

**Minutes of the James Madison High School PTSA
Tuesday, September 13, 2022**

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

In attendance:

Greg Hood, Timothy Buckley, Steve Plunkett; Michelle Boback, Pascale Centola, Cindy Chang, Urvi Desai, Dara Dirth, Beth Eachus, Katy Elkowilz, Sarah Español, Alecia Fowler, Angie Gutenson, Daneta Harrington, Malini Iyer, Isabel Kelly, Becky Kong, Andrea Kramer, Sarah Lundquist, Lisa McKinley, Eliza Morss, Christine Nell, René Newman, Robin Nguyen, Ginger Piercy, Gwen Riddle, Abby Shannon, Joelle Shen, Parker Stille, Elizabeth Terry-Humen, Chris Torregrossa, Missy Walsh, Nolan Wilbricht, Catherine Williams.

I. Call to Order and Welcome – Beth Eachus

Beth welcomed everyone to the meeting, which is the first of the 2022-23 school year.

II. Approval of May 24 PTSA Meeting Minutes – Eliza Morss

Eliza announced that the minutes of the May 24, 2022 meeting have been posted on the website for weeks. No changes to the minutes were requested. Chris Torregrossa moved to approve the minutes as posted. Andrea Kramer seconded the motion. A vote was taken, and the motion passed to approve the May 24 meeting minutes as posted.

III. Principal's Report – Greg Hood

Mr. Hood provided the following updates:

New School Year: Mr. Hood is very pleased by the start to the school year. Flight school, the Open House, County Fair and Back-to-School Night were well-attended and went smoothly. He congratulated the SGA for the success of the County Fair. The student-run event brought the Madison pyramid community together; more than 600 elementary students attended.

Staffing: Madison had only 1 staff position unfilled at the start of the school year. Despite staffing challenges county-wide, Madison readily attracts available staff.

Student Population: 2070 students were projected to attend Madison at the start of the 2022-23 school year. 2130 students is the actual figure. Mr. Hood acknowledges that some classes and sections are fuller as a result.

Campus Renovation: Building construction is nearly complete; current work is at the “punch list” level of detail. The MADISON and WARHAWK letters for the front of the school will be up soon. Delivery of new furniture for the library, classrooms, and staff lounge has been delayed, but the furniture is now projected to arrive in 6-8 weeks. Stripes were painted on the track this week; the new track is now complete.

ONE Campaign: Mr. Hood introduced the ONE campaign, a pyramid-wide campaign to build and strengthen our community through kindness. The pyramid is working with the mayor of Vienna as well as school board to further this effort.

Mr. Hood's Departure: Mr. Hood has worked in FCPS for 25 years and at Madison for 7. He thanked the school community and the PTSA for their support, declaring that it was “very much his honor and privilege to serve Madison and its community.”

PTSA President Beth Eachus expressed the gratitude of the PTSA community for Mr. Hood's years of leadership. She praised him for his dedication to Madison, declaring that “it's rare to find a leader who truly supports others.” In recognition of Mr. Hood's service, Beth presented him with a framed ink drawing of the newly renovated front of the school

IV. Student Services Report – Tim Buckley

Mr. Buckley provided the following updates:

Class Schedule: As he predicted last spring, the master class schedule for this school year is very tight. Making changes to individual class schedules at this point is very difficult, and some students are frustrated. The school year is now in its 4th week, and everyone is moving forward with the class schedules as they are.

Upcoming Events:

- Activities Fair (September 14): Primarily for 9th-10th graders, to be held during Warhawk Time
- App Lab (starts September 14): For all seniors. Held once a week, either after school or Warhawk Time (Black day). Students can get started on Common App, have a staffer read their essays, etc.
- Financial Aid Planning Night (September 28): To be held at Oakton HS, this session familiarizes parents with the FASFA and other financial aid-related forms and deadlines.

- College Visits to Madison (ongoing): 100+ colleges will visit Madison in 2022-23. Students sign up for College Visits through Schoology. During these sessions, students hear from and can speak to college representatives. Some college sessions are small, giving students terrific access to these representatives.
- Homecoming Parade (September 30): starts at 2:00 PM; students will be released early
- PSAT & SAT Day (October 12): 2 hour early release
 - PSAT: all 10th and 11th graders will take the PSAT. Sophomores receive an unofficial score; juniors receive an official score
 - SAT: Seniors who signed up will take the test.
 - 9th graders have the day off, as do any Seniors not taking the SAT.
 - Staff will be test monitors.
- End of First Quarter (October 28)

Grading policy and “Rolling Gradebook”: Mr. Hood, Mr. Buckley and Mr. Plunkett responded to parents’ questions about FCPS’ grading policy and the rolling gradebook.

