



## TJ PTSA Executive Board Meeting Minutes

09/17/2025 at 7:30 pm – 9:00 pm

### Attendees: Executive Committee

President: Catherine Li; First VP of Programing 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

### Executive Board

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

### Others

Web Designer: Sandy Wang; IT Support: Ben Xu

Principal: Michael Mukai

### Location: Google Meet

Video call link: <https://meet.google.com/cts-ugsb-swy>

Or dial: (US) +1 470-616-0566 PIN: 622 408 937#

### Invited:

TJ PTSA Executive Board Members

### Agenda

- Call meeting to order
- Approval of prior meeting minutes
  - EC meetings on [July 30](#), and EB meeting on [August 21](#)
- Principal's report - **10 mins**
- Vote: Culture club grant
- Financials as of Aug 31 and [Budget](#) (Dinesh) - **10 mins**
- Committee update on budget review and initial planning - **20 mins**
  - Academic Support
  - ANGP
  - College Planning
  - Health & Wellness

- Hospitality
  - Membership/fundraising updates (Maggy) - 5 mins
  - Communication updates (Tom) - 5 mins
  - GMM Prep - 10 mins
    - Food (sponsored), SUG, membership table/voting cards, [agenda](#), NC, chairs time
  - For awareness - 10 mins
    - Instagram - share, repost, pictures
    - [tjptsa.com](#) and [tjptsa.org](#)
    - National PTA grant
    - TJPF collaboration
    - 40-year celebration
  - Adjournment
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### **Call meeting to Order**

- A quorum was determined to be present and the president, Catherine Li called the meeting to order (@7.04pm).

### **Approval of prior meeting minutes draft:**

- The committee sought feedback on the draft meeting minutes from past EC meeting held on July 30 and EB meeting held on August 21. These were approved by the EC and EB without any corrections.

### **Principal's Update**

- The principal Mr. Mukai provided update on preparation for the school's 40<sup>th</sup> year celebration and mentioned that the event website was live for registration.
- The principal emphasized the importance of preparing for PSAT and SAT exams and suggested to take advantage of school sponsored practice platform Albert.io for test practice. He informed that 112 TJ students got selected as National Merit Semifinalists in school year 2025-26.
- The school is working on fixing communication display screens throughout the building for enhanced student and PTSA information sharing.
- Guidelines for Business sponsorship or advertisements in PTSA or school newsletters were clarified and informed these must be handled carefully to avoid unauthorized endorsements with a preference for working through the TJ Partnership fund.

### **Culture club grant approval:**

- Three cultural celebration grant applications were presented, i.e. Hispanic Heritage Month, Muslim Student Association event, TJ Namaste Diwali event.
- The student club cultural celebration support budget was increased to \$5000, allowing flexibility for additional clubs and events.
- Kokeb Kassa made the motion to pass the approval request and Dinesh seconded the motion. It was approved by all the board members present.

### **Committee chair updates**

- Lili Cui provided Academic Support updates and stated that several sessions planned for the year on Navigating TJ, Research/Internships and AP exam support.

- Deepika Sood provide ANGP (All Night Grad Party) Plan: The plan is to hold traditional ANGP at school. Currently the team is awaiting final approval for the event planning. The team is planning to open early sales of souvenirs, yard signs and ornaments to support the event.
- Mara Marshall provided College planning overview on topics scheduled throughout the year, which include sessions on “Finding the best fit college”, sessions on mental health wellness, academic integrity in consultation with the administration feedback.
- Ann Payne provided updates on book clubs that are being run for each grade parents, focusing on topics like resilience. Ann will coordinate with Tom to publish the dates in the calendar.
- Kokeb Kassa provided hospitality updates on behalf of Latha. Kokeb provided updates on five core events planned for the year, with Thanksgiving and holiday luncheons coming up in November and the team requested support to recruit volunteers and vendor support for catering and gifts.

### **Financial updates**

- Dinesh emphasized the importance of timely submission of expenses along with supporting documents, receipts for proper reconciliation. Below are the key updates:
  - Membership income currently is approximately \$18,430, aiming for \$25,000 to support budgeted expense.
  - Projected income from back-to-school bash is \$6000
  - Projected net profit YTD is approximately \$16,000. However suggested monitoring of budgeting and future expenses.
  - \$5000 allocated for AP exams, as AP test takers number is expected to increase this academic year due to changes to curriculum.
  - Any budget deviation exceeding &500 requires board review and possibly a formal amendment at the General Membership Meeting (GMM)

### **Planning for the GMM on 9/25/2025**

- Catherine walked through the plan and agenda for GMM with EB and discussed roles and responsibilities for the GMM on 9/25/2025.

### **Action Items**

- Share meeting minutes and updated financials online on the TJPTSA website for community review.
- Confirm GMM agenda, finalize nominating committee candidates and communicate to them.
- Chairs to update master calendar and communicate event specifics.

## **11. Adjournment.** Meeting adjourned at 9:00 pm EST

Minutes Prepared by Raji Madhuvana, TJHSST PTSA Secretary

Minutes Approved as   x   Presented or          Amended on   10/29/2025