Tamil Language Education aNd Training Inc.
https://tamiltalent.org

BoT Portal

Board User Guide

Everything a trustee can do on the Board of Trustees portal, in the order you'll likely need it.

Version	2.2
Date	November 3, 2026
For	Board of Trustees members
Live site	https://tamiltalent.org
Prepared by	TALENT Web Team

Revision History

Each published version of this guide and what changed in it. The newest version is at the bottom.

Version	Date	What changed	Author
1.0	October 2026	First release covering the Board of Trustees Portal and its workflows.	TALENT Web Team
1.1	October 2026	Refreshed in place: bylaws changes arrive as Pending Vote, approved minutes visible to ExCo and TAC, TAC nominations by the Chairperson, plain-language sign-in messages.	TALENT Web Team
2.0	October 14, 2026	Professional formatting: cover page, logo, header and footer, page numbers, revision history.	TALENT Web Team
2.1	November 2, 2026	Cover and quick facts now show the live site address.	TALENT Web Team
2.2	November 3, 2026	Added the live BoT Portal address (https://tamiltalent.org/bot-portal.html) to the Getting Started section.	TALENT Web Team

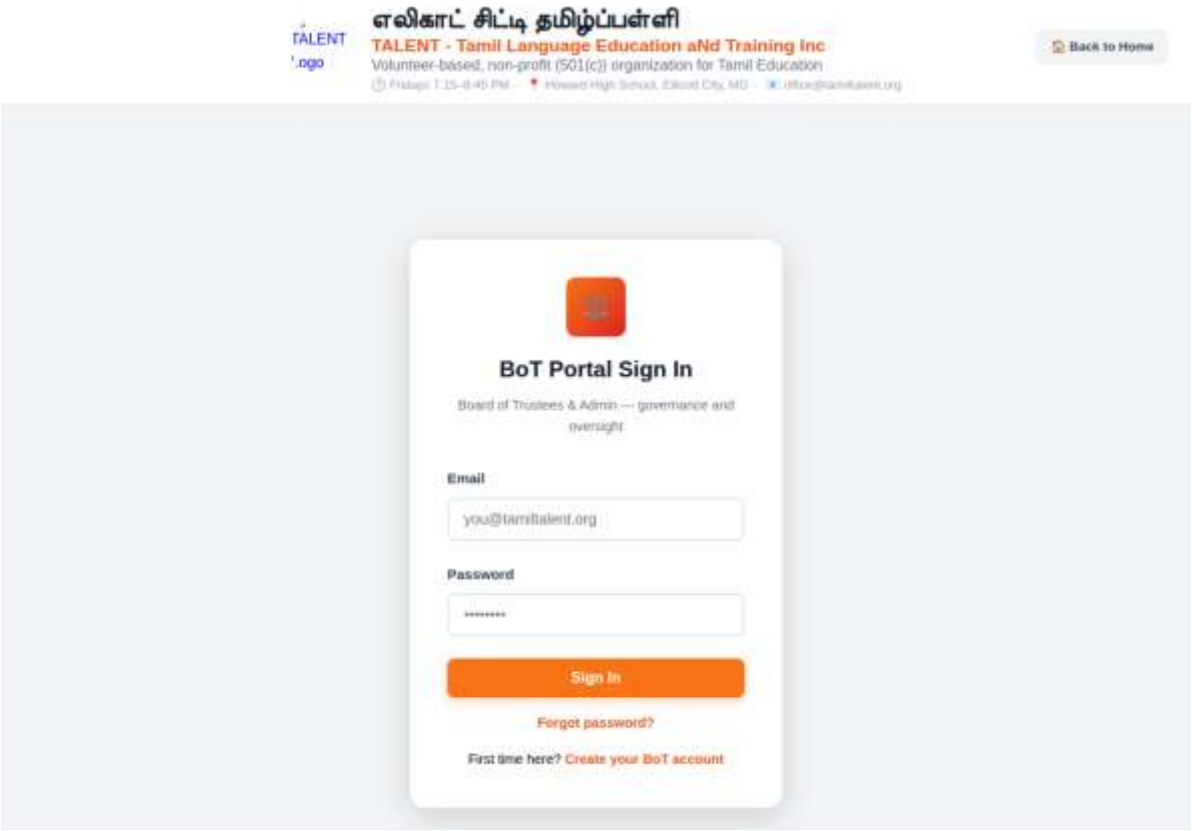
1. Getting Started: Creating Your Account

BoT Portal address: https://tamiltalent.org/bot-portal.html — open it in any browser on your phone or computer. You can also reach it from the Portal ▾ menu on the main site, https://tamiltalent.org. Trustees can use it now.

Admin needs to have added you to the Board Members list first — if you get an error saying your email isn't recognized, check with Admin/Webmaster. The portal is reached from the public site's "Portal ▾" menu, top right of any page, or directly at the BoT Portal link.

1. Go to BoT Portal and click "Create your BoT account".
2. Enter the exact email Admin added you with, choose a password.
3. Next time, sign in normally with the same credentials. If you see "We couldn't sign you in with this email and password", it usually means your BoT account hasn't been created yet — click Create your BoT account — or the password is wrong; "Forgot password?" sends a reset link.

If you were appointed as Comptroller rather than a voting Trustee, you sign in the same way — Admin just selects "Comptroller" instead of "Trustee" when adding you.