Mr. Hood: In the past, teachers used a variety of grading systems across FCPS. Over the past 5 years, teachers’ grading systems have been steadily adjusted across FCPS, and they will be unified into one system.

The emphasis across FCPS is now on a student’s mastery of material and the rolling gradebook reflects that emphasis. It is a “snapshot” of how a student is doing at a particular time rather than a cumulative summary of all the grades received to that point. In the past, a poor grade received early in a grading period dragged down a final grade. Under the current system, a poor grade early on can be superseded by a later skills assessment that demonstrates mastery of the material. Test retakes are still available, but skills are taught and assessed multiple times during a grading period, providing more than one opportunity for a student to demonstrate progress in a particular area. Teachers have told students this.

With its emphasis on skills mastery, the rolling gradebook holds students accountable for their current progress and allows them to be recognized for improvement in their skills, should they have received poor results earlier in the grading period.

V. Faculty Report – No report

VI. Student Government Report – Joelle Shen, Parker Stille, Nolan Wilbricht

The County Fair (August 26) was very successful and attracted a lot of pyramid elementary students and families. SGA is planning similar event for Homecoming and will invite elementary students to the Pep Rally (September 30). All Madison community members are encouraged to watch the Homecoming Parade on Friday afternoon (September 30) down Maple Avenue.

SGA is now focused on Homecoming (October 1). The theme is GloCo. 6th graders from Flint Hill ES and Louise Archer ES will be on the field for the Pep Rally.

- Class t-shirts are being sold in the cafeteria and on myschoolbucks.com
- SGA asked the PTSA to promote its efforts on the PTSA’s social media.
- April 15, 2023 is the tentative date for Prom.

VII. President’s Report – Beth Eachus

Beth introduced the 2022-23 Executive Board and thanked them for agreeing to serve. She also introduced and thanked Jennifer O’Beirne (PTSA webmaster) and Elizabeth Terry-Humen (*Mad Memos*) for their efforts which help to share the PTSA’s work with the Madison community. She also recognized Membership Chair Robin Nguyen; the PTSA’s Financial Review team: Katy Elkowitz, Becky Kong and Gwen Riddle; Staff Appreciation chairs Dara Dirth and Angie Gutenson; and all of the many other PTSA volunteers.

Principal Search Process: A Virtual Town Hall will be held on September 21 to discuss the process of selecting Madison’s new principal. Madison families should have received an email from Douglas Tyson of FCPS asking for their participation in the Advisory Panel to the principal selection process. Mr. Tyson also requested Madison families share their views about the characteristics needed in Madison’s next principal. The 7-member Advisory Panel will be made up of 3 Madison staff, 3 parents/community members and 1 student. Advisory Panel applications and input are due to FCPS on September 26. The panel will take place on October 6.

Madison Food Pantry: Beth thanked the PTSA, broader Madison community, *Vienna Foodies* and *Rustic Love* for their contributions of food and gift cards which enabled the Food Pantry to continue supporting food-insecure families over the summer.

VIII. 2021-22 Financial Review - Katy Elkowitz, Becky Kong, Gwen Riddle

Speaking on behalf of the committee, Gwen said that the 3 members reviewed the accounts for the PTSA and All Night Grad for the period of 8/1/2021 – 7/31/2022. The committee found the accounts to be in order, and Gwen thanked PTSA Treasurer Janine Bruhn for her excellent recordkeeping.

The committee made the following recommendations to the PTSA Board regarding future recordkeeping:

- **End of Year Treasurer Report:** Recommend each column on the report shows one month of activity; a few columns combined months and a few showed partial months. This would help the review committee immensely when comparing the report to financial records.
- **PayPal Transactions:** Recommend recording the gross revenue (\$25.00) and the related PayPal Fee (\$.58), vs. recording net Revenue (\$24.42.)
- **Bank Reconciliations:** Recommend and agree with the Treasurer's suggestion that the bank reconciliations should be done in a more timely fashion. Suggest exploring the option of obtaining electronic statements from the bank and providing them to the 3rd party for reconciling.
- **Bank Accounts:** Recommend the use of a single account vs. having a separate account for All-Night Grad transactions. Unless there is a need to keep the accounts separate, it would simplify accounting to run all transactions through one bank account.

