

DRAFT Minutes of the James Madison High School PTSA
Tuesday, January 3, 2023

The meeting was called to order at 7:03 p.m.

In attendance:

Liz Calvert, Timothy Buckley, Missy Walsh; Cindy Chang, Beth Eachus, Sarah Español, Jennifer Hallworth, Chris Lande, Sarah Lundquist, Eliza Morss, Christine Nell, René Newman, Ginger Piercy, Abby Shannon, Heba Singer, Dana Stewart, Chris Torregrossa.

I. Call to Order and Welcome – Beth Eachus

Beth welcomed everyone to the meeting.

II. Approval of November 9 PTSA Meeting Minutes – Beth Eachus

Beth announced that the Minutes of the November 9, 2022 meeting had been posted on the PTSA website.

Sarah Lundquist moved to approve the Minutes as presented. Chris Torregrossa seconded the motion. A vote was taken, and the motion passed to approve the November 9, 2022 meeting Minutes.

III. Principal's Report – Liz Calvert, Principal

Ms. Calvert provided the following updates:

Assistant Principal Search: Michael Rath is JMHS' new assistant principal.

"Meet the Principal" Event Schedule: Curriculum events have been taking precedence; still need to set schedule for meet-and-greet events.

New Furniture Delivery: Except for chairs, all outstanding orders for new furniture were delivered over winter break.

Standards-based Skills Grading: JMHS will use exclusively standards-based skills grading in 2023-24 school year. This spring the admin will request participants in two focus groups – one all-student and one all-parent - discuss how to improve communication with the community about the standards-based grading system. The focus groups will meet in April after spring break.

Madison Pyramid Parent Presentation: On January 18, there will be an in-person *Drug Education Night* for the Madison Pyramid community. The presentation will discuss local substance use trends, particularly fentanyl; the opioid epidemic; and the support resources available to families.

Student Behavior at Sporting Events: JMHS admin will meet with all winter season athletes to make clear the standards of conduct expected at all athletic events, as well as standards of conduct expected for social media posting regarding athletic events. For club sports, JMHS admin will meet with club sponsors concerning the same topics.

IV. Student Services Report – Tim Buckley

Mr. Buckley provided the following updates:

The Academic Advising season for the 2023-24 school year has begun.

- **January 10:** College Planning Night for Juniors & Their Families
 - A number of college representatives will present and give their candid views about college admissions. This is an in-person program only.
- **January 12:**
 - Rising Freshman Curriculum Night (8th grade students and parents). Review of curriculum options, grading and practices; what's different at Madison than it was in middle school
 - AP Panel - Warhawk Hall: for prospective first-time AP students about what to expect in an AP class.
 - Electives Open House - (for all grade levels)
 - Academy reps will also attend to let students know about academy course options
- **January 13:** In-school Electives Fair (Warhawk Time) for rising 10th-12th grade students
 - Academy reps will also attend to let students know about academy course options
 - Second opportunity for students to consider electives

- **January 17:** Virtual Curriculum Night for Rising 10th-12th graders.
 - Families will hear from the five core departments (English, math, social studies, science and world languages) on options.
 - Keeping this virtual allows for easier Q&A, everyone hears the questions and the answers. The session will be recorded and the link sent to families.
- **January 25:** End of the 2nd Quarter, 2 hour Early Release.
 - A student's 2nd quarter grades represent the student's level of academic achievement at that moment at the end of the quarter; these are no longer cumulative grades.
- **January 26-27:** Teacher Workdays, students are not in school.
- **January 30:** Counselors will start meeting with students about course selections for 2023-24. It will take 6 weeks to meet with all students.
 - New: students will enter their courses on their school laptops; there are no course selection sheets to hand in.
- **March 2:** Academy course application deadline (note is 2 weeks earlier than JMHS course request deadline)
- **March 17:** Deadline for students to make course changes
 - Administration will then consider staffing options based on course demand.
- **April 10 onward:** Students may still submit course requests, but the ability to switch may be limited as it is based on course availability.

Courses at the Academies:

- January 12-13: Madison will have info sessions about courses available at the Academies as part of Electives Fair with Academy reps participating.
- Mr. Buckley acknowledged that travel to and from Academies and different class lengths at Academies pose challenges to Madison students wanting to take Academy classes.
 - JMHS Counselors try to adjust students' schedules in order to reduce the amount of downtime created by travel issues, etc.
 - Teachers are asked to be flexible if Academy-related travel makes a student late for courses at Madison. It was pointed out that not all teachers are flexible and students are bearing the brunt. Mr. Buckley said that the admin will continue to remind teachers to be flexible regarding Academy students' unavoidable travel issues.

V. Faculty Report – Missy Walsh

Thank you to the PTSA for the treats during the teacher workday and the donuts and coffee provided on the last day of school before winter break. The new PTSA-funded furniture in the new staff lounge looks great.

VI. Student Government Report – Beth Eachus (for Joelle Shen)

- The SGA ran a very successful canned food drive during which 4018 cans of food were donated to JMHS' Community Pantry.
- The Winter Formal will be February 11, 8-11 PM. Ms. Calvert & Mr. Buckley remarked that the dance was February 4 in their calendars. The dance date will be verified.

VII. President's Report – Beth Eachus

JMHS Community Pantry and Outreach: Many thanks to the SGA for replenishing JMHS' Community Pantry.

Recent PTSA Grants:

- PTSA will fund a convection oven for the CapB students who are learning to bake. These students' baked goods will be distributed to local shelters.
- Before winter break, the PTSA gave JMHS custodians each a \$20 gift card to a local eatery.
- The PTSA funded a rug requested by the counseling office for their cool down area for students.

Nominating Committee: The PTSA is seeking members for its Nominating Committee for the 2023-24 Board. The Board in 2023-24 will be entirely new as the terms of all current board members expire at the end of the school year. All volunteers wishing to serve on the Nominating Committee should contact Beth Eachus: president@jmhsptsa.org

VIII. Treasurer's Report – Beth Eachus (on behalf of Janine Bruhn)

The following report was presented:

Treasurer activities since last report:

- Completed the required third-party reconciliation of the PTSA financial records for the month of October (by Monica Cramer)
- VA PTSA compliance documentation updated for 2022-2023:
 - Submission/payment of monthly membership – October and November (check to be sent in Jan)

Overall financial status through December 2022 (as reflected in the PTSA budget on page 4):

- PTSA total income: \$21,427
- PTSA total expenses: \$6,992
- ANG total income: \$5,277
- ANG expenses: \$817

Budget fitness as of December 2022:

- Net membership income is just shy of the 2022-2023 budget goal of \$7,700 (income is \$7,306)
- PTSA donations have exceeded the 2022-2023 budget goal of \$7,500 with \$10,878 total to date (surplus budget of \$3,378 for programming in order to limit the carry-over of funds).
- Academic Booster donations have exceeded the 2022-2023 budget goal of \$2,000 with \$2,773 total to date (surplus budget of \$773 for programming in order to limit the carry-over of funds).
- Madison pantry and outreach continues to receive significant donations – total to date is \$2,934. With the \$5,530 in unspent donations carried over from last year, the pantry has ~\$8,000 to spend down for support activities this school year.

Proposed PTSA Grant for Staff Training: Ms. Calvert requested \$400 per person (\$800) to pay for Asst. Principal Rath and JMHS' instructional coach to attend 3 virtual sessions offered by *New Hampshire Learning Initiative*. The topic is skills-based learning, with the goal of effectively teaching the practice to other principals in the Madison pyramid.

Beth Eachus requested a motion to approve the expenditure. Christopher Lande moved to approve the motion, Cindy Chang seconded. A vote was taken, and the motion was approved to fulfill Ms. Calvert's funding request.

(PTA budget follows)

PTSA Budget for 2022-2023 (actuals through December 31, 2022)						
	21-22 Actuals YTD	22-23 Budget	Nov-22	Dec-22	2022-2023 YTD Actuals	Comments
PTSA Revenues						
Membership Dues - incl. Natl, State & Cnty	9,974	10,000	341	173	8,904	
less: dues paid to National, State, County	-2,140	-2,000			-1,598	
less: membership drive expense	0	-300			0	
Membership , net	7,834	7,700	341	173	7,306	
Donations	12,497	7,500	313	275	10,878	\$3,378 surplus in PTSA donations
Academic Booster Donations	3,581	2,000	25		2,773	\$773 surplus in AB donations
Practice Exams	1,653	2,000			0	
Miscellaneous - Amazon Smiles and Other	600	100			470	
Total Revenues, net of direct expenses	26,165	19,300	679	448	21,427	
PTSA Support and Advancement Program Expenses						
Academic Awards and Staff Development	8,418	8,000			0	
Triple I Awards and Ceremony	2,500	2,500			0	
PTSA Senior Scholarships	7,500	4,500			0	
Flight School Supplement	2,000	2,000			0	
Parent Programs	1,000	1,000			0	
Teacher and Staff Appreciation	10,810	9,500			3,939	
Science Fair Dinner	416	750			0	
Student Activity Grants/ Mentoring	2,500	2,000			0	
Baccalaureate/Convocation	880	1,500			0	
Directories	800	1,000			0	
Special Projects	702	2,000		276	841	
Special Education outreach	401	1,000		292	292	
Minority Achievement	700	1,000			0	
Ethics Day	0	500			0	
Principal's Fund	27,000	2,000			0	
	65,626	39,250	0	567	5,072	
PTSA Administrative Expenses						
Insurance	343	350			343	
Supplies & Postage	73	200			68	
Website and On-line Accounting software	842	2,000	210		490	
Tax preparation	750	1,000	803		803	
e-commerce fees/bank fees		500			216	
	2,008	4,050	1,013	0	1,920	
Total Expenses (not including Pantry)	67,634	43,300	1,013	567	6,992	
JMHS Science Dpt Scholarship (Mr. Romeo)						
	1,500	1,500			0	
less: Scholarship Donations	-1,500	-1,500			0	
	0	0	0	0	0	
Madison Pantry and Outreach Expenses						
	2,694	6,500		500	500	
less: Madison Outreach Donations	-8,224	-6,500	324	1,350	2,943	Budget should reflect carry over from last year at \$5,530 plus donations (\$8,473)
	-5,530	0	324	1,850	3,443	
Net Income	-35,940	-24,000	-10	1,731	17,878	
Beginning Cash Balance	68,929	32,990	49,146	49,137	32,990	
Ending Cash Balance	32,990	8,990	49,137	50,867	50,867	
All-Night Graduation - Summary - Cash Basis						
	21-22 Actuals YTD	22-23 Budget	Nov-22	Dec-22	2022-2023 YTD Actuals	
Beginning Cash Balance	13,086	22,104	26,070	26,274	22,104	
ANG Income	29,425	25,000	1,022	289	5,277	
ANG Expenses	20,407	27,000	817		817	
Ending Cash Balance	22,104	20,104	26,274	26,564	26,564	