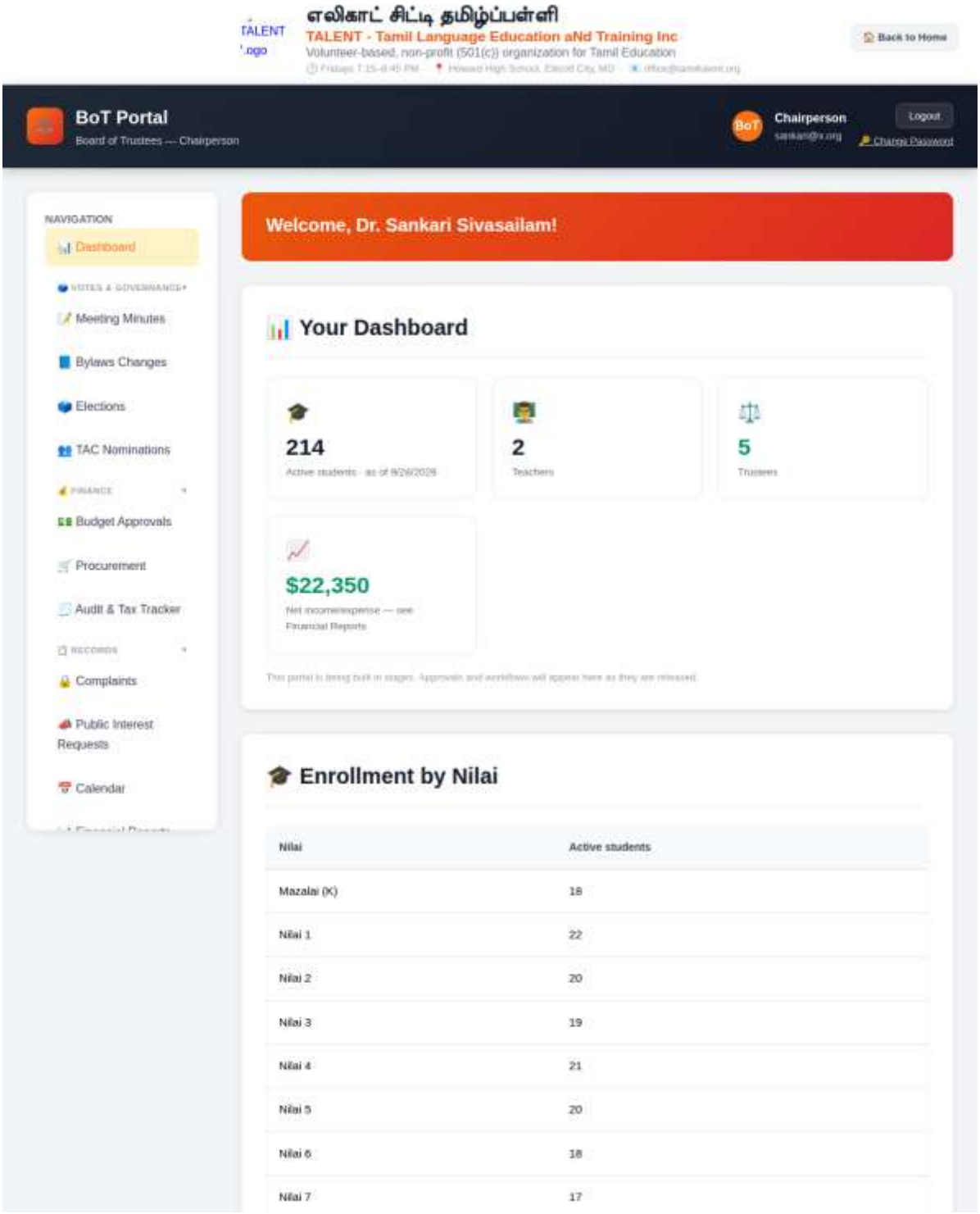
2. Your Dashboard

Your landing page: active student count, teacher count, trustee count (with a note if it falls outside the bylaws' 5-to-7-odd-trustees rule), the net income/expense figure, an enrollment breakdown by Nilai, and the full Board roster.

• Active students and net income/expense are published automatically by ExCo/the Treasurer — if either reads "—", it simply means nobody on that side has opened the relevant screen yet since the portal went live. It will appear the next time they do.

• The trustee count only counts voting Trustees and the Chairperson — a Comptroller on the roster is appointed staff, not one of the 5-to-7 trustees, so they're listed but not counted here.

• Click the Net tile to jump straight to Financial Reports.



3. Calendar

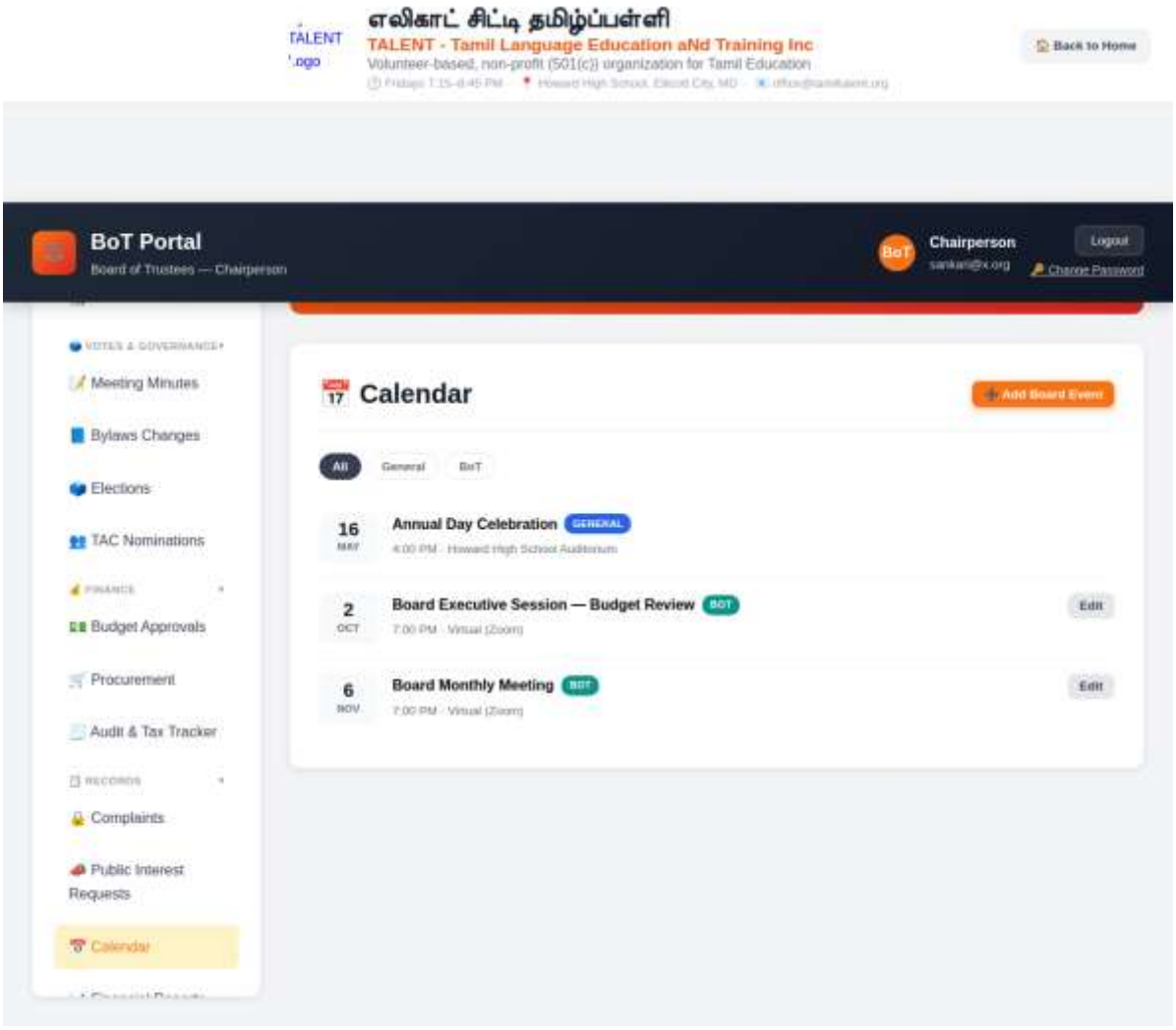
Shows General (public school-wide) events plus the Board's own private events. You can only add, edit, or delete Board events — General events are managed by ExCo.

1. Use the filter chips to show All, General only, or BoT only.

2. Click "Add Board Event" for anything Board-specific — an executive session, a retreat, a monthly meeting.

3. Only events you can edit show an Edit button next to them.

Board events are private to the Board and Admin — they never appear on the public calendar or in any other portal.



4. Financial Reports

A summary view the Treasurer publishes — individual reimbursement requests and payout details (like Zelle contact info) are never shown here, only totals.