IX. Treasurer's Report – Janine Bruhn

Janine presented the following report:

Report period: August 1-30

The financial review of the 2021-2022 year has been complete and will be presented for information purposes by the review committee.

Financial Review Committee members: Katy Elkowitz, Becky Kong, Gwen Riddle

Beth Eachus will present the 2022-2023 budget highlights

Detailed monthly income and expenses will be addresses in the treasurer's report beginning in October (reflecting the August and September actuals).

Summary of income received from August 1st to August 31st:

As of 30 August 2022	
	Income
Membership Dues received (Membership is at 354 as of Aug 30)	\$6560
PTSA donations - general	\$8436
Academic Boosters donations	\$2373
MISC - Teacher appreciation	\$470
Food Pantry donations	\$1004
2022-2023 Income as of August 30	\$18,843

X. 2022-23 PTSA Budget Presentation - Beth Eachus

PTSA Budget for 2022-2023 (Approved)		22-23 Budget
PTSA Revenues		
Membership Dues - incl. Natl, State & Cnty		10,000
less: dues paid to National, State, County		-2,000
less: membership drive expense		-300
Membership , net		7,700
Donations		7,500
Academic Booster Donations		2,000
Practice Exams		2,000
Miscellaneous - Amazon Smiles and Other		100
Total Revenues, net of direct expenses		19,300
PTSA Support and Advancement Program Expenses		
Academic Awards and Staff Development		8,000
Triple I Awards and Ceremony		2,500
PTSA Senior Scholarships		4,500
Flight School Supplement		2,000
Parent Programs		1,000
Teacher and Staff Appreciation		9,500
Science Fair Dinner		750
Student Activity Grants/ Mentoring		2,000
Baccalaureate/Convocation		1,500
Directories		1,000
Special Projects		2,000
Special Education outreach		1,000
Minority Achievement		1,000
Ethics Day		500
Principal's Fund		2,000
		39,250
PTSA Administrative Expenses		
Insurance		350
Supplies & Postage		200
Website and On-line Accounting software		2,000
Tax preparation		1,000
e-commerce fees/bank fees		500
		4,050
Total Expenses (not including Pantry)		43,300
JMHS Science Dpt Scholarship (Mr. Romeo)		1,500
less: Scholarship Donations		-1,500
		0
Madison Pantry and Outreach Expenses		
		6,500
less: Madison Outreach Donations		-6,500
		0
Net Income		-24,000
Beginning Cash Balance		32,990
Ending Cash Balance		8,990
All-Night Graduation - Summary - Cash Basis		
Beginning Cash Balance		22,104
ANG Income		25,000
ANG Expenses		27,000
Ending Cash Balance		20,104

Beth summarized the 2022-23 PTSA budget. Most of line items were kept at the same value as in 2021-22, but Beth highlighted several elements:

- Income from Membership has been kept at the same level as previously: \$10,000
- Donations are anticipated to be \$10,000
- Practice Exams: this figure has been reduced as fewer students are signing up when the tests are virtual
- Scholarships: the 2022-23 figure is lower than it was in 2021-22. The 2021-22 figure reflects that two Faculty Scholarships being awarded instead of one due to a tie, and the late distribution of a 2020-21 scholarship.
- Staff Appreciation: this number has increased due to the cost of individual packaging of food due to COVID safety precautions.
- End-of-year cash projection: The budget is designed to leave \$15,000 for the 2023-24 board. This figure is lower than that left in reserve in past years for two reasons. (1) As a 501(c)3, the PTSA's funds should be spent for the benefit of the Madison community; (2) in recent past the PTSA reserved money in order to contribute to Madison's renovation. Those reserved funds have now been disbursed.

Beth asked for a motion to approve the 2022-23 JMHS PTSA budget as presented. Sarah Lundquist made a motion to approve the budget. Urvi Desai seconded the motion. A vote was taken and the motion to approve the 2022-23 JMHS PTSA Budget as presented was approved.

