



## TJ PTSA Executive Board Meeting Minutes - FINAL

09/07/2023 at 7:00 pm - 8:30 pm

### Attendees: Executive Board

Executive Committees: President Neelam Janardhan, First VP of Programming and Event Laura Marschoun, Second VP of Membership and Fundraising Julia Li, Third VP of Communications Maggy Li, Treasurer Seema Lohia Singh, Secretary Mirtha Arce

Committee Chairs: Academic Support Committee (ASC) Chair: Partho Banerjee; Diversity Committee (DC) Chair: Michele Hyde; Hospitality Committee (HC) Chair: Colleen Bucher; Health and Wellness Committee Chair (HWC) Chair: Elizabeth Das

Principal (ex officio): Dr. Ann Bonitatibus

**Location:** Google Meet

### Agenda

1. Call meeting to order
2. Appointment of the new Secretary
3. General Membership Meeting Plan (Sept 14th, 2023)
  - a. Review last year's [General Meeting Rules 2022-2023](#)
  - b. Review [Proposed General Meeting Agenda 2023-09-14](#)
4. President Updates
5. Treasurer's Reports:
  - a. [Proposed Baseline Budget for 2023-2024](#)
  - b. [Treasurer Report](#)
6. Committee Chair Updates
7. Other Unfinished Business
  - a. Pest Control for the ANGP sheds (Laura) - tabled to the next meeting
8. New Business
9. Adjournment

### Call Meeting to Order

- A quorum was determined to be present and the President called the meeting to order at 7:10 pm.

### Appointment of new Secretary

- Secretary Mary Paul presented her resignation as of 09/07/2023, due to personal and family reasons.

- Due to the significance of this role and the time sensitivity, the President and the First VP agreed that the EC should approach Mirtha Arce to gauge her interest in the position. Mirtha is an engaged parent of Class 2026, the current VP Communications for Band Boosters, an active Diversity Committee member, and volunteered for various PTSA events last year. Additionally, Mirtha had indicated a desire to help wherever needed.
- After brief discussion, the officers (EC) voted and appointed Mirtha Arce as the TJ PTSA Secretary as of 09/07/2023, and welcomed her to join the present EB Meeting. The vote was unanimous.

Secretary Mirtha Arce joined the meeting at 7:20 pm and took over the note taking / minutes making from the First VP.

### **Review of previous year's General Membership Meeting Rules**

- President gave a brief background and overview of the previous year's GMM rules and recommended asking the members to adopt the same rules.
- GM Rules will refer to common meeting regulations, such as use of raised hands and proper language.
- President asked the board members to review GM Meeting Rules and give feedback by 09/08/2023.

### **Review of GM Proposed Agenda**

- President went over the proposed agenda.
- Each member of the EB will have 2-3 minutes to do an introduction, describe their roles, and give updates to the members.
- Chairs should let the members know their tentative events/plan of the year or the upcoming ones.
- Officers will run the GM meeting with assigned tasks.
- Meeting participants can only send text to the host or a co-host. Third VP is assigned to be the point of contact for this. She will collect the questions and ask them during the appropriate time in the agenda -if there is time- or send them to the appropriate person -if there is no time. She can request more information to the asker if more clarification is needed.
- Principal wanted to clarify if leftover time after presentations will be used for questions.  
Answer: yes.

### **President Updates**

- The President explained that the Faculty Report agenda item (GMM) is still to be determined.
- There has not been a PTSA Faculty Representative since Ms. Sandstrom retired at the end of 2021-22 school year. One of the reasons for the absence was that the faculty did not feel that PTSA GM meetings were a safe place.
- There is a teacher who expressed interest to be a point of contact, but did not want to be the official faculty representative.
- President asked each board member to express their opinions on the matter.
- Some of the discussion topics include:
  - How to make faculty feel safe and welcomed

- How to reduce the time/effort commitment - ask various teachers to take turn to give presentations on behalf of the faculty
- Natural faculty to be asked to give reports would be the department leads
- Who is responsible for asking - principal or PTSA president
- The President asked the Principal if she wants teachers to represent the educators collectively, or for teachers to give individual presentations. Principal responded that should a teacher present, they should present on behalf of all faculty or by departments.
- A vote was taken to send an invitation to the German teacher (Ms. Oszko) to present as a faculty representative as a whole for the upcoming GM meeting. Everybody but the First VP and the Principal voted affirmative. First VP abstained. The motion passed.

Principal left the EB Meeting at 8:09 pm.

### **Treasurer's Reports**

- The Treasurer presented the Proposed Baseline Budget for 2023-2024 and gave her report.
- PTSA's proposed budget for 2023-2024 has a beginning bank balance of \$64,498.70, combined from PTSA and ANGP bank accounts.
- Donation target was similar to last year at \$17,700.
- PTSA projected expenses are \$44,133.25, PTSA proposed revenue is \$38,100. Balance of \$6,033.25 will be covered from excess funds from previous years.
- ANGP projected expenses are \$50,000, ANGP proposed revenue is \$40,000. Balance of \$10,000 will be covered from excess funds from previous years.
- PTSA proposed estimated year ending balance is \$48,465.45, adding both PTSA and ANGP accounts.
- PTSA projected ending balance is \$30,171.95, and ANGP estimated ending balance is \$18,293.50.
- Funding of PTSA revenue will be done through membership, donations and other fundraising events.
- The plan is to raise enough money to cover expenses, and then have a good balance at the end of the school year.
- President recommended that a second review of the budget be scheduled for January 2024 to identify the areas that need a budget increase or decrease, depending on fundraising results.

### **Committee Chair Updates**

- The Diversity Chair requested that PTSA pay for a pro Sign Up Genius account. This pro account would eliminate ads (Gold), permit file attachments, and enable a custom confirmation email, which could simplify the process for parents to make monetary donations. Gold option is \$266 yearly, and Silver is \$107. President mentioned that she and the First VP have already explored obtaining a pro SUG account for ANGP purposes. First VP will discuss with the Diversity Chair to determine which of the two options to proceed with.
- The Diversity Chair reported that the frame of the step-and-repeat banner has broken, and it is necessary to order a replacement soon if we plan to use it for the Hispanic Heritage Month Celebration on October 13th. She has already reached out to the original vendor to inquire if we can purchase specific parts of the frame.

- First VP moved to approve either replacement or repair of the frame up to \$500. The motion was approved unanimously.
- Hospitality is still waiting for the exact number of teachers to calculate the quantity of gift cards that will be purchased. The number of teachers will be multiplied by \$25 to get the total amount.

#### **Other Unfinished Business**

- Pest Control services for the ANGP sheds (Laura) - tabled to the next meeting

#### **New Business**

- No new business to report.

#### **Adjournment**

- The meeting was adjourned at 8:30 pm.

Minutes Prepared by Mirtha Arce, TJHSST PTSA Secretary  
Minutes Approved as Presented on October 5th, 2023