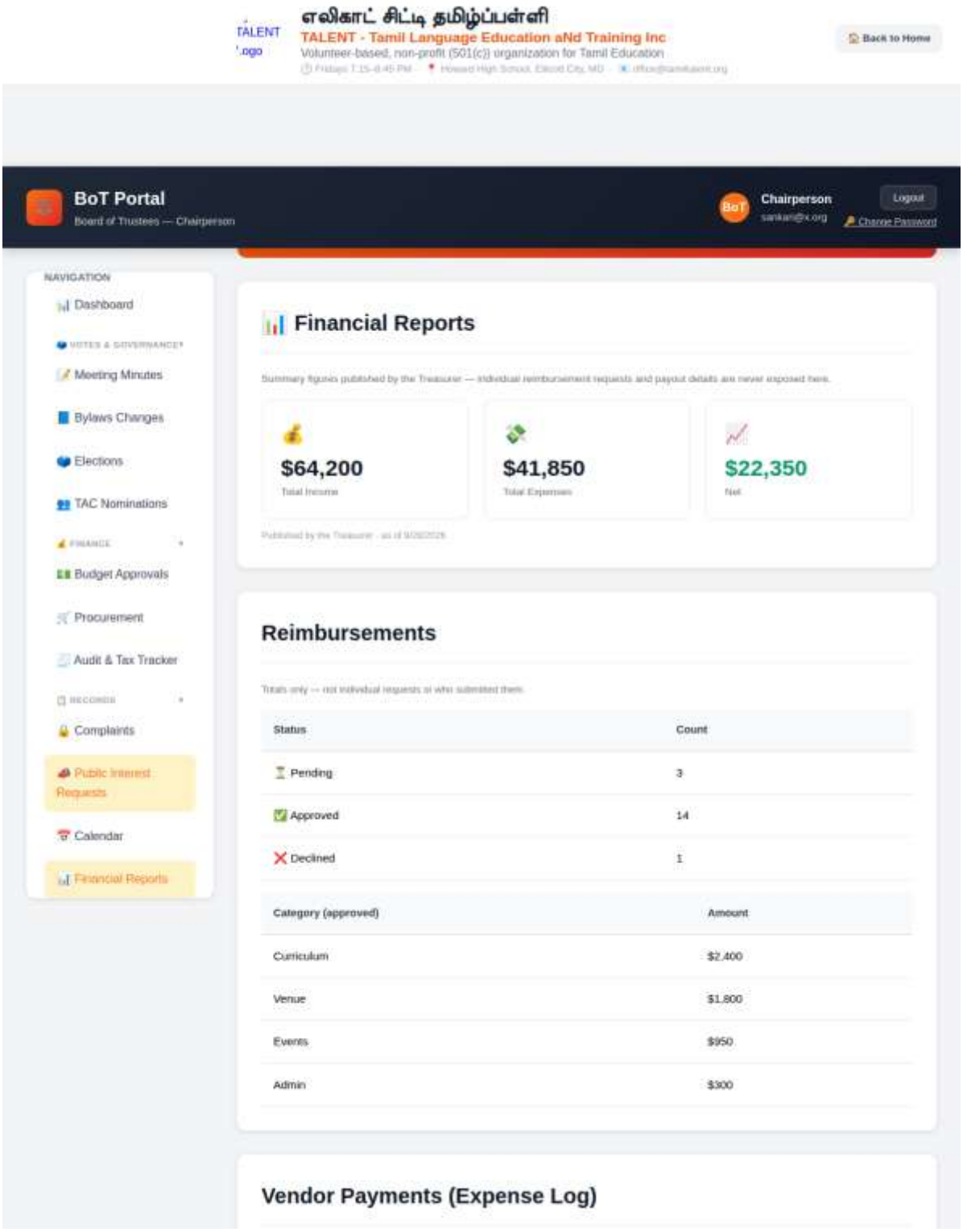
• Reimbursements: counts by status (pending/approved/declined) and approved totals by category — never who submitted what.

• Vendor Payments: the full Expense Log with vendor names, since this data carries no personal payout information.

• Budget vs. Actual: planned amounts against actual spend (vendor payments plus approved reimbursements combined), for the most recent budget year submitted.

• Bank Reconciliation History: the Treasurer's logged checks against the bank statement, view-only.

This figure updates whenever the Treasurer or President next opens Financial Report or the Reimbursement Review Queue in ExCo Portal — it is not instantaneous.



5. Meeting Minutes

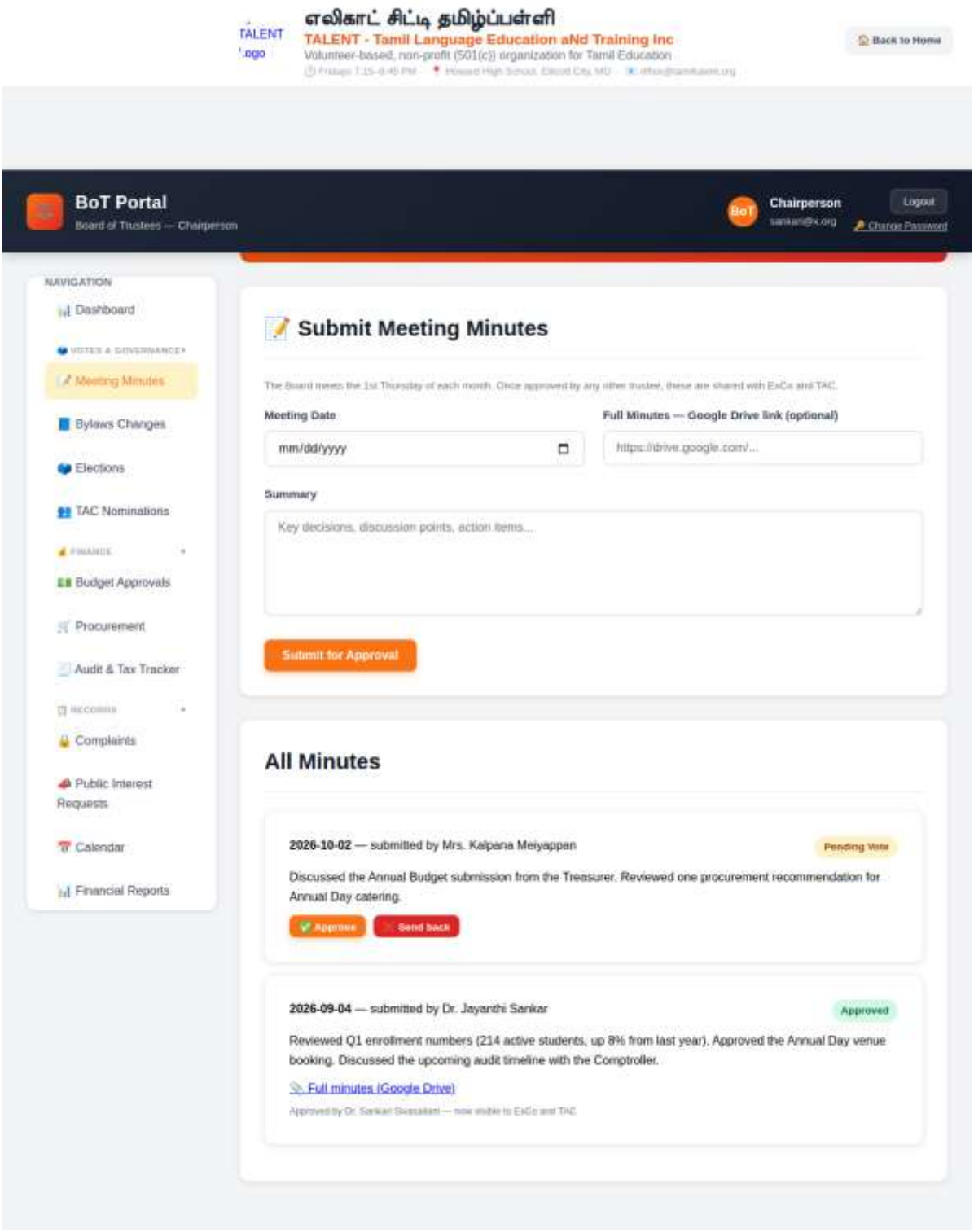
The Board meets the 1st Thursday of each month. One trustee writes up the minutes; any other trustee approves them.

1. Submit the meeting date, a written summary, and optionally a link to the full minutes in Google Drive.

2. Any trustee other than the author can Approve or Send Back (with a comment explaining what needs to change) — you cannot approve your own submission.

3. Once approved, the minutes show as approved and are shared, read-only, with ExCo and TAC. They see them under “Board Minutes” in their own portals; only approved minutes appear there, never pending or sent-back ones.

A sent-back entry stays on record with your comment; the author submits a fresh, revised entry rather than editing the original in place.



