



TJ PTSA Executive Board Meeting Minutes

03/25/2026 at 7:00 pm – 8:00 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; Health & Wellness: Ann Payne; Academic Support: Lili Cui;

Others

Principal: Michael Mukai

Location: Google Meet

Video call link: <https://meet.google.com/eyk-onfs-nqy>

Or dial: (US) +1 631-616-9210 PIN: 500 633 965#

Agenda

- Call meeting to order - **1 min**
- Approval of prior meeting minutes - **1 mins**
 - EB meeting on 02/18/2026
- Principal's report - **25 mins**
 - Freshmen preview night (maybe 4/22 or later)
 - Reminder on 04/09 GMM, any special agenda, principal FAQ
 - College admission result sharing
 - Cheating concern from some students/parents
 - Senior in-person panel discussion - 5/19 or 5/20 or which day is better?

- Better partner with school
 - Panel, topic and time selection
 - PTSA and school contact [reference](#)
 - Staff member involvement
 - Staff wellness session
 - Financials as of Jan 31 and [Budget](#) (Dinesh) - **5 mins**
 - Membership/fundraising updates (Maggy) - **5 mins**
 - Mock ACT/SAT
 - Reserved graduation seating
 - Student club support
 - Communication updates (Tom) - **3 mins**
 - Committee update on all planning - **20 mins**
 - Academic Support - AP Snacks/Proctoring, leverage student/parent for panel
 - ANGP - (combo sells well; need security lead, maybe Tom; need casino; need volunteer checkin/out)
 - College Planning - Year-end student senior panel 5/19
 - Health & Wellness - staff wellness (Mahjong, glass decoration) - Sarah, Mary Beth
 - Hospitality - Spring Luncheon, Teacher Appreciation Week, Volunteer Gathering
 - Others - **10 mins**
 - Vice-chair
 - GMM Preparation
 - 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 (@7.05pm).

Approval of prior meeting minutes draft:

- The committee sought feedback on the draft meeting minutes from a past EB meeting held on February 18th 2026 and it got approved by the EC and EB without any corrections.

Principal's Update

- **Admissions & Freshman Preview:** TJ Acceptances are legally required to be out by April 30th, but typically occur between April 10th and 24th. Freshman Preview Night is tentatively planned for April 22nd, though this is dependent on the actual acceptance release date.
- **College Admission Results:** Principal mentioned that the school does not release individual student admission data due to privacy regulations. Official statistics for the Class of 2026 will not be available via the National Clearinghouse until next year.
- **Academic Integrity:** Principal Mukai stated that there has been a reported decrease in cheating complaints compared to the previous year. Principal Mukai attributed this to stricter consequences and improved test design, such as using multiple versions of assessments.
- **Reporting Concerns:** Mr. Mukai said parents and students are encouraged to report any integrity concerns directly to a "trusted adult," such as an administrator or the student services office.

- The Principal is open to the PTSA continuing to work collaboratively with his staff.

Financial and Budget Report by the treasurer

- The treasurer , Dinesh Kumar presented the Balance Sheet (as of February 28, 2026): the PTSA had approximately \$47,000 and the All Night Grad Party (ANGP) account had \$52,000. Total funds are roughly \$110,000 following recent collections .
- A motion to increase the budget for AP testing snacks to \$6,500 was approved to accommodate a larger student body and rising costs.
- The Sunshine Fund (a small staff-managed fund used for gestures such as flowers during illness or bereavement) has been depleted. The staff requested use of the PTSA platform to collect additional funds
 - The PTSA platform cannot restrict donations to staff members only; any link shared would be open to all.
 - Concerns were raised about: (a) the IRS compliance risk of PTSA holding a staff sunshine fund, (b) donor fatigue from too many PTSA fundraising asks, and (c) the precedent this sets.
 - The board agreed this activity should not be housed under PTSA
 - Approve a one-time transfer of \$75 from the Teacher Appreciation fund to cover the pending check request for the Sunshine Fund.
 - Staff will be asked to recirculate their internal donation request to replenish funds on their own.
 - The board will communicate to staff that PTSA cannot continue to support this type of non-PTSA fundraising going forward due to regulatory compliance and staff should identify an alternative platform.

Committee and chair updates

- AP Testing Support: Volunteers are needed to support the upcoming testing season, which involves approximately 6,100 to 6,500 tests.
- Teacher Appreciation Week: To be held during the first week of May.
- Senior Student Panel: Planned for late May (tentatively May 19th). Principal Mukai advised coordinating with Student Services and Student Activities to avoid conflicts with events like "TJ Star" on May 20th.
- Spring Teacher Lunch : Scheduled for April 17th from 11.30 am and to 1.30 pm
- Deepika Sood provided the below updates on ANGP and Senior Activities:
 - Yard signs: 200 sold (vs. 120 last year — a significant increase attributed to combo pack offerings).
 - Glitter cups: 61 sold (vs. 31 last year).
 - Combo packs were highlighted as a key success driver; recommendation for future chairs to continue this approach with 2- and 3-item combo options.

- