



TJ PTSA Executive Board Meeting Minutes

4/24/25 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

Committee Chairs and Co-chairs: Academic Support – Tom Stauber, Health and Wellness – Ann Payne, Hospitality – Priya Dodla, ANGP Committee Chair - Kareena Nair

Location: Google Meet

Agenda

- Call meeting to order
- Approval of prior meeting minutes in draft;
 - EB meeting on March 13th
- Treasurer's report - Dinesh Kumar (10 mins)
 - Audit committee vote - Phyllis Lou, Bhuvana Parampalli (Bookkeeper), + TBD
 - Taxes - July Nell
 - Stripe transfer
- Committee Updates : (30 mins)
 - Grad Celebration - Kareena Nair & Deepika Sood
 - Academic Support - Tom Stauber
 - AP Proctor Volunteers and Snacks.
 - College Planning - Radha Somanchi & Mara Marshall
 - Junior Packet panel update and June Senior panel
 - Health and Wellness - Ann Payne & Liz Das
 - Hospitality - Priya Dodla
 - April 25- Spring Luncheon
 - May 3 - Volunteer Appreciation picnic
 - May 5- May 9 - Teacher Appreciation week
- J Day - May 23 - Catherine Li (5 mins)
- Freshman Preview Night - April 29th - Nell Janardhan (5 mins)
- HRC follow up discussion - FAQ - if any - 5 mins
- TJ 40th year celebrations Oct 2025 - Mike Roth meeting update - Nell Janardhan - (5 mins)
- A2Z Update - Julia Li (5 mins)
- Upcoming reminders
 - April 25 - Spring Luncheon
 - April 29 - Class of 2029 Parent Preview night
 - May 1 - GMM
 - May 3 - Volunteer Appreciation picnic
 - May 5- May 9 - Teacher Appreciation week
 - May 23 - J Day
- Adjournment

Call Meeting to Order

- A quorum was determined to be present and the president called the meeting to order (@7:01pm).

Approval of prior meeting minutes draft;

- The committee sought feedback on the draft meeting minutes from the past EB meeting held on March 13, 2025. These were approved, with no suggestions nor corrections.

Treasurer report – Dinesh Kumar

- The treasurer – Dinesh Kumar – presented the budget vs. actuals-to-date. Expenses are on track, current plan is to end the year ~\$7K less than the beginning year's budget. ANGP balance at the end of the year is expected to be ~\$24K, and the PTSA's balance is expected to be ~\$38K.
- The burn-down of the beginning year balance is per plan, to help the needs of the school and of the students. Dinesh expects the PTSA to spend 3 times more on students than on staff. Some of the disbursements planned include:
 - Student support increased to \$4K
 - An increase in donations of \$855 to be assigned to the Hospitality Committee's budget, specifically earmarked for teacher appreciation lunches
 - \$5K cheque provided to the school for helping students and staff, with any needs associated with the uncertain economic conditions in the DC metro area. This amount was per Mr. Mukai's request for support to student activities, and was drawn from the allocated & approved PTSA budget (with funds from the cancelled 'Beginning of school bash' being re-purposed for this effort). The PTSA Board had unanimously passed the motion to fund this activity at the last Board meeting on 3/13/25.
 - \$1.3K in gift cards as appreciation for the teachers sponsoring the Science Fair
- Membership dues have surpassed prior years, and Nell thanked the volunteers for the record members now enrolled in the TJPTSA. Virginia PTA will honor TJ at an event in May. The monthly membership dues to be sent to the VA PTA will be trued-up in May, 2025.
- The Stripe account will be transferred to Dinesh in May
- Audit committee members will include Phyllis Lou, Bhuvana Parampalli (Bookkeeper)
- Taxes will be addressed in July, 2025

Committee reports:

ANGP Grad Celebrations (Kareen Nair): Preparations are in full swing for the Hershey Park visit to celebrate our graduating class. Expenses anticipated at ~\$38K; with \$5.4K spent thus far Spending commitments will increase next week.. Student Financial assistance of ~\$350 has been provided thus far. 119 tickets sold thus far, and 9 chaperones expected. Plan is to purchase 142 tickets at the 'early bird' rate and hope that the 14 extra tickets will be bought by students. Personalized return gifts are being provided to the students. Kareena clarified that the students will not be allowed to participate in the after-party at school if they are not on the ANGP roster.