6. Bylaws Changes

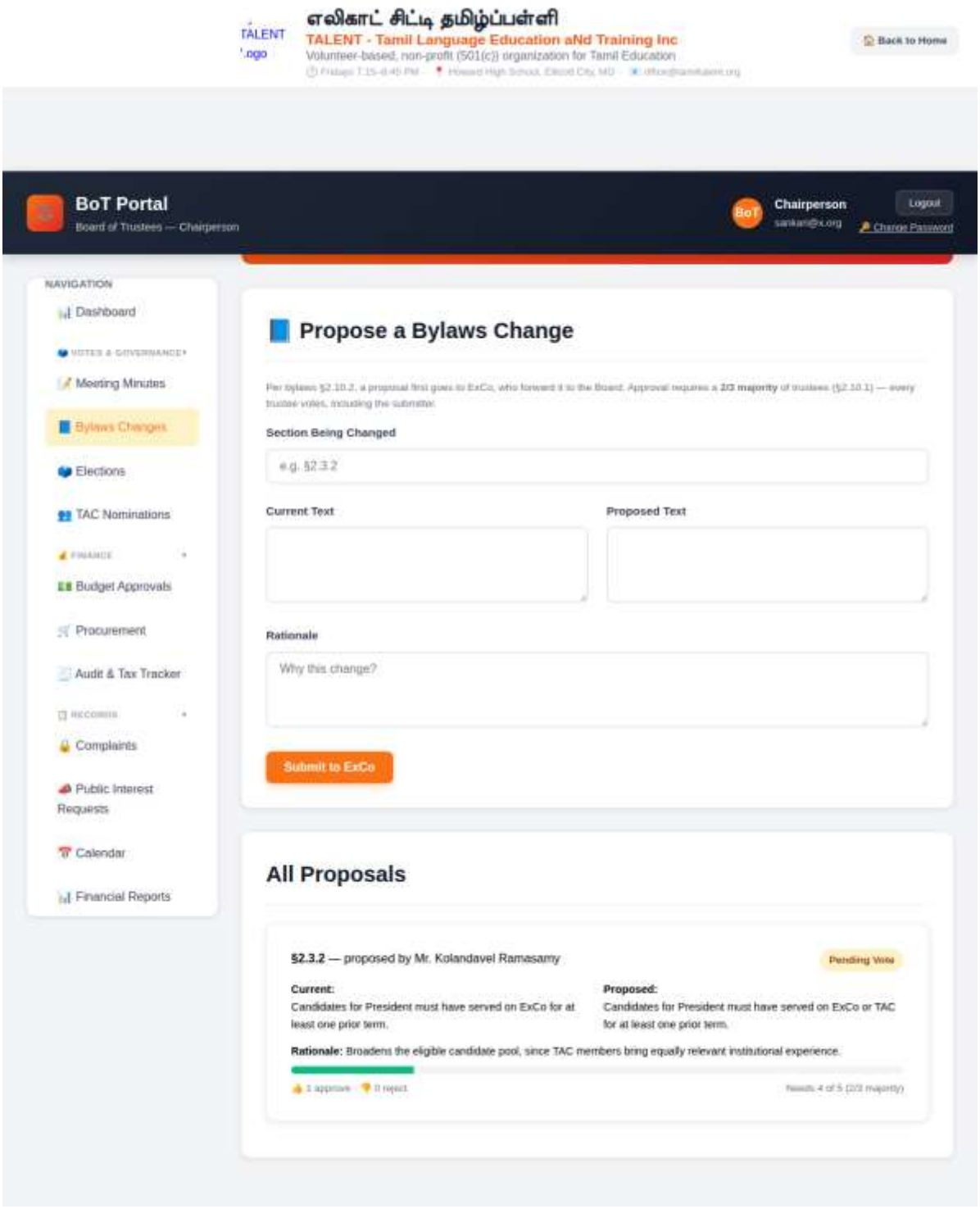
Trustees do not propose bylaws changes. A change is submitted by ExCo or by TAC from their own portal, and arrives here for the Board's vote. Approval needs a 2/3 majority of trustees (§2.10.1) — a higher bar than the simple-majority votes used elsewhere in this portal.

1. ExCo or TAC submits the section reference, current text, proposed text and rationale. You will see it listed under All Proposals; there is no form for trustees to submit one.

2. It arrives as Pending Vote straight away — ExCo no longer has a separate “forward” step. (An older proposal made before this change may still show “Awaiting ExCo (older proposal)”.)

3. Every trustee votes at the 2/3 threshold. The vote closes as soon as the result can no longer change, and you can change your vote until then.

4. Once approved, Admin updates bylaws.html by hand and marks it Published, which notifies Teachers.

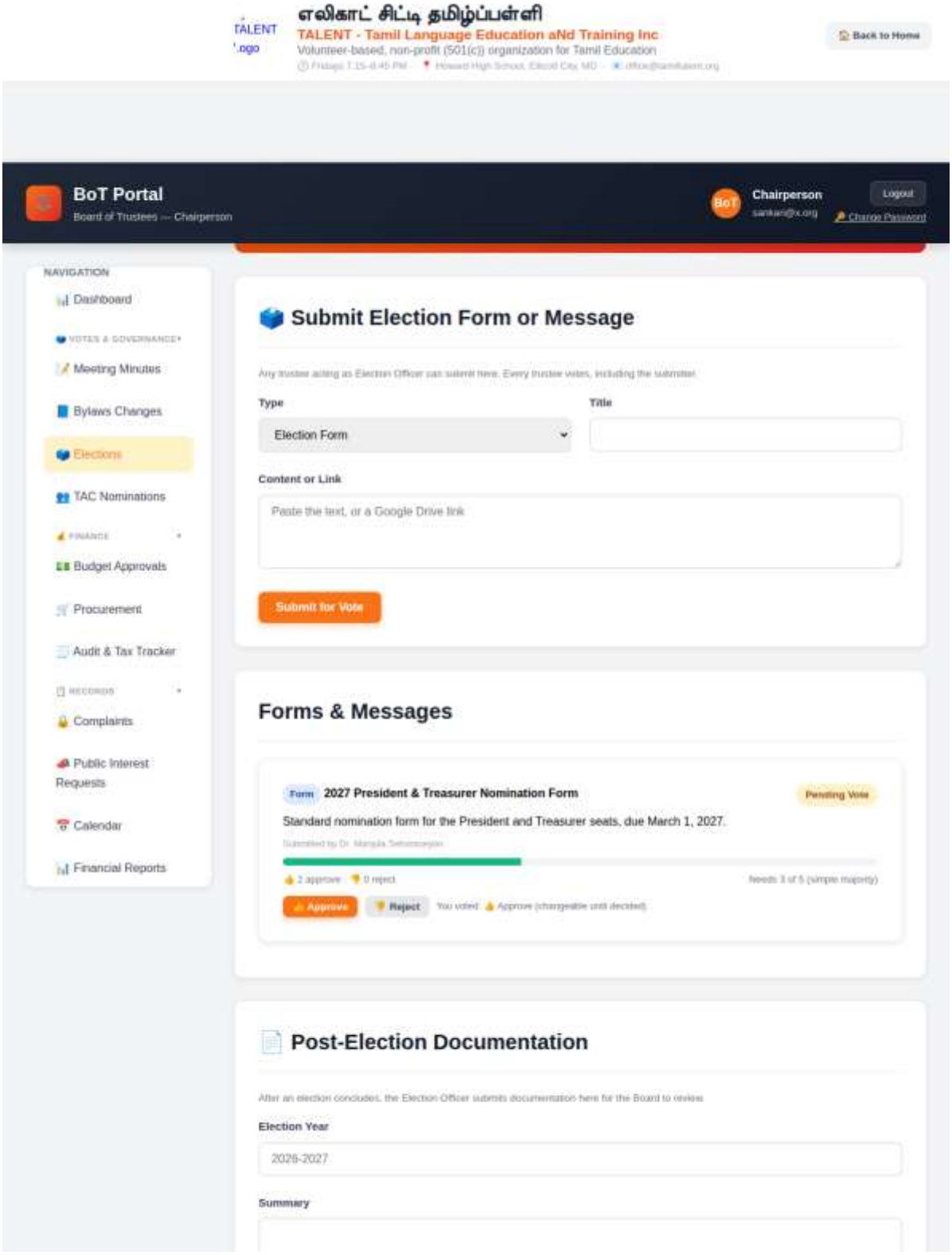


7. Elections

For ExCo elections. One trustee typically acts as Election Officer, though any trustee can submit on the Board's behalf.

