



TJ PTSA Executive Board Meeting Minutes

09/12/2024 at 7:00 pm - 8:30 pm

Attendees: Executive Board

Executive Committee: President: Neelam Janardhan; First VP of Programming and Events: Catherine Li; Second VP of Membership; and Fundraising: Julia Li, Third VP of Communications: Maggy Li; Treasurer Dinesh Kumar; Secretary: Sanjay Parthasarathy

TJHSST Principal: Dr. Ann Bonitatibus

Committee Chairs and Co-chairs: Academic Support – Rahim Chowdhury, College Outreach and Planning – Radha Somanchi, Health and Wellness – Ann Payne and Liz Das, Hospitality – Priya Dodla

Location: Google Meet

Agenda

- Call meeting to order
- Approval of prior meeting minutes in draft;
 - EB meetings on [July 17](#), [July 31](#) and [August 5](#)
- Appoint Bhuvana Parampalli (Class of 26) as bookkeeper
- Appoint Tom Stauber (Class of 28) as Vice chair for the Academic Support Committee
- TJPTSA email sharing with other organization - vote - **15 mins**
- Board intro and committee plans:**15 minutes**
 - Academic Support**
 - Rahim Chowdhury as Chair (Class of 25)
 - <<Tom Stauber will attend the next meeting>>
 - Hospitality (Returning)**
 - Priya Dodla (Class of 25) ; Vice Chair TBD
 - Reflections (Returning)**
 - Meredith Caldwell ; (Class of 28); Vice chair TBD
 - College Outreach/ Planning (Returning)**
 - Radha Somanchi (Class of 26); Vice Chair TBD
 - Health & Wellness (Returning)**
 - Ann Payne as Chair (Class of 26)
 - Liz Das as Vice Chair (Class of 25)
 - ANGP:TBD later**
 - Kareena Nair as Chair (Class of 25)
 - Deepika Sood as Vice chair (Class of 26)

- [Budget](#) - Dinesh - **10 mins**
 - EB and GMM Meeting reminder - Nell - **5 mins**
 - EB meetings
 - **Thu, Sep 12** - First EB meeting, A week before GMM on Sep: finalized proposed budget to the GM, firming up dates/weeks of the events
 - **Thu, Oct 17** - Succession planning
 - **Thu, Dec 05** - *Maybe replaced by board holiday dinner*
 - **Thu, Feb 20** - A week before GMM on Feb
 - **Thu, March 13** - **TBD**
 - **Thu, Apr 24** - A week before GMM in May
 - GMM - Theme - 45 mins for PTSA business and 45 - 1:15 for anything else
 - **In person** (Budget approval and NC Election): **Thu, Sept 19, 2024**
 - **Virtual: Thu, Dec 12, 2024**
 - **Virtual** (NC Report): **Thu, Feb 27, 2024**
 - **TBD Virtual - March 20**
 - **In person** (EC Election, min 30 days after NC Report): Thu, May 1, 2025
 - Event Updates: Catherine - **10 mins**
 - Regional Parties
 - BTSN
 - Bash - Fantasy World - Nell
 - Membership and Fundraising update if any (Julia)
 - SAT Mock test in Aug and PSAT in Sep
 - Communication updates if any
 - Principal's report
 - New Business
 - Adjournment
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Call Meeting to Order

- A quorum was determined to be present and the president called the meeting to order (@7:03pm).

Approval of prior meeting minutes draft;

- The committee sought feedback on the draft meeting minutes from past EB meetings held on July 17, July 31 and August 5 . These were all approved, with no suggestions or corrections.

Vote to add additional volunteers to the TJPTSA

- The treasurer performs a critical role in the PTSA, and is often called upon to execute several time-critical tasks. A motion was proposed and seconded to have a parent volunteer - Bhuvana Parampalli (Class of 26) assist the treasurer in the role of 'bookkeeper'. The EC unanimously voted in favor of the motion.
- A motion was proposed and seconded to appoint Tom Stauber (Class of 28) as Vice chair for the Academic Support Committee. The EC unanimously voted in favor of the motion.

Board intro and committee plans:15 minutes

EC members gave self-introductions and invited the committee chairs to introduce themselves and provide a brief synopsis of plans for the 2025 academic year.

