

# TJHSST PTSA

Parent, Teacher, Student Association



**PTSA General Membership Meeting  
January 17, 2018  
4:30pm-5:30pm  
Franklin Commons**

**Attendees:** (See attached Sign-in sheet at the end)

PTSA President Hardish Nandra called the meeting to order at 4:30pm. For the first order of business, the minutes of last November was discussed and passed by the audience.

Hardish gave a quick review of PTSA activities in December and January:

Activities in December:

- (a) Navigating TJ Math – 12/8/2017: More than one hundred parents participated and it was well received. Meeting minutes is on the PTSA website.
- (b) FCPS transportation meeting with PTSA– 12/12/2017: Next year, Transportation is moving to a full depot system. Parents are reminded to look out for plans for the next school year and check over the depot choices carefully.

Activities in January:

- (a) College night for juniors – 1/11/2018
- (b) Curriculum night and general PTSA meeting - 1/17/2018
- (c) Seminar on breathing techniques hosted by TJ Health and wellness committee – 1/31/2018

Hardish then highlighted few upcoming key events in February.

- (a) Principal's Book Club: Starting on Feb 2/2, 5-6pm. There are total 4 meetings. Meeting announcement and signup link will be given out soon and the book will be "How to raise an adult"
- (b) TJ Lunar New Year: this annual event will be on 2/10/2018. It is sponsored by TJ Partnership Funds, and organized by TJ LNY committee.

## **Faculty Report: Betsy Sandstrom**

Betsy thanked the PTSA for their support and they really enjoyed Starbucks Appreciation. She reminded the parents that it's stressful time around the beginning of the year and TJ faculty is here to help.

### **The following is an outline for Dr. Bontitibus's talk**

Dr. Bonitatibus talked about curriculum night and the process of the master schedule which is the cornerstone to the school operation. It has to take into considerations of various factors, including available resources and balance staff and student needs, encourage individual talent and passion. She also stressed the importance of course selection and verification. Parents welcome the prospective that a draft master schedule will be available by school year end.

- (a) Curriculum night is the first step of parents' education on master schedule. Outline of the process for building master schedule is attached and it was discussed with the parents.
- (b) Master schedule: many factors contributed to building the schedule, such as requirements of governor's school and operational budget.
- (c) Courses descriptions are online. Parents are encouraged to talk about it with their students; let students pursue their interests while balance family needs and the students' long term goal.
- (d) Staffing is based on course selections. Students may not have the flexibility if students decided to change later.
- (e) Process: initial course tallies, finalize course tallies; run conflict matrix, to avoid conflict of schedule; pairing of teachers; build schedule.
- (f) Timetable: The school is aiming to have it done by June, to help students and teachers prepare and to avoid change of schedules in the first couple of days in fall.
- (g) If parents or students having questions, they are encouraged to reach out to teachers, course leaders, and counselor.
- (h) Placement tests should not be holding out on building the master schedule.
- (i) If too many students need to accommodate into one course, higher classes will get priority due to graduation requirements.
- (j) For hard/difficult classes such as Physics AP, parents need to make the best guess on student's ability
- (k) Transcripts: sometimes counselors have to manually correct errors.
- (l) PTSA parent to parent session will be on Feb 1, 2018

### **Treasurer's Report: – Huaying Davis**

PTSA Treasurer Huaying Davis reviewed the Treasurer's report for December 2017.

## **BUILDING A MASTER SCHEDULE**

### **PURPOSE OF A MASTER SCHEDULE**

- A cornerstone that connects with our school's mission
- Shows what we value about teaching and learning in our school
- Ensures that students and teachers have what they need to be successful and fulfilled
- Brings teachers, students, facilities, equipment, supplies, materials, and resources together for the greatest possible academic relevancy
- Team approach keeps everyone accountable and shares ownership
- Builds community awareness of how and why the instructional day is organized (teachers, parents, students, support staff, itinerant staff, etc.)

### **OPERATIONAL CONSIDERATIONS (examples)**

- Entering and exiting the building
- Transportation
- Class time changes
- Meals access
- Use of common areas or special instructional spaces
- Time for teacher collaboration
- Documented workplace accommodations
- Shared positions

### **COURSE SELECTIONS**

- Provide accurate Course Description and/or Program of Study information
- Dialogue and validation between student and parent
- Consider balanced and reasonable academic load
- Emphasize student interest and choice
- Ensure all graduation requirements can be met
- Communicate exceptions (e.g. online courses are off campus)
- Errors or shopping can lead to ineffective use of time, repeated attempts to reschedule students, class size variations, swings in staffing
- Impact on student livelihood and staff livelihood (employment, preferred areas of expertise, etc.)

### **INITIAL COURSE TALLIES**

- Master Schedule Team reviews how many students have requested specific courses
- Indicate which courses to run or not run
- Drive how many sections of a course to offer
- Tally outcome may provide opportunities to combine courses (e.g. levels 3 and 4)
- If courses need to be cancelled due to undersubscription, load alternate choices and rerun tallies
- Correct student course selections that are in error
- Have students verify their course selections with understanding of why alternatives appear
- Inform staffing decisions and allocations aligned with core mission
- Rerun when errors, gaps and conflicts corrected

#### FINALIZE COURSE TALLIES

- The more accurate the tally data, the greater potential to build a successful master schedule that meets student interests and needs while providing clear direction for staffing decisions
- Make final decisions on course offerings
- Finalize number of sections for each course
- Sections may be impacted by seat caps, district guidelines, Governor's School standards, teacher certification, safety considerations, equipment availability, etc.

#### RUN CONFLICT MATRIX

- Single most important tool to minimize student schedule conflict
- Indicates number of students selecting pairs of courses
- Shows potential conflict of offering certain classes back to back, particularly singletons and doubletons
- Identifies potential flow of quarters and semesters
- Identifies where courses can be dovetailed/blocked

#### BUILD SCHEDULE

- Have clear understanding of course name, number, sections, seat cap, overall enrollment
- Place singletons, doubletons, paired sections, triples
- Keep eye on reducing conflict and creating balance
- Go back to notes from initial meetings with DMs to verify "must do's"

#### LOAD AND RUN SCHEDULE

- Analyze results and adjust
- Typically avoid moving singletons, doubletons, paired sections
- Keep track of each version and percentage of success
- Single moves can impact entire schedule, so make incremental small moves and test each time

#### SCHEDULE VERIFICATION

- Print/publish student schedules with course names
- Students and counselors again verify schedule
- Confirm teaching schedule with teachers



SIGN-IN PTSA MEETING

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SIGN-IN PTSA MEETING

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