



TJ PTSA Executive Board Meeting Minutes

04/11/2024 at 7:00 pm - 8:00 pm

Attendees: Executive Board

Executive Committees: President Neelam Janardhan, Second VP of Membership and Fundraising Julia Li, Third VP of Communications Maggy Li, Treasurer Seema Lohia Singh, Secretary Sanjay Parthasarathy

Committee Chairs: Academic Support Committee (ASC) Chair: Partho Bannerjee; College Outreach Committee (COC) Chair: Radha Somanchi; Diversity Committee (DC) Chair: Michele Hyde; Hospitality Committee (HC) Chair: Colleen Bucher; Health and Wellness Committee Chair (HWC) Chair: Elizabeth Das, Ann Payne;

Principal (ex officio): Dr. Ann Bonitatibus

Guests: Sridhar Madduluri (Academic Support Committee Vice-chair), Priya Dodla (Hospitality Committee Vice-Chair)

Location: Google Meet

Agenda

1. Call Meeting to Order
2. Approval of March 07th, 2024 EB Meeting minutes
3. Principal's Report
4. Treasurer's Report
 - a. Budget amendment and Treasurers Presentation
 - b. Budget Versus Actual July 1-Apr 5
 - c. Profit and Loss by month July 1- Apr 5
5. Committee and Officer Reports
 - a. President / 1st VP update
 - i. Nominating Committee update
 - ii. Financial Review Committee
 - iii. Parent Preview Night
 - iv. Planning for General Membership Meeting on April 18th, 2024
 - b. Membership & Fundraising Update
 - c. Newsletter and Communications Update
 - d. Diversity Committee Update
 - i. Holi update
 - ii. Eid update
 - e. Academic Support Committee Update

- i. AP Proctor and Snacks
 - ii. Navigating TJ: Research Labs
- f. College Outreach Committee Update
- g. Health and Wellness Committee Update
- h. Hospitality Committee Update
 - i. Volunteer Appreciation
 - ii. Teacher Appreciation
- i. ANGP Committee Update
- 6. Other Unfinished Business
- 7. New Business
- 8. Adjournment

Call Meeting to Order

- A quorum was determined to be present and the president called the meeting to order (@7:04).

Approval of EC/EB Meeting Minutes

- Meeting minutes from the EB meeting on 03/07/24 had been distributed electronically in advance and were not read aloud. There were no objections or comments. The minutes were approved.

Principal's report

- Invitations of admission to class of 2028 are going to be sent on the 12th of April
- Monday April 15th will be a webinar for new parents & students, followed by an in-person preview on the 17th of April
- The preview night on the 17th of April is an opportunity for setting up activities and tables, and disseminating information about clubs. Note that this is not an orientation, it was only a preview night - PTSA is invited to talk about the activities and logistics, but is not to treat the evening as a fundraising or a membership drive
- Nell reached out to parent volunteers to attend the preview night. We want to ensure 2-3 parents per region will be at designated tables, and will arrange for under-represented student community members to attend.
- Dr Bonitatibus suggested the TJ PTSA to what is best to arrange tables by region, by affinity groups, etc. We decided we would arrange by regions like we did last year
- Note that the major languages at TJHSST are English, Telugu, Korean, Chinese, Hindi and Spanish

[Sridhar Madduluri joined at 7:18pm]

- Dr Bonitatibus said it is too early to share any news about potential retirements or hiring plans. She asked that no questions be asked in advance of the list of vacancies to be published in June

Audit committee chair

- Nell called a motion to appoint Dinesh Kumar as Financial Review committee chair. Michele seconded the motion. With everybody in favor the motion passed

Treasurer's report

- Seema reviewed the finances; funding goals have been met for the year (\$41.3K vs proposed budget of \$38.1K)
- Proposed Revenue will be higher by around \$2,700 and are on track to exceed our original projections by \$3,300.
- We will not incur \$2,000 in expenses previously approved under the PTSA Programs and Committees category
- We are proposing \$5000 for Jefferson Day (J-Day) expenses
- Seema will present a motion at the next General Membership meeting to approve \$5000 towards the J Day expenses
- Julia mentioned that the mock ACT exams raised \$1620 (this number was not included in the numbers presented on the finances today)
- The PTSA's operational expense was lower than planned since costs budgeted for a parliamentarian will be lower than budgeted. Also there was less spending since no accountant was needed to be paid in 2019 through 2021