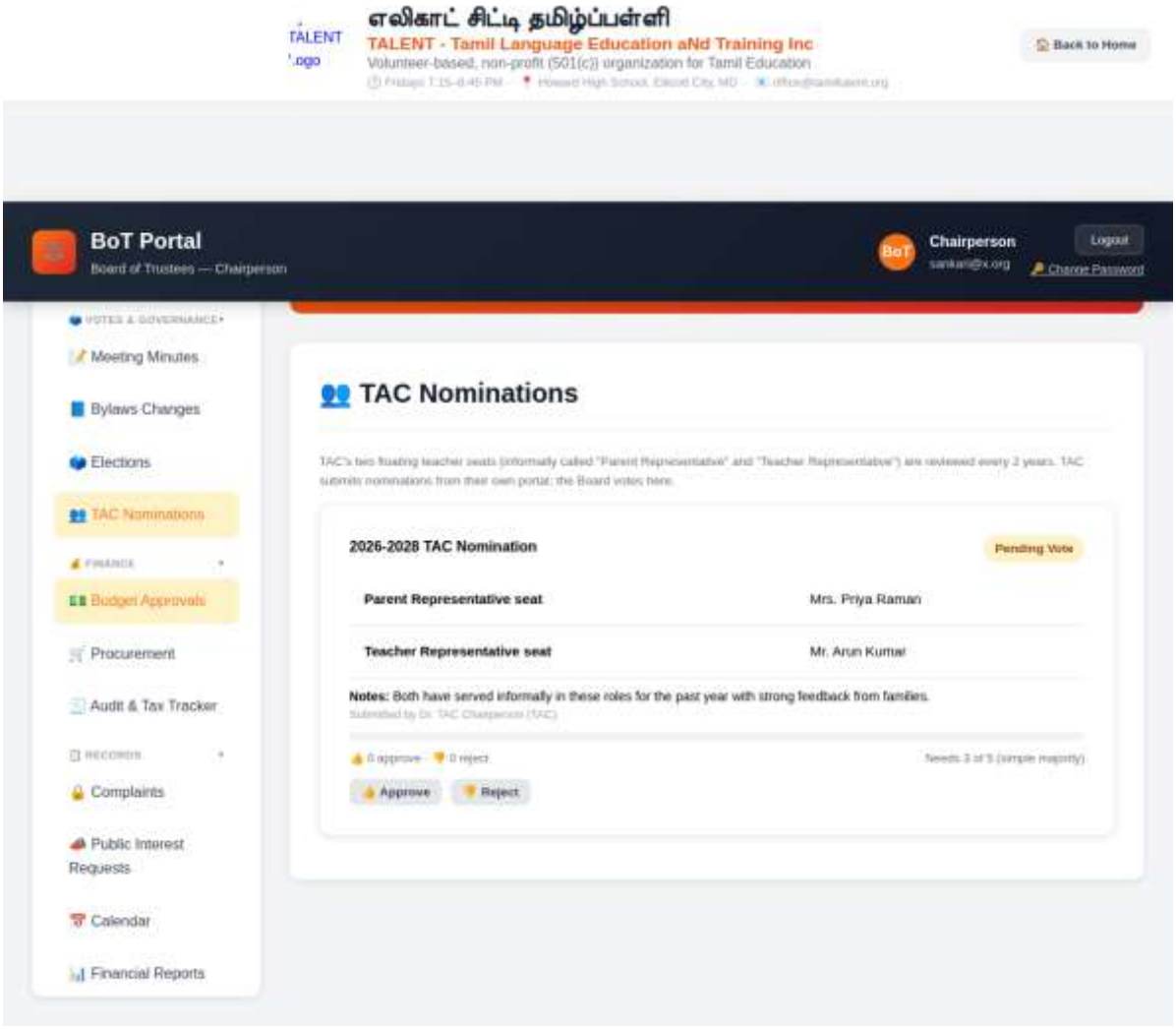
- Forms & Messages: nomination forms and outgoing communications, each voted on individually by the Board before being sent out.

• Post-Election Documentation: after the election concludes, a summary (plus an optional Drive link) is submitted for the Board to review and approve.



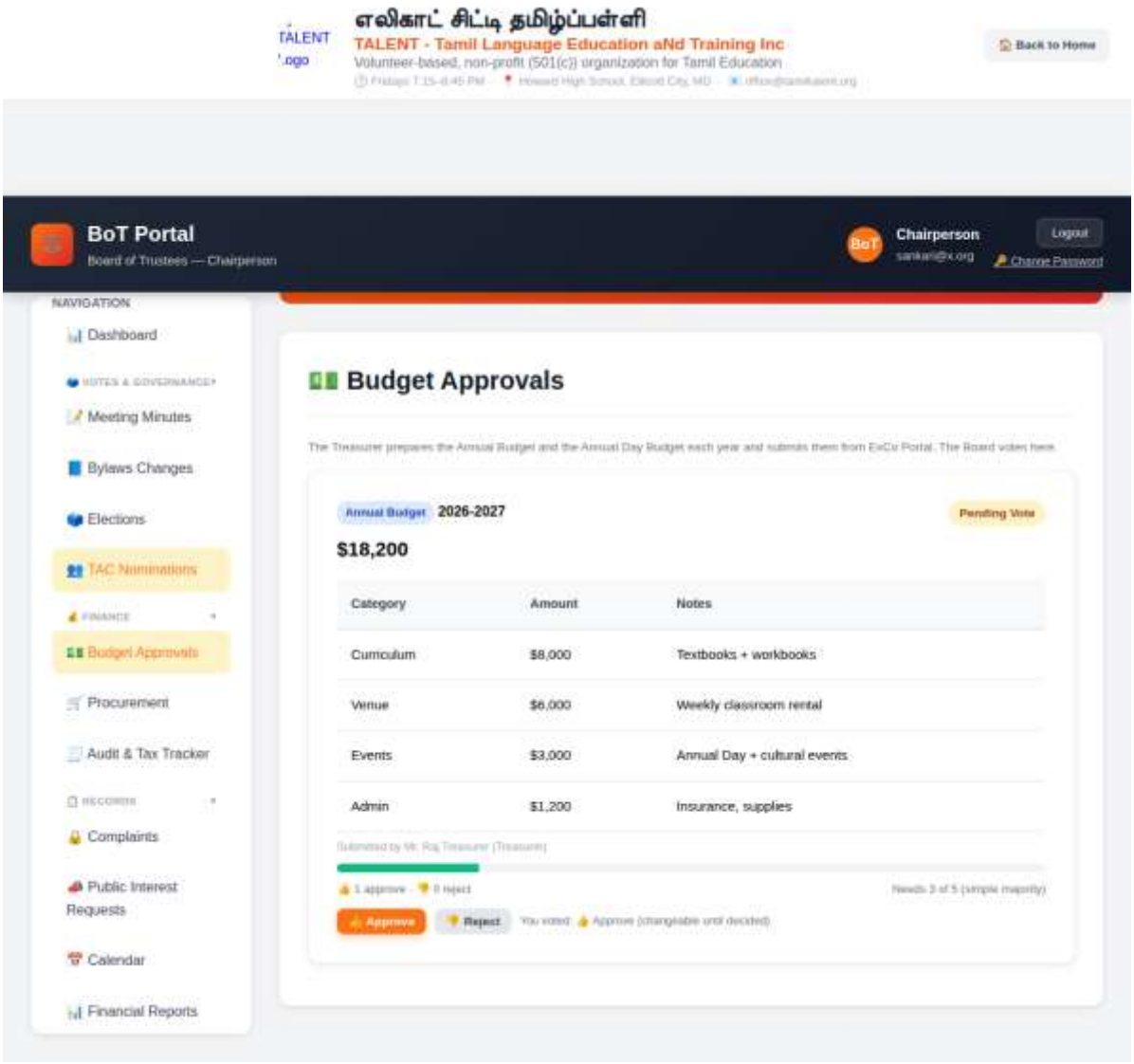
8. TAC Nominations

TAC's two floating teacher seats — informally called "Parent Representative" and "Teacher Representative" in daily use — are reviewed every 2 years per bylaws §2.2.3. Only the TAC Chairperson (or the Admin, as a backup) can submit nominees from the TAC portal; the Board votes here.



9. Budget Approvals

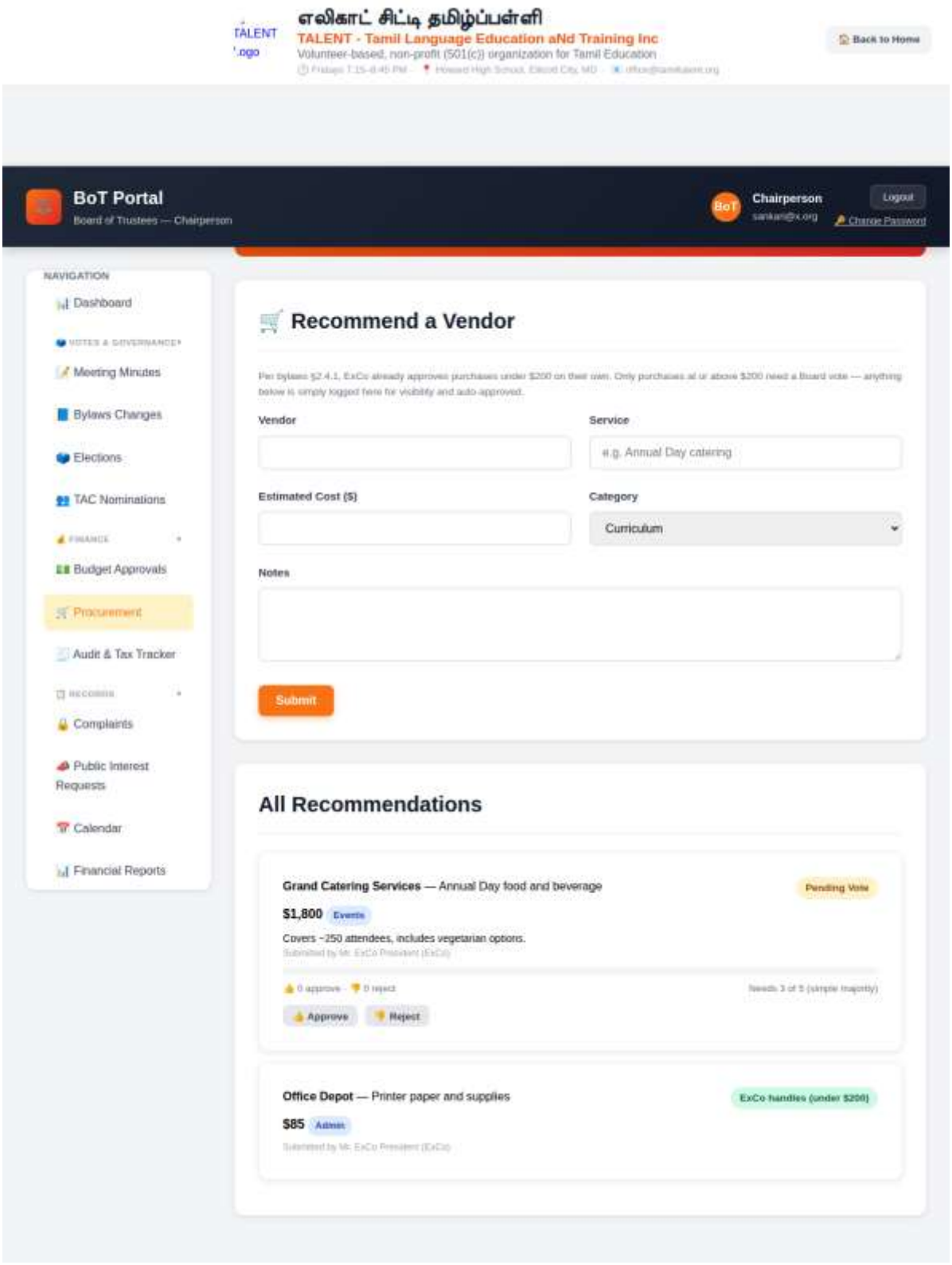
The Treasurer prepares the Annual Budget and the Annual Day Budget each year and submits them from ExCo Portal, with line items by category and a total. The Board votes on each one here, simple majority.



10. Procurement

Any ExCo or Board member can recommend a vendor. Per bylaws §2.4.1, ExCo already has approval authority for purchases under $200 — those are simply logged here for visibility, with no vote needed. $200 and above enters the Board's vote queue automatically.

> *An ExCo member's own submission is visible only to them and the President — they do not have approval authority over it, only the Board does.*


எலிகாட் சிட்டி தமிழ்ப்பள்ளி
TALENT - Tamil Language Education aNd Training Inc
Volunteer-based, non-profit (501(c)) organization for Tamil Education
Back to Home
BoT Portal
Board of Trustees — Chairperson
Chairperson
Logout
Change Password
NAVIGATION
Dashboard
Meeting Minutes
Bylaws Changes
Elections
TAC Nominations
Budget Approvals
Procurement
Audit & Tax Tracker
Complaints
Public Interest Requests
Calendar
Financial Reports
Recommend a Vendor
Vendor
Service
e.g. Annual Day catering
Estimated Cost ($)
Category
Curriculum
Notes
Submit
All Recommendations
Grand Catering Services — Annual Day food and beverage
Pending Vote
$1,800
Events
Covers ~250 attendees, includes vegetarian options.
Approve
Reject
Office Depot — Printer paper and supplies
ExCo handles (under $200)
$85
Admin

