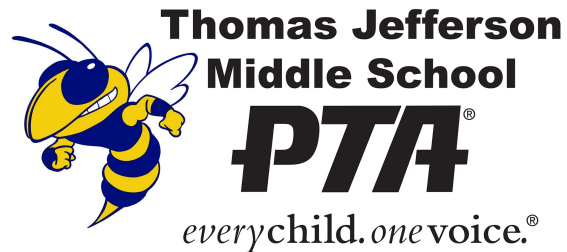


School Year 2021-2022

# Monthly TJMS PTA Meeting

October 26<sup>th</sup> @ 7pm



**WE HAVE THE POWER TO...**  
**make a difference, with your support!**

# Agenda

- **Approval of Minutes – September 21<sup>st</sup> Meeting**
- **Officer Reports**
  - President – *Community Support*
  - Vice President – *Bylaws*
  - Treasurer
- **Standing Committee Reports**
  - Communications – *None*
  - Fundraising – *Bingo Night*
- **Special Committee Reports**
  - Harvest Festival
  - Reflections Art Contest
  - Financial Audit – *Audit Approval*
- **Unfinished Business – None**
- **New Business**
- **Special Guest Presentation**
  - School Safety
- **Adjournment**



# Approval of Minutes

The September 21, 2021, meeting minutes were shared with members in advance of this meeting via email.

The minutes are also available on the TJMS PTA Meetings page:

<https://jefferson.apsva.us/pta/meetings/>

# Officer Reports

- President: *Amy Stalzer*
- Vice President: *Allison Stewart*
- Treasurer: *Natanya Blackwell*



# President's Report

- **Membership Engagement Update**

- **73 members** (about 8% of in-person and VLP enrollment)
- Only current members are eligible to vote during PTA meetings
- Join Now: <https://thomas-jefferson-middle-school-pta.square.site/>

- **Teacher/Staff Appreciation Lunch**

- Tuesday, Nov. 23 – Details to come

- **Community Support Initiatives**

- Grocery Cards for Harvest Holidays (Thanksgiving & other fall holidays)
- Amazon Wish List for Winter Holidays

- **Volunteer Openings**

- APS Advisory Council on Teaching and Learning (ACTL) Rep
- Parent Liaison to the Owl Teacher Team

Learn more: [tjmspta.org](https://tjmspta.org)  
Direct questions to [president@tjmspta.org](mailto:president@tjmspta.org)



# Vice President's Report: Uniform Bylaws

## Executive Board & Executive Committee

Executive  
Committee

Executive  
Board



- Appoint committee chairs
- Appoint CCPTA reps

- Oversee meetings
- Create/change/eliminate committees
- Elect officers to fill vacancies
- Select financial auditing body
- Endorse budget prior to member vote
- Approve committee plans

### Membership Responsibilities

- Approve dues
- Elect nominating committee
- Approve budget & changes of \$500 or more
- Approve financial review
- Quorum: 10 members

### Dues & Membership

- \$15 per year (includes \$4 paid to County, State, and National)
- Applicant opts to cover dues or utilize scholarship fund



## LOCAL UNIT ORGANIZATIONAL STRUCTURE FORM

Date Approved by Membership: \_\_\_\_\_

ORGANIZATIONAL STRUCTURE			
Name of Local Unit	Thomas Jefferson Middle School PTA	Tax Employee Identification Number	54-1494367
City/County & Zip Code	Arlington 22204		
Principal Name	Keisha Boggan	School District	Arlington County
Superintendent Name	Francisco Durán	PTA District	Northern Virginia
Fiscal Year	July 1 to June 30	PTA Council	Arlington CCPTA
Insurance Carrier & Policy Number	RVNA #PTAVA0027474	Annual Membership Dues <small>Includes \$1.50 to Virginia PTA Includes \$2.25 to National PTA</small>	\$ 15.00 per member <small>Includes \$0.25 to CCPTA</small>
ELECTED OFFICERS			
Titles of Elected Officers	President Treasurer	President-elect Secretary	Term Length [select] <input checked="" type="checkbox"/> 1 year <input type="checkbox"/> 2 years
	1st VP Vice President 3rd VP N/A	2nd VP N/A 4th VP N/A	Consecutive Terms Allowed [select] <input checked="" type="checkbox"/> 2 terms <input type="checkbox"/> 3 terms <input type="checkbox"/> 4 terms
EXECUTIVE COMMITTEE			
Who serves on your Executive Committee	Elected Officers Principal	Number of Meetings per Year	9 Meetings
		Days Notice – Regular Meeting	7 Days
		Days Notice – Special Meeting	4 Days
EXECUTIVE BOARD			
Who serves on your Executive Board	Elected Officers Principal Standing Committee Chairs Term [select] <input checked="" type="checkbox"/> 1 year / <input type="checkbox"/> 2 years	Number of Meetings per Year	9 Meetings
		Days Notice – Regular Meeting	7 Days
		Days Notice – Special Meeting	4 Days
GENERAL MEMBERSHIP MEETINGS			
Meetings	Meetings per year Minimum of 3; 5-7 is standard	Days Notice – Regular Meeting	8 Days
Quorum	Quorum 10 members or 50% of membership (whichever less)	Days Notice – Special Meeting	4 Days
NOMINATIONS & ELECTIONS			
Month Nominating Committee Elected	2 months before election March	Number of Members Elected to Nominating Committee	At least 3 and must be an ODD number
Month of Elected Officers	<input type="checkbox"/> April <input checked="" type="checkbox"/> May <input type="checkbox"/> June	Officer Transition	Last day of the school year or last day of the fiscal year.



## 2021-2022 TJMS PTA Budget

# Treasurer's Report

		FY22 BUDGET	Actual Through 9.30.21	SUPPORTING NOTES
<b>INCOME</b>	DUES	\$2,250.00	\$1,115.00	Assumes minimum 150 paid parent members
	FUNDRAISING		\$1,360.00	Donations through Square Site
	YELLOW JACKET FUND (YEAR-ROUND)	\$5,000.00		Fund donations may be used for teacher/staff appreciation, teacher mini-grants, student recognition, Jefferson Garden maintenance, charitable giving, new student/parent engagement initiatives and more.
	RESTAURANT NIGHTS (MONTHLY)	\$1,500.00		Participating restaurants donate a percentage of every order back to PTA
	SHOPPING PROGRAMS (YEAR-ROUND)	\$1,000.00	55.79	Amazon Smile, Harris Teeter Together in Education, BoxTops for Education
	HARVEST FESTIVAL (FALL)	\$1,500.00		Food sales, pumpkin sales, other potential sales during the event
	BINGO NIGHT (WINTER)	\$500.00		Student-run fundraiser - new in FY2022 (date TBD)
	INTERNATIONAL NIGHT (SPRING)	\$650.00		Basket raffle fundraiser
		\$10,150.00	\$1,415.79	
	<b>TOTAL INCOME</b>	<b>\$12,400.00</b>	<b>\$2,530.79</b>	
<b>EXPENSES</b>	ADMINISTRATIVE FEES			
	BANK	\$42.75		Truist bank account (formerly BB&T)
	QUICKBOOKS	\$325.00	\$75.00	Accounting software
	INSURANCE	\$180.00		Annually renewed policy
	SQUARE SITE	\$357.00	\$92.15	Dues/donation payment portal fee for budgeted amounts
	CONSTANT CONTACT	\$600.00	\$150.00	PTA Buzz newsletter, email marketing
	GROUPS.IO	\$220.00		PTA email announcement list
	WEBSITE DOMAIN	\$12.00		tjmspta.org domain and related email addresses
	ARLINGTON CCPTA DUES	\$179.00		County PTA membership
	VIRGINIA PTA DUES	\$540.00		State PTA membership
	TRANSLATION SERVICES	\$500.00		Translations for meetings, minutes, etc.
		\$2,955.75	\$317.15	
	REFLECTIONS ARTS CONTEST (FALL)	\$200.00		Student recognition / participation incentives
	HARVEST FESTIVAL (FALL)	\$1,000.00		Expenses not covered by sponsor donations
	BINGO NIGHT (WINTER)	\$100.00		Expenses not covered by sponsor donations
	INTERNATIONAL NIGHT (SPRING)	\$150.00		Expenses not covered by sponsor donations
	HONOR ROLL CELEBRATIONS (QUARTERLY)	\$500.00		Quarterly events for honor roll students recognizing academic achievement
	8TH GRADE PROMOTION RECEPTION (YEAR-END)	\$1,500.00		Celebration of 8th graders held after school promotion event
	TEACHER MINI GRANTS	\$2,000.00		Funding special classroom/school initiatives that benefit students
	TEACHER/STAFF APPRECIATION	\$2,000.00		Any expenses not covered by parent contributions
	COMMUNITY SUPPORT	\$500.00		Charitable giving initiatives such as grocery cards for families in need, etc.
	JEFFERSON GARDEN	\$1,550.00		Supplies for ongoing garden maintenance
	<b>TOTAL EXPENSES</b>	<b>\$12,455.75</b>	<b>\$317.15</b>	
<b>DIFFERENCE</b>	<b>SURPLUS/DEFICIT</b>	<b>(\$55.75)</b>	<b>\$2,213.64</b>	

# Standing Committee Reports

➤ Fundraising: *Patricia Garcia, Chair*

# Fundraising: Restaurant Night

- **THANK YOU** for making September's Restaurant Night fundraiser at Pupatella a great success: we raised **\$234.15**
- Join us for our next Restaurant Night tomorrow, **Wednesday, October 27<sup>th</sup>** at the Lost Dog Café on Columbia Pike.
- Don't forget our **year-round Restaurant Night fundraiser with Los Chamacos** (922 S Walter Reed Dr)
  - Through June 16, 2022, anytime you dine in or order takeout, they will donate 10% of sales back to the TJMS PTA – as long as you mention “**Thomas Jefferson Middle School PTA**” when ordering. *Note: This offer does not apply to delivery orders placed via delivery apps like DoorDash.*