IX. Committee Reports

JMHS Food Pantry and Outreach – see the President's Report (Section VII)

- Winter Clothing Drive: very successful, all needs were filled. All thanks and credit are due to Becky Slingerland who created the SignUp Genius for the clothing drive and wrote the descriptions of each student's needs and the item requested. If you contributed an item and would like a tax deduction, please contact Beth Eachus: president@jmhsptsa.org

- Donation of Gift Cards: The PTSA thanks the *One Neighborhood Foundation* for its donation of gift cards which were sent home with students-in-need at winter break.
- Madison Swag Donation: Newer students-in-need would like Madison swag. Beth Eachus will consult with the JMHS Athletic Boosters about how to fill these requests.

Staff & Teacher Appreciation – Beth Eachus (for the committee)

The new PTSA-funded furniture for the new teacher lounge has arrived. There will be a ribbon-cutting on January 20 in coordination with a Teacher Appreciation breakfast event.

In December the committee provided treats on the Teacher Workday and donuts and coffee on the last day of school before winter break. The staff was very pleased.

Upcoming Staff and Teacher Appreciation events will include:

- February: candy in mailboxes around Valentine's Day
- March: *Stars of Madison* (Bundtlet cake)
- April: Staff breakfast
- May: Staff lunch

Membership – Beth Eachus (for Robin Nguyen)

Refer to Treasurer's Report (Section VIII)

Academic Boosters – Abby Shannon

- Academic Awards: Students with 4.0 GPA and above were recognized at the fall Academic Awards event with certificates, varsity academic letter Ms, and/or pins, depending on if they were first-time or repeat award recipients. The Academic Awards were held during the school day so as to reach the most students.
- Mr. Buckley added that if anyone would like to improve the event, please see him to volunteer.

Parent Programs – Beth Eachus (for Gayle Schlueter)

- Parent Coffees: Many thanks to 15+ people who attended the first Parent Coffee, *College Q&A*, on December 7 at Panera Bread. There was a very lively discussion.
- The next Parent Program will be in February.

All Night Grad (ANG) – Jennifer Hallworth

The committee is hard at work, securing entertainment, prizes and donations. ANG tickets and yard sign sales are ramping up, but the committee is exploring ways to further promote the event and encourage ticket sales. The event has a tentative theme: "Warhawk Wrap," like a movie premiere.

Athletic Boosters

No representative was present, but Mr. Buckley contributed that on January 5th the softball team will receive their State Championship rings at half-time during the boys' basketball game.

MAD Drama – Sarah Lundquist

- MAD Drama students will attend the *VA Thespian Festival* on MLK Day weekend. They will participate in workshops and individual competitions, see performances, and interact with drama students from around the state.
- The Student-Directed *One Act Plays* will be held February 16 -18. Tickets are \$5 cash at the door.
- Rehearsals for the spring musical *Mamma Mia!* will begin in late February.

Marching Band – Cindy Chang

The *Tiny Tots* concert in December was very successful, as were the winter concerts for the various Band groups.

Choir & Orchestra

No representative was present.

X. New Business

There was no new business

XI. Old Business

There was no old business.

The meeting adjourned at 8:01 p.m.