



TJ PTSA Executive Board Meeting Minutes

08-21-2025 at 7:30 pm - 9 pm

Attendees: Executive Board

Executive Committee

President: Catherine Li; First VP of Programming and Events: Kokeb Kassa; Second VP of Membership and Fundraising: Maggy Li, Third VP of Communications: Thomas Stauber Li; Treasurer: Dinesh Kumar; Secretary: Raji Madhuvana

Committee Chairs and Co-Chairs:

ANGP : Deepika Sood ; Hospitality: Latha Pesaladinne; College Planning: Mara Marshall; Health & Wellness : Ann Payne; Academic Support : Lili Cui;

Others

Web Designer: Sandy Wang;
Principal: Michael Mukai

Location: Google Meet : meet.google.com/vvd-yhsy-ogf

Agenda

- Call meeting to order
- Prior meeting minutes -
 - Confirm [July 03 EC meeting minutes](#) finalized and posted on website
 - Approve [July 30 EC meeting minutes draft](#)
- Board intro (brief committee plans if any): **15 mins**
- Principal's report: **10 mins**
- Budget - Dinesh - **8 mins**
 - Reimbursement form - 3 signatures
- EB and GMM Meetings Reminder - Catherine - [Link](#)
 - Raji to send invite
- Event Updates: **8 mins**
 - Regional Parties - Kokeb
 - Orientation & Open house - Maggy
 - Back to School Bash - Catherine & Dinesh
 - Back to School Night - Maggy
- Membership and Fundraising update - Maggy - **5 mins**

- SAT Mock test in Aug and PSAT in Sep
- Business solicitation (google form ready)
- Gifts for donors and student members and staff members
- Communication update - Tom - **5 mins**
 - Key newsletter items and Calendar items
 - Involve boosters for newsletter
- What Committee Chairs may need - **15 mins**
 - Communication channels and IT support
- New Business - **5 mins**
 - National PTA Grant <https://www.pta.org/home/run-your-pta/Awards-Grants> open end of Aug; looking for 2-4 people to help
 - Book Review Committee (2 people, Ann and TBD)
 - Lab tour and 5K potentially for next year
- Adjournment

Meeting Minutes

- Meeting Overview

The first PTSA Executive Board (EB) meeting of the school year was held to introduce officers and chairs, review initial budget drafts, discuss upcoming events, and familiarize the team with tools and support resources.
- Attendees and Introductions

Each attendee briefly introduced themselves, their role, and their background, highlighting professional and volunteer experience. Notable backgrounds included work in tech, fundraising, healthcare, consulting, federal services, education, and nonprofit management. Several mentioned connections to TJ alumni and engagement in student and parent events.
- Principal's Update

The Principal, Mr. Mukai said that the school is experiencing a record enrollment this year, marking the largest student body in TJ's history. This growth is especially notable in the freshman and sophomore classes. Mr. Mukai addressed some of the key issues and topics as below:

 - Bus Transportation Delays
 - Ongoing delays continue to be an issue, particularly for Prince William County buses that are unable to use the express lanes.
 - Parents are encouraged to advocate for improved solutions and PTSA can reach out to the Prince William contact we met during the summer welcome party.
 - Lunch Services
 - Student concerns were raised about food occasionally running out.
 - Administration confirmed that meals are consistently available, although popular items such as chicken tenders may run out earlier.
 - Additional microwaves have been added to support student needs.
 - Upcoming Events

- *Back to School Bash*: Scheduled for next 8/28.
- *TJ 40th Anniversary Celebration*: October 24–25.
 - Alumni, teachers, and parent volunteers are needed.
 - Mark Gray Mendes will serve as the Partnership Fund liaison for the lab tour
 - Oral and video histories of alumni and teachers will be collected as part of a new digital gallery.
- Fundraising & Sponsorships
 - Families and community members are encouraged to coordinate fundraising efforts and vendor sponsorships through the Partnership Fund to ensure consistency and maximize impact.
 - There is a 5K run coming up and Mr. Mukai suggested working with partnership fund and SGA.
- Budget Review : The treasurer , Dinesh Kumar presented the budget balances .
 - Current Balances: ANGP ~\$28K, PTSA ~\$39K.
 - ANGP Plan: Reduce carryover balance yearly with \$10,000 PTSA donation; goal to avoid excessively high balances for IRS purposes.
 - PTSA Budget: Adjusting to projected expenses and increased membership/donation targets, factoring cost of living adjustment.
 - The Hospitality Committee will rely on dedicated donations (e.g., teacher appreciation).
 - Academic Support and AP Snacks budgets increased to match anticipated demand.
 - Committee chairs to submit detailed expense plans for budget tracking.
 - Maggy suggested changing the A2Z label to Membership toolkit.
 - Budget Voting: Final numbers to be confirmed by the next EB meeting (September 17) before the general membership meeting (September 25).
- Calendar & Meetings : President Catherine Li walked through the calendar
 - Membership Meetings: Five planned, including two in-person, typically on Thursdays.
 - Kokeb suggested to have all the meetings in the calendar format that can be accessed by all committee members
 - EB Meetings: To be scheduled about one week before general meetings.
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 - Holiday Gathering: Proposed for December at Raji's house.
- Tools and Communications
 - Tom discussed Newsletter Process: Committee updates to be sent in by Sunday noon; archive access available via dashboard.
 - Certain events are for particular grade, such as for senior grade fundraising event, we can send grade only communication via newsletter
 - Google Drive: Folders structured by committee for efficient document sharing and planning.
 - Membership Platform: Chairs can access previous newsletters on the Membership Toolkit website under "TJHSST and PTSA Newsletters"
 - Website Maintenance: Sandy and Ben support website updates, flyer design, and troubleshooting (issue with TJPTSA.org noted).

- Receipt Submissions: Chairs to notify Dinesh when submitting expenses to avoid confusion with spam requests.
- Event Planning
 - Back to School Bash: Volunteer signups low; push for signups across grades via WhatsApp and newsletter.
 - Vendor Partnerships: Food truck vouchers for staff, possible vendor donations (10–20% of proceeds to PTSA).
 - Committee Spotlights: Plan for dedicated newsletter sections introducing committees aligned with their respective activities.
- Other Announcements
 - FCPS Material/Book Review Committee: Seeking one more parent volunteer; minimal commitment expected.
 - National PTA Grant Opportunities: Applications open September 24; volunteers with grant-writing experience requested.
 - Vice Chair Selection: Not urgent; recommended to observe and appoint by December–March.
 - College Planning Committee Folder Migration: Some 2024–25 documentation missing; Ben and Sandy to assist recovery and organization.
- Action Items : President Catherine Li discussed the below action items and wrapped up the meeting.
 - Committee chairs to review budget and submit any changes before or during the next EB meeting; get to know the parents who are interested to help the committee based on the google form we sent out, and start to plan the first event(s)
 - Volunteers needed for FCPS material review and PTA grant writing.
 - Maggie to provide newsletter access instructions to chairs.
 - Ben and Sandy to resolve document and website issues.
 - Increased publicity for event volunteer signups across communication platforms

- Adjournment. Meeting adjourned at 9:45 pm EST

Minutes Prepared by Raji Madhuvana, TJHSST PTSA Secretary

Minutes Approved as X Presented or Amended on 09/17/2025