Academic Support Committee

- Rahim Chowdhury (Class of 25) will be the committee Chair.
- Tom Stauber will participate with Rahim from the next EB meeting onwards
- Rahim and Tom will work with Catherine on updating the Event Planning calendar

- Nell will formally introduce Rahim and Tom to the Science and Math/CS Vice-Principals (Crystal Benson and Yaara Crane) to enable partnership in supporting students academically
- 'Navigating TJ' forum date is being finalized (Nov 4 or Nov 11)

Hospitality Committee

- Priya Dodla (Class of 25) will chair the Hospitality committee
- Currently actively seeking a Vice Chair
- Event planning is ongoing, and Priya will confirm dates at the next EB meeting

College Outreach/ Planning Committee

- Radha Somanchi (Class of 26) will continue chairing the committee
- 4 sessions planned for college outreach, and the committee will have flyers at the PTSA table at the next in-person GMM
- Radha will send a blurb to Maggy Li about the committee activities, to include in the next newsletter that will highlight the College Outreach/planning committee

Health & Wellness Committee

- Ann Payne (Class of 26) will chair the committee, and Liz Das (Class of 25) will be Vice Chair. This swapping of roles will facilitate the continuity of organizational knowledge in the committee.
- Ann discussed the book club activities (to be held on 9/13) and the parent/student support plans for this committee.

Treasurer's update

- Dinesh Kumar shared the budget planning process for the new academic year
- The proposed budget of \$95K in revenue and expenditure for PTSA and ANGP is in-line with the past year's budget and expenditures
- Based on funds raised and expenditures, the EB will revisit the budget in December to adjust the planned spending
- There's a current balance of \$35,000 in the ANGP account, and its burn-down plan will be detailed in November.

Membership and Fundraising update

- 650 members as of 9/12/24
- Julia Li discussed the SAT (August), PSAT (September) and ACT mock-test plans for this year. The mock tests organized by the PTSA has helped increase the funds raised by the PTSA.
- We need to explore more areas to expand the membership, and avail of corporate matching programs. Julia will send an email prior to 'Giving Tuesday' to remind members to indicate TJPTSA in their corporate matching programs.
- Julia provided an overview of the A2Z membership directory, and the mechanics of record-keeping, and the intricacies of purging records from prior academic years. She will revisit this effort in November/December

<<Tom Stauber joined at 7:48pm>>

The EB entered an Executive session discussion between 8:01pm and 8:02pm

Vote regarding sharing TJPTSA member directory with other organizations

- A motion was raised and seconded to NOT share Personally Identifiable Information (PII) of TJPTSA parents (to include emails) in the directory with other affiliated organizations. The motion was unanimously passed.
- PTSA will continue to advertise messaging from the partnership fund and other booster organizations via the 'This Week @ TJ' weekly newsletter
- Note that the school does not share ANY data with TJ partnership fund

Event Updates: Catherine Li

- Regional Parties: \$2,100 spent (vs. budget of \$2,500) on regional parties – the new students and parents were appreciative of the opportunity to connect with Dr. Bonitatibus (who attended every regional party) and the perspectives of current parents and the student panels.
- The Back to School Bash was canceled due to the weather. \$2,300 had been prepaid to Fantasy World; \$1,400 was incurred by them for labor in loading the trucks and commencing the drive to TJ prior to being informed of the

cancellation. \$900 of credit issued to TJPTSA. The TJPTSA EC for the next academic year should have a back-up rain-date when planning the event.

- Catherine Li asked the committee chairs to actively ask for volunteers to help out in their committees
- Catherine Li will help outline the agenda of the December 12 GMM

<<Dr. Ann Bonitatibus joined at 8:28pm>>

Communications Update: Maggy Li

- Maggy recommended the EC review the newsletter draft content every week before Sunday evening, and send corrections to Maggy before the final newsletter is released Monday evenings
- Maggy will coordinate with the webmaster (Niluka) and with Catherine on updating the TJPTSA website

Principal's update: Dr. Ann Bonitatibus

- Dr. Bonitatibus thanked the PTSA for their support in successful start to the school year, for the teacher breakfasts, for connecting staff to parents.
- The Back-to-School night was very effective. The number of attendees by grade were in descending order as expected from prior years (9th grade had more attendees than 10th, 10th had more than 11th, 11th had more than 12th)
- Dr. Bonitatibus was very impressed with the incoming freshman class – they all were nice, articulate and mature
- Dr. Bonitatibus expressed thanks for the scholarship funds, and for enabling the students' ownership of diversity events, and for homecoming preparations and school picture facilitation.

Planning for the GMM on 9.19/24

- The EB discussed roles and responsibilities for the next GMM. Dr. Bonitatibus to provide a 10 min overview on the survey results which were very favorable to the stakeholders

Miscellaneous

- The Hispanic student association has reached out for a \$500 grant to celebrate Hispanic Heritage Month. If the club would like to share their 'SignUp Genius', TJPTSA will help promote the SignUp Genius to recruit parent volunteers to help out during the event.

New Business

- None

Adjournment

- The meeting was adjourned at 8:50 pm.

Minutes Prepared by Sanjay Parthasarathy, TJHSST PTSA Secretary

Minutes Approved as X Presented or Amended on October 17th, 2024