Learn more: [jefferson.apsva.us/pta/restaurant-nights](http://jefferson.apsva.us/pta/restaurant-nights)

Direct questions to [fundraising@tjmspta.org](mailto:fundraising@tjmspta.org)



# Fundraising: Year-Round

Easy ways to earn money for the PTA year-round include:

- **Donate:** General donations accepted year-round to [PTA Square Site](#)
- **Amazon Smile:** Start all purchases using the “Thomas Jefferson Middle PTA” [Amazon Smile Link](#)
- **BoxTops for Education:** Submit receipts to [BoxTops app](#) and select “Jefferson Middle School” (ID 578425) as your designated school
- **Harris Teeter Together in Education:** See customer service or go to your [online account](#) to link your VIC card to “TJMS PTA (Code 3905)”

*PTA initiatives supported through fundraising include community-building events, student recognition events, teacher/staff appreciation events, teacher mini-grants for educational initiatives, community support initiatives and Jefferson Garden maintenance.*

Learn more: [tjmspta.org](https://tjmspta.org)

Direct questions to [fundraising@tjmspta.org](mailto:fundraising@tjmspta.org)



# Fundraising: Bingo Night

➤ New recommendation

Learn more: [tjmspta.org](https://tjmspta.org)  
Direct questions to [fundraising@tjmspta.org](mailto:fundraising@tjmspta.org)





# Special Committee Reports

- **Reflections Art Contest:** *Cyndi Gadhia, Chair*
- **Harvest Festival:** *Cynthia Curry-Daniel & Jennifer Milder, Co-Chairs*
- **Financial Audit**

# Reflections Art Contest



**NATIONAL PTA® REFLECTIONS®**

**2021-2022  
CALL FOR  
ENTRIES!**

**I WILL  
CHANGE  
THE WORLD  
BY...**

**EXPLORE THE ARTS AND  
EXPRESS YOURSELF!**

- DANCE CHOREOGRAPHY**
- FILM PRODUCTION**
- LITERATURE**
- MUSIC COMPOSITION**
- PHOTOGRAPHY**
- VISUAL ARTS**

Learn more  
and get involved!

<https://jefferson.apsva.us/pta/reflections-arts-contest/>

# Harvest Festival

## Friday, October 29<sup>th</sup> (6pm-9pm)

**RAINDATE!** Friday, November 5<sup>th</sup>

### Event Highlights

- Movie on the Big Screen (**Coco @ 7pm**)
- GameTruck Multiplayer Video Game Station ([parent permission required](#))
- Free Drinks, Seasonal Treats, and Movie Popcorn
- Food Trucks: Items for purchase from Rocklands BBQ and Kona Ice
- Musical Performance by the TJMS Chorus (@ 6 pm)
- Jefferson Garden Tours
- Activity Stations: Cornhole, mini-pumpkin decorating, selfie station

**Remember to Bring:** Outdoor blanket or low lawn chair for movie seating. Additional movie seating also available on haybales and bleacher seats (first come, first served).

**Volunteer to Help!** [Sign up for a one-hour shift](#)

**Learn More:** <https://jefferson.apsva.us/pta/harvest-festival/>



# Financial Audit

## ➤ Audit Committee Members:

- Amit Bhatnagar
- Diane Bui
- Heather Jones

## ➤ Approval of Financial Audit (SY 2020-2021)

# New Business

We invite issues/recommendations from the floor

# Guest Presentation: Safety

By Principal Keisha Boggan

School Drills, School Safety Plan, Bullying and COVID-19 Procedures

Related October Events:

- National Safe Schools Week  
(October 17-23)
- Red Ribbon Week – Drug-Use Prevention  
(October 23-31)

# Adjournment

## Reminders and Key Dates

- **View October Meeting Minutes and Video**  
<https://jefferson.apsva.us/pta/meetings/>
- **October 27<sup>th</sup> (tomorrow)** – Early Release and TJMS PTA Restaurant Night, 11am-10pm at Lost Dog Café on Columbia Pike  
– <https://jefferson.apsva.us/pta/restaurant-nights/>
- **October 29<sup>th</sup> (Friday)** – TJMS Harvest Festival, 6-9pm
- **November 2<sup>nd</sup>** – No school for students (Grade Prep Day)
- **November 4<sup>th</sup>** – Holiday (Diwali)
- **November 11<sup>th</sup>** – Holiday (Veterans Day)
- **November 15<sup>th</sup>** – TJMS PTA Restaurant Night, 11:30am-9pm at Pupatella Pizzeria on S. Walter Reed Dr. [RSVP by November 12<sup>th</sup>](#)
- **November 23<sup>rd</sup>** – Teacher/Staff Appreciation Lunch
- **November 24<sup>th</sup>-26<sup>th</sup>** – Holiday (Thanksgiving Break)
- **November 30<sup>th</sup>** – PTA Meeting and Town Hall, 7pm

