



TJ PTSA Executive Board Meeting Minutes

10/29/2025 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, Dunia Pardo; Hospitality: Latha Pesaladinne; 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/gdp-ryyv-mav>

Or dial: (US) +1 440-462-3456 PIN: 891 240 770#

Invited:

TJ PTSA Executive Board Members

Agenda

- Call meeting to order - **1 min**
- Approval of prior meeting minutes - **1 mins**
 - EB meeting on Sept 17
- Principal's report - **10 mins**
- Financials as of Sep 30 and [Budget](#) (Dinesh) - **5 mins**
- Committee update on all planning - **25 mins**
 - Academic Support
 - ANGP

- o College Planning
 - o Health & Wellness
 - o Hospitality
 - Membership/fundraising updates (Maggy) - 5 mins
 - Communication updates (Tom) - 5 mins
 - Others - 10 mins
 - 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 (@7.02pm).

Approval of prior meeting minutes draft:

- The committee sought feedback on the draft meeting minutes from past EB meeting held on September 17th 2025 and it got approved by the EC and EB without any corrections.

Principal's Update

- The principal Mr. Mukai provided shared his appreciation for the support he received for the TJ's 40th year anniversary celebration.
- Mr. Mukai shared plan to recognize teachers based on student nominations
- Mr. Mukai will be present at the GMM on 12/11/25 to answer any questions from the parent community.

Financial and Budget Report by the treasurer

- The Treasurer, Dinesh Kumar, presented summary of event results for the 40th anniversary:
 - o ~200 food truck tickets were used; vendor givebacks were lower than back-to-school night.
 - o PTSA merchandise sales from the 40th event generated roughly 1,000 dollars in revenue.
- As of the 9/30 close, PTSA has a bank balance of about 60,000 dollars with roughly 1,500 dollars in payables; the treasurer reconciles bank, Square, and other statements monthly and will be sharing budget-vs-actual reports after the next close.

Committee and chair updates

- Deepika Sood provided the below updates on ANGP and Senior Activities:
 - o School administration has approved holding this year's ANGP on campus after significant back-and-forth around custodial and security coverage
 - o ANGP is scheduled for Saturday, June 6, and organizers will need extensive parent volunteers.
 - o Board members stressed the need for early, direct discussions with administration about long-term ANGP use of school facilities, custodial staffing, and compensation trade-offs (e.g., money saved by not renting external space stays with school-supporting programs).
 - o Ideas for new activities (AI photo booth vendor, 360-photo station, avoiding henna because of time and mess) will be explored
 - o the ANGP online "grad store" has launched and is generating early sales, including personalized senior yard signs.

- Lili Cui provided Academic Support updates on navigating TJ and College Planning session. The next academic program on math, science and research is planned for November 18.
- Latha presented planning that's underway for the Thanksgiving luncheon on November 20.
- Ann shared an update on the freshman book club hosted by Health and Wellness committee, that's being benefited by many parents. The school social worker to speak at the December General Membership meeting about available support programs.

Membership and fundraising:

- Maggy shared that membership growth has slowed after a strong first quarter; PTSA has imported a complete 2029 parent contact file from the school into AtoZ and will start targeted membership emails to non-members, including around Giving Tuesday.
- Online store will be expanded to include remaining 40th-anniversary merchandise and other PTSA items; fulfillment will rely on scheduled pickup points at school events (e.g., staff luncheon dates) and occasional direct hand-offs rather than ongoing front-office storage.
- Board discussed corporate matching platforms; PTSA is already registered with at least one major vendor (often used under the Benevity model) and will add others so year-end donations and Giving Tuesday appeals can be match-eligible.

Cultural grants and student events

- Kokeb mentioned PTSA cultural grants have supported several student clubs this year and pointed on observed gaps in planning, food quantity and communication with parents
- The Board agreed that future cultural grants should require:
 - Identification of a parent liaison at approval time
 - Use of Signup Genius rather than student-only Google forms
 - Clear expectations (after-school timing, food planning, decorations, and communication) documented in the grant approval message.

Upcoming meetings and Social Events:

- The next GMM meeting is on 12/11/25 and it is going to be a virtual meeting.

Adjournment. Meeting adjourned at 9:00 pm EST

Minutes Prepared by Raji Madhuvana, TJHSST PTSA Secretary

Minutes Approved as X Presented or Amended on February 18, 2026.