Academic support committee (Tom Stauber): Upcoming AP exams in May will need help with parent volunteers for proctors, for snacks to nourish the students. ~200 volunteers needed, but only 20% signed-up for proctoring and 40% for snack distribution thus far. We need to push hard via dedicated emails and newsletters to signup volunteers. Tom will ask Mike Roth (communications lead at TJ) to help push the request via school channels. Maggy will send 2 dedicated emails and include the request in the weekly newsletter. We will utilize the Whatsapp and WeChat channels. Tom will drop off snacks in the PTSA room after purchasing and transporting in his vehicle. Kareena suggested making the proctor role clear in the emails to be sent.

College outreach and planning: (Catherine for Radha Somanchi/Ummara Marshall) – Ummara Marshall, vice chair for the committee, moderated the 'Demystifying the Junior packet – dos and don'ts' (virtual panel on April 9th) and was well received. A "Panel Discussion with Senior Students: What Worked, What Didn't" will be held on June 4th

Health and Wellness committee (Ann Payne): . The last two parent support group meetings were held and well received:

- *Anxiety:* "Just Breathe" and why that doesn't always work on Friday, March 14 was held in-person
- *Cultural Clash:* Defining the impact of your story and utilizing its strengths to build comfort and confidence in parenting on Friday, April 4 in-person.

One last committee meeting will be held as a retrospective of the year's efforts, to celebrate and appreciate Liz Das' contributions to the committee. The committee will work with the school social worker Daniel Armstrong to plan a staff activity like car repair. The committee will monitor the Federal layoffs in the DC metro area, and will follow-up with any empathetic workshops/sessions for students affected by the situation.

Hospitality committee (Priya Dodla): The committee is organizing a Spring Luncheon (Teacher and Staff appreciation) on April 25th and will help facilitate the Teacher Appreciation week May 5th to May 9th; with targeted celebratory events each day. End of the year Ice Cream Truck is expected on June 11th. The Hospitality committee expressed thanks to the TJPTSA and the generous parents for making these wonderful events possible. The committee is organizing a volunteer appreciation event on May 3rd at a local park

Other Items:

Catherine Li wrapped up the committee updates with J-Day details on May 23. Need more parents to volunteer. The TJPTSA is paying for the inflatables and for the DJ.

Freshman Preview Night will be held on April 29th, and will follow a similar format as last year. Parent volunteers have been requested to staff the regional tables to answer questions from the incoming freshman class.

On the topic of interactions with the Human Resources Council (HRC), Mr. Mukai (Principal) had no new information to share, and will use the Principal's FAQ forum to answer questions the parents might have. Mr. Mukai will think through a hybrid model and will determine the best path forward after mid-May.

TJ's 40th year celebrations will be held in Oct 2025. Nell Janardhan, Julia Li and Catherine Li met with Mike Roth to understand the plans and timelines. The Board recommends that the incoming Executive Committee (for the 2025-2026 year) take this on, meet with Mike Roth and help execute the vision for the 40th year celebrations.

Julia Li provided an update on the A2Z Membership management software. It has 10 years of data, and Julia volunteered to expunge the database of outdated contacts and non-members (targeting July 1, 2025 to complete this heavy task). This will prevent accidental sharing of contact information of prior parents. Dinesh and Julia will collaborate (with Nell's help) to ensure the purge of A2Z data does not impact the financial close-out for the year.

Nell asked Maggy Li and the board to promote the upcoming General Membership Meeting (GMM) on May 1st, where we will elect the next Executive Committee members. In case the Freshman Preview Night slips to May 1, the Executive Board proposed May 15 or May 22 as alternative dates for the final GMM of the 2024-2025 calendar year.

Adjournment

- The meeting was adjourned at 8:35 pm.

Minutes Prepared by Sanjay Parthasarathy, TJHSST PTSA Secretary
Minutes Approved as X Presented on May 29th, 2025