "The 25th Annual Putnam County Spelling Bee," was nominated for 6 Cappies. The Cappies Awards will be held on June 6 at the Kennedy Center.

Orchestra – Beth Eachus

The Orchestra held its final concert of the year recently, and its Ensemble will be performing at the Baccalaureate service on May 31.

Band – Heather Ireland

The Band had a great spring trip and end-of-the-year concert. The Band's banquet will be held on Thursday, May 26. The Jazz Band is playing at *Jammin' Java* on Tuesday, May 24. Heather reported that she is stepping down as Band liaison, and that there will be a new person in the role in 2022-23.

Athletic Boosters – Greg Hood

All spring sports teams are in Regional play, except for baseball. Men's Lacrosse, Women's Lacrosse, Softball and Women's Tennis (tied with Oakton HS) are all District Champions.

III Awards – Beth Eachus

10 teachers will be awarded the *III Awards*, which will be announced at Convocation. This year the Executive Board requests that the PTSA support the creation of two (2) *Above & Beyond Awards* at \$250 each (\$500 total) to be given to Ashley Anderson and Jen Frate for their tremendous work in coordinating the administration of the SOL and AP exams.

Michael Kowal made the motion to support this proposal as well as to add the *Above & Beyond Award* as a line item to next year's budget for the III Awards. Urvi Desai seconded the motion. A vote was taken, and the motion passed.

XII. New Business

There was none.

XIII. Old Business

There was none.

The meeting adjourned at 8:04 p.m.