11. Audit & Tax Filing Tracker

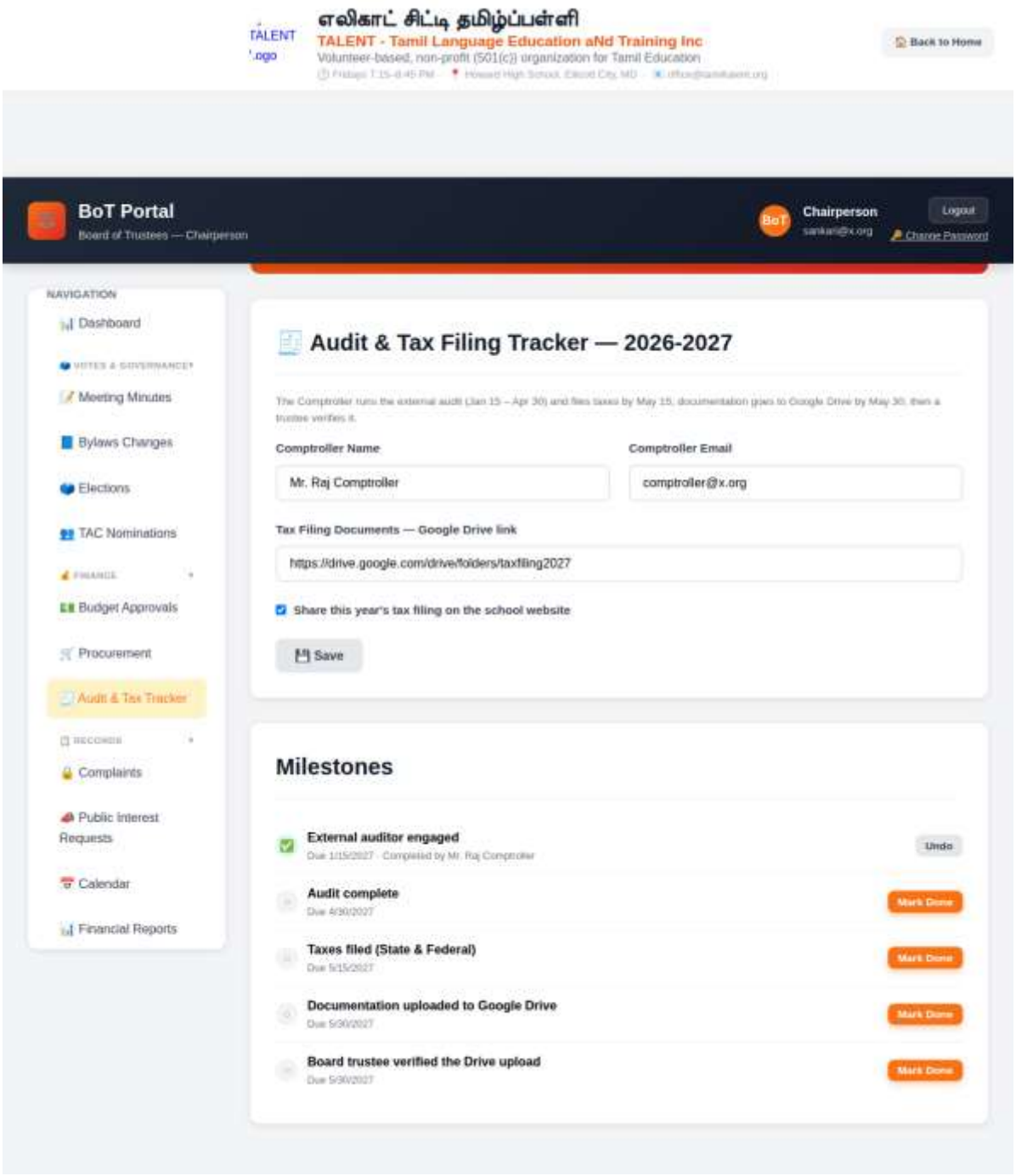
Tracks the yearly audit and tax filing process the Comptroller runs in the Board's place — a role the Board itself created for exactly this purpose.

1. Record who the Comptroller is for this academic year, and a Google Drive link for the filing documents, once available.

2. Five milestones track the real process: external auditor engaged (due Jan 15), audit complete (Apr 30), taxes filed with State & Federal (May 15), documentation uploaded to Drive (May 30), and a trustee's own verification of that upload (also May 30).

3. A milestone not marked done by its due date shows an overdue warning. The Comptroller — if they have portal access — can mark their own milestones directly; otherwise any trustee can on their behalf.

4. Check "Share this year's tax filing on the school website" if the Board wants it made public — this is a record of intent for Admin to act on, not an automatic publish.

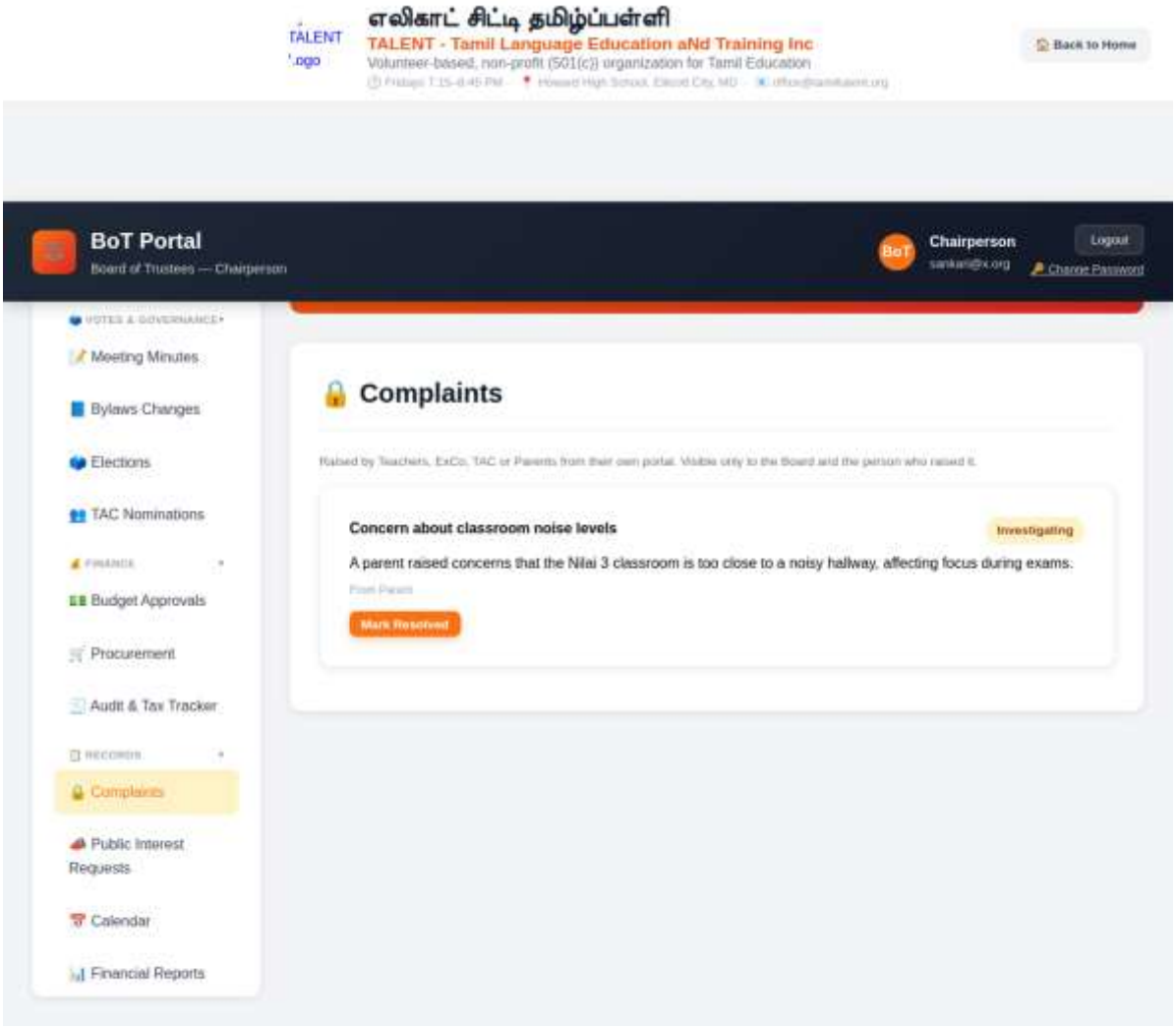


12. Complaints

Teachers, ExCo members, TAC members, and Parents can raise a concern with the Board directly from their own portal, using “Raise a Concern with the Board” next to Report an Issue. The Board and the person who raised it can read it. The website Admin can also open it, but only to fix a technical problem, and the Raise a Concern window says so.