XI. Committee Reports

JMHS Food Pantry and Outreach – Beth Eachus

Beth thanked the community for their steady support of the Pantry during the summer as well the school year. Any donations of food, gift cards or orders from the Pantry's amazon wish list are always greatly appreciated. Upcoming special giving opportunities include the drive for Dresses and Suits for Homecoming (ongoing) and the Giving Tree in December.

Membership – Robin Nguyen

As of August 30, the PTSA has 354 members. This is 100 fewer than at the same time in 2021.

Parent Programs – Beth Eachus (for Gayle Schlueter)

October 12: "The Little-Known Secrets of Paying for College". This is a particularly helpful program for parents who still have a few years to go before their student goes to college, and its presentation includes information which can help families identify potential scholarship sources and grant opportunities.

Staff and Teacher Appreciation – Angie Gutenson (for co-chairs Angie Gutenson and Dara Dirth)

The committee has already organized 2 events for teachers and staff which were much appreciated: the Teacher Breakfast and Back-to-School Night dinner.

Events for teachers and staff are planned for every month during the school year, starting in October. Links to the SignUp Geniuses for event donations can be found on the PTSA Facebook page as well as the PTSA website. Donations of requested items and gift cards are greatly appreciated. Amazon orders are delivered directly to Madison. Gift cards, particularly to the Sandwich Shop, are extremely useful.

Academic Boosters: Abby Shannon

Dates for mock tests have been scheduled and announced in *Mad Memos*. The mock tests cost \$20 and will take place virtually. Students may sign up through www.ectutoring.com. Test registration closes on the Thursday prior to the Saturday test date.

- SAT mock test: October 15
- ACT mock test: September 17, November 5

The Boosters will host a virtual event on October 20 with Ann Dolin of *Educational Connections, Roadmap to College: Strategies to Help Students (in Each Year of High School) Rise Above the Competition*. Register for this presentation through www.ectutoring.com.

Beth Eachus added that this committee is also responsible for the Academic Awards program.

All Night Grad – Sarah Español (for co-chairs Sarah Español and Jennifer Hallworth)

ANG will be held on June 6, 2023. Sarah thanked the PTSA for increasing ANG's budget. Planning meetings will start in October, and all are welcome. ANG tickets and lawn signs for seniors can be purchased now through the PTSA website.

Drama – Sarah Lundquist

MAD Drama is coming off a season in which the club was nominated for 6 Cappies and won 2!

The dates for MAD Drama's shows in 2022-23 are:

- November 10-12: *Much Ado About Nothing* (casting has just finished)
- February 16-18, 2023: student-directed *One Acts*
- April 27-29, 2023: *Mamma Mia!*

In addition to their shows, MAD Drama students will take part in the Homecoming Parade (September 30) as well as the Vienna Halloween Parade (October 26).

Beyond staged productions, there are many opportunities for students to participate in the Theatre Arts at Madison outside of the classroom. A student does not have to take a theater class or be in a show to join in. Visit www.Madisondrama.com for more information and other ways to get involved.

Choir - Pascal Centola

Upcoming events include:

- October 18: Fall Concert for Choir and Orchestra
- November 5: District Choir Auditions
- December 10: *The Snowman*
- December 15: Winter Choral Concert

Orchestra – Elizabeth Terry-Humen (for Jeremy Kopp)

Upcoming events include:

- October 3: Senior Regional Orchestra Auditions
- October 18: Fall Concert
- November 15: District Orchestra Auditions
- December 7: Winter Concert
- December 10: *The Snowman*

Band – Catherine Williams

This year's show is titled *The Candy Shoppe*, and the Band performs it during the halftime show at every football game. The Tag Day fundraiser was on September 10, and the Band's first competition will be September 24. The Band will also perform in the Homecoming Parade (September 30) and the Vienna Halloween Parade (October 26).

Athletic Boosters – Beth Eachus (for Stephanie Bollini)

Family and student booster passes are still available for sale on www.warhawkssports.org. 60% of Madison's athletic budget is contributed by the Athletic Boosters. Support our teams by buying Booster passes, spirit wear and visiting the snack bar during home games.

XII. New Business

There was no new business.

XIII. Old Business

There was no old business.

The meeting adjourned at 7:54 p.m. A reception for Mr. Hood followed.