



TJ PTSA Executive Board Meeting Minutes

08/03/2022 at 7:00 pm - 9:00 pm

Attendees:

Executive Committees: President Yvette Rivers, First VP of Programming and Events Pratyush Nutalapati, Second VP of Membership and Fundraising Yehong Zhou, Third VP of Communications Laura Marschoun, Treasurer Neelam Janardhan, Secretary Qingying Lu

Committee Chairs: Academic Support Committee (ASC) Chair: Haiyan Richter; ANGP Committee Chair: Mary Alice Heretick; College Outreach Committee (COC) Chair: Parvathi Rachakonda; Diversity Committee (DC) Chair: Michele Hyde; Hospitality Committee (HC) Chair: Colleen Bucher; Health and Wellness Committee Chair: Renee Rodriguez

Par left the meeting at 7:40pm.

Location: Google Meet

Agenda

- Call Meeting to Order
- Welcome to the New Board!
- Meeting Requests
- Approval of July 25, 2022 EC Meeting Minutes
- Current and Upcoming PTSA Activities
- Appointing Committee Members
- Kicking off Committee Activities
- General Membership Meetings
- Scheduling Monthly Executive Board Meetings
- Treasurer's Report
- Membership & Fundraising Update
- Website Update
- Family Engagement Committee Consideration
- Ratification of EC electronic vote on \$50 prize for TJ PTSA logo design contest
- Process/approach for addressing parent concerns regarding school matters
- Other Unfinished Business
- New Business
- Adjournment

Call Meeting to Order

- A quorum was determined to be present and the president called the meeting to order (@7:02pm).

Welcome to the New Board

- Welcome to the board
- Will have introductions during the next Board meeting when we have more time

Meeting Requests

- Clarified purpose of board meetings
 - PTSA activity status
 - Decision making
 - Issue and risk discussion
 - Governing
 - Not working sessions
 - Schedule other additional working sessions as necessary to prepare for proposals in Board meetings
- Will follow Robert Rules; raise hands before speaking

Approval of 7/25 EC Meeting Minutes

- Since the minutes had all been distributed electronically in advance and there was no objection, the minutes were not read aloud during the meeting.
- As there were no additional corrections to the 2022-07-25 EC Meeting Minutes, the minutes were approved as presented.

Current and Upcoming PTSA Activities (Yvette)

- Onboarded new officers
- Defined EC officer responsibilities
- Committee chairs appointed
- Completed financial review
- Renewed insurance coverage
- Initiated budget planning
- Defined membership and fundraising strategies
- Initiated website redesign process
- In the process of planning:
 - 8 regional welcome parties
 - New student orientation membership table, presentation to new parents, and parent panel
 - Back to School Bash food trucks, teacher vouchers, games, inflatables, and parent volunteers
 - Parent donations for teachers welcome back breakfast and snacks (Hospitality)
- Diversity committee planning Hispanic heritage month celebration (September 30)
- As VP of Programming and Events, Pratyush will be scheduling times to meet with all Committee Chairs to discuss planning for the year.
- Pratyush will serve as the EC's liaison to all committees (will not assign other officer liaisons for now).
- Yvette will send updated officer roles and responsibilities to the Board after school begins.

Appointing Committee Members

- Based on the Bylaws, the EC is responsible for appointing Committee members. Some Committee Members have already been appointed with upperclassmen parents, but the rest will need to be assigned after the school year starts. The EC will seek Committee Chair input on filling the remaining vacancies.
- Every committee chair, except ANGP, is asked to come up with a target for the number of committee members they require.

Kicking off Committee Activities

- Committee chairs need to have meetings with Pratyush to start planning activities

- Nell will provide budget information
- Reach out to staff contacts soon after the school year begins
- Given new Committee Chair leads on ANGP and Hospitality, Yvette will meet with these chairs and Pratyush to share about best practices and lessons learned from last year.
- All Committee Chairs will need to sign the Conflict of Interest Agreement which Ally will facilitate

General Membership Meetings

- Yvette has sent out the tentative schedule; We will proceed with these dates unless there is conflict in the updated school master schedule
- Decided to alternate between virtual and in-person meetings in order to reach as many parents as possible (it is hard for many parents to get to school and easier to participate virtually)
- Current plan is as follows:
 - 9/12 – Virtual
 - 11/3 – In Person
 - 1/12 – Virtual
 - 3/16 - In Person
 - 4/20 – Virtual
 - 5/18 - In Person

Scheduling Monthly Executive Board Meetings (Yvette)

- One week before the general membership meeting in the months with a general membership meeting
- Will choose the dates in the months without a general membership meeting
- Yvette will send out proposed dates with a request for feedback
- Group decided to have next EB meeting at 7:15pm on 9/6/22 Tuesday

Treasurer's Report (Nell)

- EB to review the baseline budget and provide feedback in the next few weeks so all updates to the baseline budget can be completed by 9/1. It will be presented for a vote in the next EB meeting and the 1st general membership meeting.
- There will be opportunities to revise the budget later in the school year after additional planning, membership input, and when results of fundraising activities are known.
- Laura and the Financial Review Committee completed the review of last year's financial report.
- New insurance has been purchased. Taxes are done.
- The Sunshine Fund is running out of funds that were previously donated by teachers. Will need to reach out to Volita to let her know.
- Yvette will follow up with Brandon Kosatka and Lee-Lin Finkbeiner about processes for helping financially needy students.

Membership & Fundraising Update (Yehong)

- Website updated for new membership fees
- TJ PTSA Logo design contest to strengthen the brand of TJ PTSA; talking to school about how much we can leverage TJ's logo
- Have been working on communication approach around membership
- TJ PTSA website facelifting; adding contents on PTSA activities
- Will host a membership table at orientation
- Make membership flyers available at welcome parties
- Donations can be done through website
- Plan to reach out to alumni for fundraising
- Paid business online registries/advertisement
- SAT mock test can generate additional revenue
- Plan to create fundraising rules

- Passive shopping
- Corporate donation matching
- Yehong will send to the board the strategy documents
- Yehong will take the lead to define how people donate to specific events or items; Nell needs to be looped in

Website Update (Laura)

- Reviewed new design
- Calling for feedback from EB members, especially committee chairs
- Need to be mobile friendly
- Need to remove very old contents

Family Engagement Committee Consideration (Yvette)

- Formed last fall with three subcommittees; prior EB voted to move subcommittees up to committees
- Group discussed pros and cons and necessity of maintaining new committee
- All Board members asked to consider and be prepared to discuss and vote on it at the next EB meeting

Ratification of EC electronic vote on \$50 prize for TJ PTSA logo design contest

- Pratyush moved to approve a \$50 prize for TJ PTSA logo design contest, and Mary Alice seconded. All in favor.

Process/approach for addressing parent concerns regarding school matters

- Michele: Explore ideas for establishing a separate channel for administrator/parent communication
- Renee: Ask school about mechanisms for parents to provide feedback, i.e., advocacy sheet
- Mary Alice: Informal communication from PTSA to administrators would work fine
- Nell: Suggest school to hold coffee hours by themselves
- Yvette will obtain input from the Principal, will draft a one page memo we can provide to parents, and will continue informal communication when pervasive concerns are communicated.

Adjournment

- Meeting was adjourned @8:52 pm