



# Talented and Gifted School for Young Scholars Parent Teacher Association

Mark Levin		Anatoly Garelik	
Sandra Alexander	Rasheedah Harris	Johnae Ferguson	John Lee
<b>Co-President</b>	<b>Vice President</b>	<b>Co-Treasurers</b>	<b>Secretary</b>

## COVID-19 Discretionary Fund Approval Requirements and Procedures

The following establishes the requirements and procedures for the 2020-2021 Executive Board of the TAG PTA (“E-Board”) to approve expenditure of funds allocated to the COVID Discretionary Fund in the TAG PTA Budget for the 2020-2021 Academic Year. The available budget for the COVID Discretionary Fund is \$40,000 for the 2020-2021 Academic Year.

The TAG PTA Budget Committee (“Budget Committee”) shall present to the general PTA Parent Body at every General PTA Meeting a summary of all requests for COVID-19 Discretionary funds (“Fund Requests”) made since the last General PTA Meeting and whether such Fund Requests were approved or denied.

Any funds remaining at the end of the 2020-2021 Academic Year are to be reallocated to a general roll-over amount available for other purposes as determined through the TAG PTA budgeting process for the following 2021-2022 Academic Year.

**Request Requirements** - TAG Staff and Class Parents (or the PTA’s Family Engagement Committee if no Class Parent has been assigned) may submit a Fund Request directly to the Budget Committee, via email, at [Budget@TAGScholarsPTA.org](mailto:Budget@TAGScholarsPTA.org). In order to be considered, a Fund Request must be submitted using the TAG PTA COVID-19 Discretionary Fund Request Form (“Request Form”) and include, among other things:

- a) a demonstration that the underlying program or product will alleviate a COVID-imposed hardship for the TAG community;
- b) identification of the TAG community beneficiaries of the underlying program or product (e.g., grades, remote or blended students, enrichment or in-curriculum, resources support, etc.);
- c) information on any prior discussions with TAG Administration (“Admin”) and the outcome of such discussions, if any.

**Fund Request Review Requirements** - When reviewing a Fund Request, the PTA whether as an E-Board or Budget Committee, must consider the following:

- a) Does the Fund Request alleviate a COVID-imposed hardship?
- b) Does the Fund Request ensure TAG community equity (i.e., grades impacted, remote vs. blended students, resources needed)?
- c) Does the Fund Request exceed \$10,000? If so, does it have the potential to benefit at least 50% of the TAG community?

**Budget Committee Review & Voting Process** - Upon submission of a Fund Request, the Budget Committee shall:

- a) Work with the submitter(s) to cure any Request Form deficiencies;
- d) Review, in accordance with the requirements above, any complete Request Forms submitted to the Budget Committee at least 24 hours prior to a scheduled Budget Committee Meeting, at such Committee Meeting;
- e) Vote on any complete Request Forms submitted to the Budget Committee at least 24 hours prior to a scheduled Budget Committee Meeting, at such Committee Meeting; and
- f) Present any Fund Requests to the E-Board and Admin., via email, that have been approved by a majority of those present at any given Budget Committee Meeting, within 24 hours of such approval.<sup>1</sup>

**E-Board Review & Voting Process** - The E-Board shall have a standing agenda item at every E-Board meeting to review all outstanding program and funding requests and, upon submission of a Fund Request by the Budget Committee, the E-Board shall review such request, in accordance with the requirements above, and put such request to a vote, via e-mail, as follows:

- a) The TAG PTA Secretary (“Secretary”) shall create and disseminate an electronic vote via e-mail or other electronic means that can be tracked and audited;
- b) Members of the E-Board will be encouraged to review the Fund Request and vote ASAP;
- c) If, at any time, 2/3rds of the elected E-Board affirmatively votes in favor of the Fund Request via the electronic vote, such request shall be considered approved;
- d) If 2/3rds of the elected E-Board has not affirmatively voted in favor of the Fund Request within 24 prior to a scheduled General PTA Meeting, then such Fund Request shall be added to the General PTA Meeting’s agenda to be voted on by the general parent body.
- e) Any request for a program or funding of \$20,000 or more must be presented and approved by a vote of the general PTA.

---

<sup>1</sup> Included with such information must be the name of an E-Board member or committee designee who will handle follow-up for the underlying program or product. Specifically, approved Fund Requests must be tracked and identify the vendor, program, amount funded, term of program and beneficiaries. In addition, such designee will be responsible for overseeing the transfer of funds and act as a continued liaison between the beneficiaries and the PTA.