

DRAFT MINUTES

RTHS PTSO Board Meeting

Date: September 8, 2026

Time: 7:30 p.m.

Place: Zoom meeting

Board Members and Attendance

Board Position	Name and Attendance
President	Julie Walker — Present
Treasurer	Fariba (Riba) Mostaghimi — Present
Secretary	Gaurav (George) Chaudhry — Present
VP of Communications	Josee Meehan — Present
VP of Staff Appreciation	Beth Norton — Present
VP of Merchandise	Larissa Rimkevicius Shore — Present
VP of Events	Shristi Shrestha — Present
Teacher/Staff/Admin Representative	Angelina Soulasinh — Present
Student Representative	Joshua Murphy — Present
Student Representative	Asher Thermitus — Present
Student Representative	Armaan Huq — Present

1. Call to Order

- Julie Walker called the meeting to order at 7:32 p.m.

2. Quorum

- A quorum was established.

3. President's Welcome

- Julie welcomed the board to its first official meeting of the 2026–2027 school year.
- Future regular meetings will combine board business and the open member meeting. When confidential or board-only discussion is needed, the board may meet 15–20 minutes before the open meeting.

4. Approval of Prior Meeting Minutes

- Everyone approved May 12, 2026 PTSO Board Meeting minutes. The motion carried without opposition.
- The August 4 summer planning session notes did not require formal approval and will remain in the meeting-minutes folder on the PTSO shared drive.

5. Student Representative Updates

- Joshua Murphy reported that Homecoming Spirit Week will be held the week of September 21. The Homecoming theme is Enchanted Garden. The club fair is also upcoming.
- Asher Thermitus reported that Whiplash selected its improv team and that National Arts in Education Week will include arts-organization question-and-answer sessions, improv games, a film screening with

popcorn, calm coloring, and a choreography guest speaker. Senior college-application work sessions begin September 29.

- Armaan Huq reported that Beta Club is preparing for its October leadership summit. DECA, NEHS, and the History Honor Society are preparing fundraising and outreach for the September 24–25 club fair.

6. Follow-Up on Summer Planning Items

- Water-filling station: No new cost or installation information was available. Angelina will follow up with Mr. Drake in person regarding the proposed basement water-filling station.
- Account access: Board members were asked to confirm access to their PTSO email accounts and the PTSO shared drive and to report unresolved issues.
- Meeting format: Most meetings will remain virtual and will combine board and open-member business. The board will look for opportunities to hold selected in-person meetings with school events. A Friendsgiving-style gathering is being considered for November 10.

7. Board Governance

- All board members present verbally agreed to follow the PTSO Code of Conduct throughout their service.
- All parent and caregiver board members were confirmed as paid PTSO members in good standing. Student and staff membership remains free.
- The board reviewed possible bylaw revisions, including allowing up to two student representatives per grade level; updating officer descriptions to reflect current and optional vice-president roles; adding the VP of Staff Appreciation role; and revising the check-signing requirement so two authorized board members may sign without requiring the Head of School's signature for expenditures over \$200.
- Larissa was recommended as an additional authorized bank signer. Proposed bylaw changes must be approved by the membership and were planned for consideration at Meet the Teacher Night.

8. Event Planning Records

- Board members planning events, merchandise activities, or welcome items should complete an event-planning sheet or comparable notes and save them in the shared drive. Records should document quantities, costs, outcomes, and recommendations for future years.

9. Meet the Teacher Night and Upcoming Events

- The PTSO plans to have a table at Meet the Teacher Night on September 15. Board members will coordinate coverage around their students' class schedules, with particular attention to seminar periods.
- Merchandise sales or pickup may be offered before the event and, if permitted, briefly afterward. Julie will coordinate logistics and permission with Ms. Lewis.
- The proposed pre-event gathering at Boxyard will not be held because of timing. The board will consider a shorter outdoor meet-and-greet at the school, subject to approval and weather, and a separate Friday coffee chat after pickup.
- The board will use the event to publicize the November 10 Friendsgiving meeting, seek member votes on the budget and proposed bylaws, and take a group board photograph. Individual photographs may also be taken for the website.
- PTSO support for the September 29 senior college-application day will be coordinated with the senior committee using prior event notes.

10. Communications Update

- Josee proposed issuing the newsletter on the first Wednesday of each month, before the monthly PTSO meeting. Newsletter submissions will be due the preceding Monday.
- Time-sensitive items may be shared through ParentSquare and the parent Facebook page. Board members may post directly to Facebook when appropriate.

11. Staff Appreciation Update

- The back-to-school popcorn event was well received.
- Beth is considering an October staff lunch, tentatively October 2, and will coordinate the date and menu with the school. Angelina will poll staff regarding preferences for fewer catered meals versus more frequent lower-cost options.
- Beth will coordinate the holiday giving campaign with the school's fundraising calendar. Beth and Larissa will also finalize and distribute an Amazon wish list for staff-lounge supplies.

12. Homecoming DJ Request

- Student Council requested PTSO assistance with the approximately \$1,000 cost of a Homecoming DJ. The DJ would provide sound, lighting, setup, breakdown, and emcee services. Student Council would cover other dance needs instead of requesting PTSO-funded food and decorations.
- Board members and student representatives discussed the potential benefit to the 250–300 students who typically attend and the need to consider the request within a sustainable annual budget. No final funding decision was made.

13. Merchandise and Membership Update

- The PTSO had 28 paid members and had received approximately \$475 in membership revenue, including voluntary amounts above the \$10 membership fee.
- Approximately \$1,300 in merchandise had been sold. The PTSO spent just under \$2,400 on shirts; the vendor corrected a color error at no additional charge, resulting in approximately 150 additional shirts.
- Merchandise is stored at the school. The board will promote the green shirt for Green Out Day and may consider limited made-to-order items if there is sufficient interest.

14. Thailand Trip Request

- The board reviewed a request from the teachers sponsoring the Thailand trip, including possible grant-writing or fundraising assistance.
- The board's consensus was that direct financial or grant-writing support for an optional trip serving a limited number of students was not an appropriate priority under the current budget. Julie will respond to the teachers. The board remains open to considering a clearly defined, low-cost form of assistance.

15. Financial Update and Proposed Budget

- The PTSO has approximately \$23,000 in reserves. Members discussed balancing current student and staff needs with the long-term sustainability of those reserves.
- Proposed income assumptions included \$3,000 in merchandise sales, \$1,000 in donations and passive income, and \$750 in membership revenue.
- The board supported simplifying expense categories to include miscellaneous expenses, grade-level funding, staff appreciation, merchandise, and special projects. The water-filling station and possible DJ support may be considered under special projects or grade-level funding.
- The draft budget was not balanced and was not adopted. Julie and Riba will revise the figures, circulate a more sustainable proposal, and seek member approval. The budget may be amended later by vote if income or needs change.
- The board will explore the Givebacks restaurant program as a possible source of passive income.

16. Student Representative Appointments

- A motion was made and seconded to approve returning student representatives Joshua Murphy, Asher Thermitus, and Armaan Huq for the 2026–2027 school year. The motion carried without opposition.

17. Action Items

- Angelina: Follow up with Mr. Drake regarding the basement water-filling station.

- Julie: Coordinate Meet the Teacher Night logistics and permissions with Ms. Lewis and confirm the member-voting process for the budget and proposed bylaws.
- Board members: Send Julie their availability to staff the PTSO table during Meet the Teacher Night.
- Josee: Begin the monthly newsletter schedule; board members should submit items by the Monday before publication.
- Angelina: Poll staff regarding staff-appreciation meal preferences and share the results with the board.
- Beth and Larissa: Finalize and distribute the staff-appreciation Amazon wish list.
- Julie: Respond to the Thailand-trip teachers regarding the board's discussion.
- Julie and Riba: Revise and circulate the proposed budget for membership approval.
- Larissa: Continue merchandise promotion and provide Givebacks sales information for financial reporting.
- Board: Explore the Givebacks restaurant program and future in-person family events.

18. Conclusion

- The meeting concluded at approximately 9:11 p.m.