

First PTSO Meeting Minutes

Parent Teacher Student Organization

Date	September 30, 2026	Location	Potomac Middle School
Called to Order	6:05pm	Adjourned	7:00pm

1. Purpose and Opening

The meeting was convened to reestablish the PTSO, elect a full Executive Board, and set the foundation for the 2026-2027 school year. The agenda included membership and voting eligibility, bylaw highlights, officer elections, transition needs, the Principal’s Advisory Council, school updates, and next steps.

2. Membership, Voting, and Bylaw Review

- Adult-member voting eligibility and the 30-day enrollment requirement were reviewed.
- Voting was conducted in person, with each elected office considered separately.
- A majority of votes cast was required to elect each officer.
- The Treasurer’s full authority begins after the financial audit is completed and accepted.

3. Election Results

The following members were elected or selected for leadership and advisory roles:

Role	Parent Name	Email	Student Grade
President	Yaniz Wright	Yanizj@gmail.com	6th
Vice President	Shalonda Codgell Jenkins	survivorlupus@gmail.com	6th
Secretary	Qurtajah Redding	qurtajahredding@yahoo.com	6th
Treasurer	Andrea Kelly	thekellybroughtons@gmail.com	8th
Principal’s Advisory Chair	Shaune Jones	jones1906@gmail.com	7th
SACI Representative	Andrea Kelly	thekellybroughtons@gmail.com	8th
SACI Alternate	Lauren May	blankelj@gmail.com	6th

4. Principal’s Advisory Council Review

The group reviewed the Advisory Council as a representative body that supports school-level decision-making by providing community input. Its role includes identifying school needs, reviewing and helping shape the Continuous Improvement Plan, connecting school staff and the community, and advising on the proposed school budget. The council advises the principal and school leadership team; it does not create school policy.

The group also reviewed needed representation and expectations for a high-functioning council, including clear purpose, representative voices, meaningful input, and consistent use of bylaws and shared indicators.

5. School Updates

- STAR and Momentum Math beginning-of-year assessments were discussed; additional information was noted as forthcoming.
- Families were reminded to monitor grades. The slide deck listed Wednesday, October 28 as the last day to submit first-quarter assignments.
- Upcoming events listed were the Hispanic Heritage Month Celebration on Friday, October 16 at 6:00 p.m. and the Learning Fair on Thursday, October 22.

6. Transition and Next Steps

Action	Details	Lead	Status
Executive Board transition	Transfer organizational records, access, and other materials to the newly elected officers.	Executive Board	Pending
Financial transition	Reach out to Ms. Flel, former president to complete a financial audit and transfer accounts.	Executive Board / Treasurer	Pending
Membership outreach	Continue outreach to families, staff, and students to strengthen participation.	PTSO Leadership	Pending
Goals and Budget development	Begin development of the annual PTSO budget and Goals	President and Treasurer	Pending
Next meeting	Confirm and communicate the next PTSO meeting date.	PTSO Leadership	To be determined

7. Approval of Minutes

Prepared by	Rachel Preston, Principal
Approved on	_____ RP _____
Approval / Corrections	_____