Committee and Officer reports

- **President / 1st VP update**
 - Points addressed in the rest of this document.
- **Membership & Fundraising Update**
 - The ACT mock test was held on 3/2. Pursuant to parent requests, Julia is setting up Digital SAT (dSAT) mock tests from Princeton Review on April 13. These tests are in addition to the complimentary tests provided on the College Board site
 - About 40 tickets to the ACT/SAT Mock test have already been sold
- **Newsletter and Communications Update**
 - Maggie is implementing some new ideas to survey for improvements. Nell will share the survey from prior years - note that the survey last year drove us in more activities on health and wellness, mental well being, and celebrating Hanukkah
 - New parent resource kit will be hosted at a centralized location on the website. Dr. Bonitatibus suggested that we work with Lee-Lin F on this good idea.
- **Diversity Committee Update**
 - Michelle Hyde communicated that the Eid celebration is to be held tomorrow
 - The ANGP celebration preparations are ongoing. We continue the push to get volunteers to help the seniors celebrate the graduation weekend.
- **Academic Support Committee Update**
 - Sridhar and Partho will coordinate with the Lab Directors to host a 'Navigating Research Labs' webinar in mid-April. They had met with three lab directors who had agreed to be involved (energy, enterprise and mentorship labs)
 - Dr Bonitatibus cautioned that teachers and counselors feel overtapped with requests for frequent engagement with parents. She encouraged the use of videos on websites, asked parents to attend the back to school nights and the orientations. Dr. Bonitatibus also asked that we consider panels running in the morning right after student drop-off,

or right after Student Departure (to be respectful to the teacher's time commitments) and have only two panels per year and rotate the teachers through them

- 270 parents attended the Navigating TJ: Math and Science panel discussion. Nell helped alleviate the concern from Dr Bonitatibus about the teachers donating their personal time pro-bono to be on these panels. Nell reassured Dr Bonitatibus that the teachers who volunteered were able to express their opinion for times available.
- Partho talked about the SignupGenius for both proctoring the AP exams as well as supporting the students during the AP exams with snacks. Only 24 of the 144 slots available for Proctoring have been filled. Nell suggested sending dedicated emails. Radha suggested leveraging parent liaisons to spread the word on sign up genius. Liz suggested assigning specific tasks in the sign up genius for example transporting snacks from PTSA room to room XYZ

- **College Outreach Committee Update**

- A panel with alumni parents is planned for the 17th of April. Parents will talk about college selection and program selection, timing and how your children can utilize the time during summer.
- The committee plans to hold a senior student panel in early June to get the perspectives of graduating seniors

- **Health and Wellness Committee Update**

- 'Body Doubling' workshop was held on March 22nd and was well received
- We will host a session April 15th that addresses the response to the student surveys, and how parents can help validate our kids' experiences.
- Maggie already posted the information to the Facebook channel and she will add to the Whatsapp media as well
- The committee plans to provide donuts to seniors and puzzle pieces as required to de-stress them including this busy time

- **Hospitality Committee Update**

- Spring Teacher Luncheon as part of the Teacher Appreciation Week is to be held on 5/2. Sign up genius will be published around the 15th of April
- The committee will host a volunteer appreciation get together on the 28th of April. In addition to a potluck meal volunteers will be given a plaque, a lip balm and hand cream. (\$510 for gifts for ~100 volunteers). SignUp genius was sent out last week.
- Colleen mentioned that we are OK from a budget perspective but we do need a main point of contact for teacher appreciation week. Tasks include arranging snacks, thank you notes and flowers.
- Nell suggested sending the Signup genius and request for parent liaisons and volunteers, to the 14 members of the hospitality committee

Other Unfinished Business

- None

New Business

- None

Adjournment

- The meeting was adjourned at 8:21 pm.

Minutes Prepared by Sanjay Parthasarathy, TJHSST PTSA Secretary

Minutes Approved as X Presented or Amended on May 19, 2024