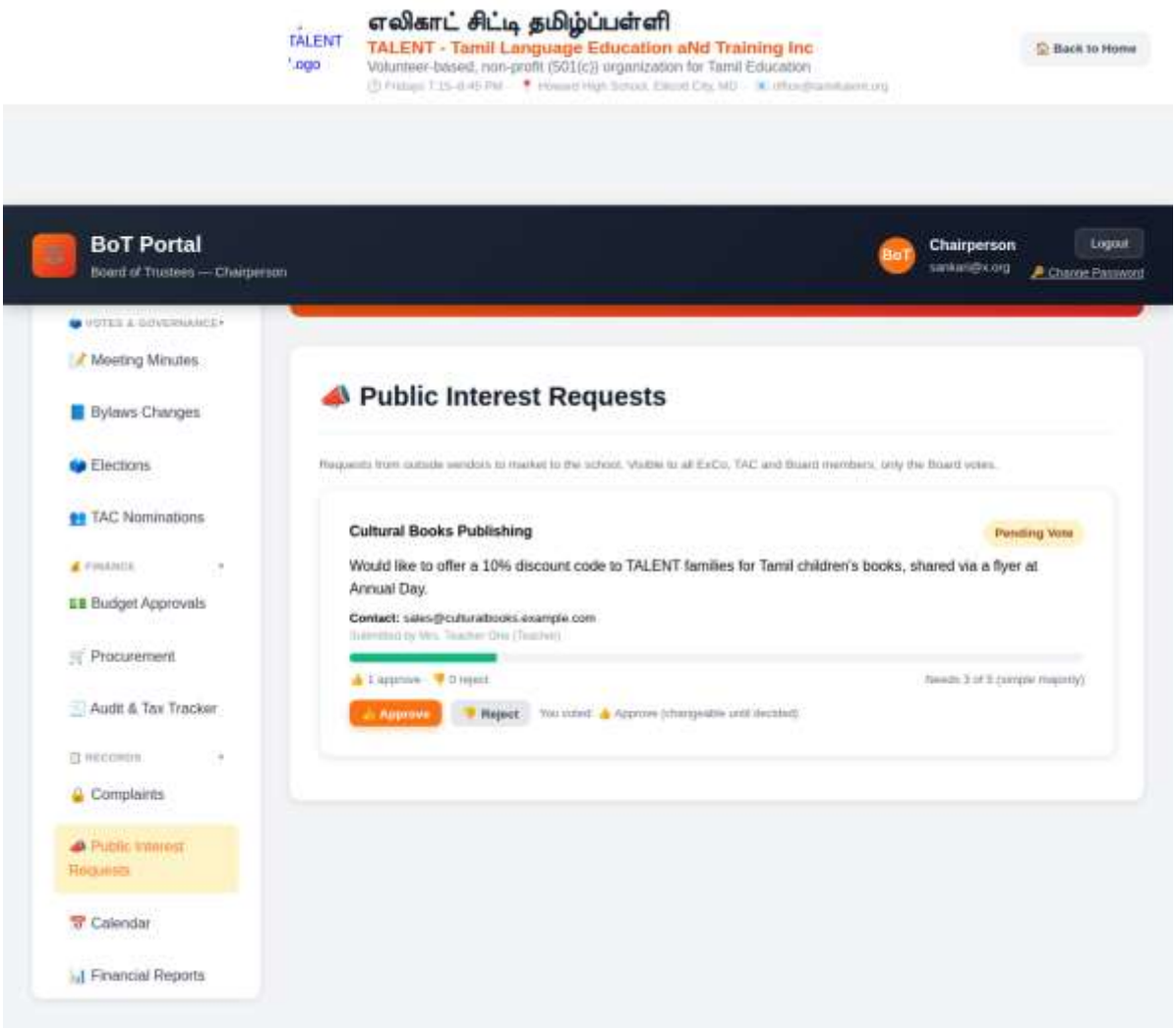
1. Mark a complaint Investigating once the Board begins looking into it.

2. Write the resolution when you mark it Resolved. The person who raised the concern sees the status and this text under My Concerns in their portal, so write it for them to read. Nothing else from the Board's side is shown to them.



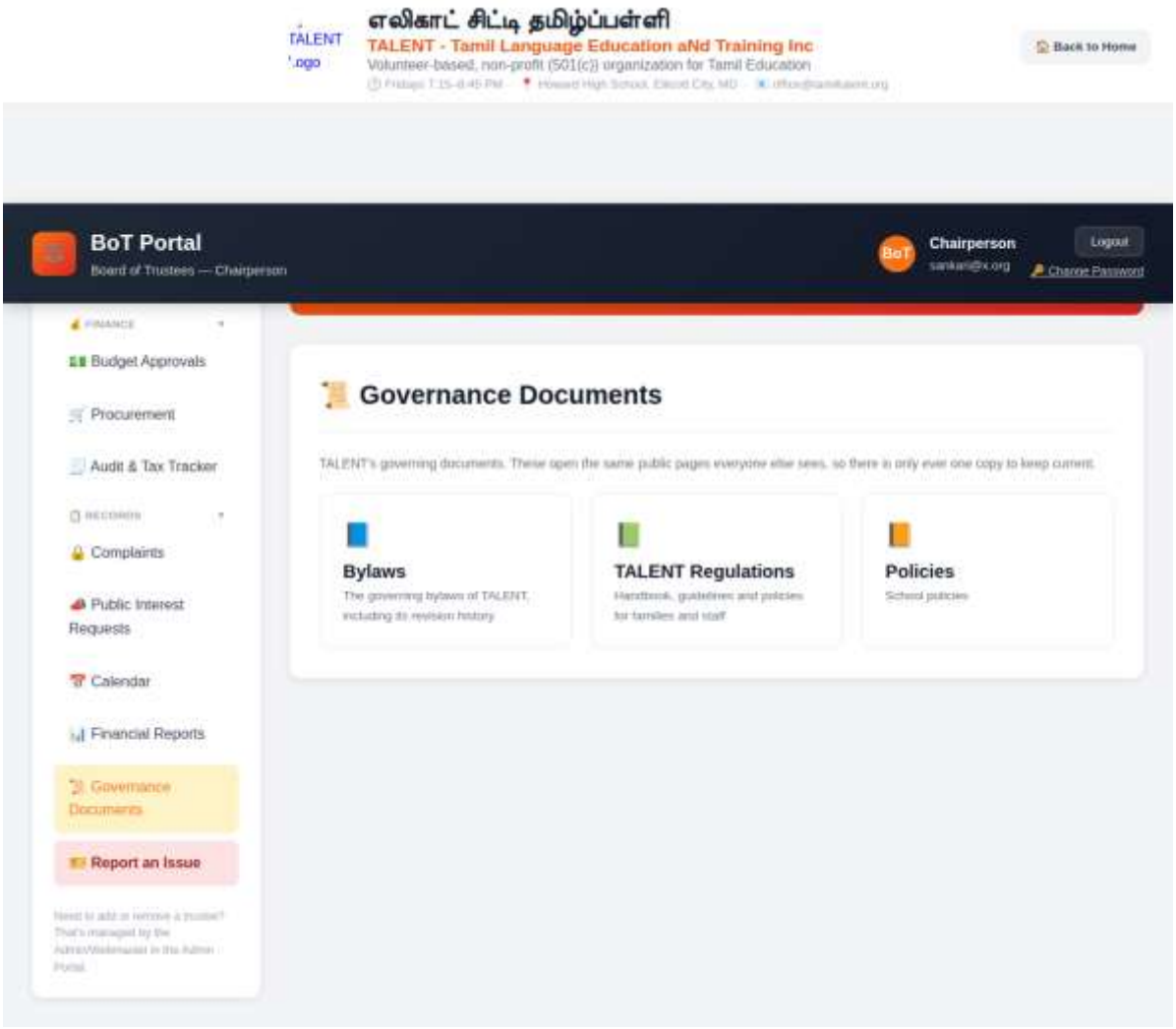
13. Public Interest Requests

When an outside vendor wants to market to the school or its students, they fill in the public Vendor & Community Requests form, which is linked from the Contact page. No sign-in is needed. Each request appears here as Pending, with the vendor's contact details and what they are asking for. The Board votes (simple majority) on whether it goes forward, and the school replies to the vendor by email. ExCo and TAC (Chairperson and Members) can read the requests but cannot vote. If a request is obvious junk or spam, the ExCo President, Vice President, Secretary or Treasurer can mark it as junk; it then shows here as Marked as junk, is not open for a vote, and can be sent back to you if it was a mistake.



14. Governance Documents

Direct links to the Bylaws, TALENT Regulations, and Policies — the same public pages everyone else reads, so there is only ever one copy to keep current.



15. Your Account

- Change Password is in the dark header bar, next to Logout, in every portal.
- If you sign in with the wrong role or your email isn’t recognized, double check with Admin/Webmaster that you were added to the Board Members list with the exact email you’re using.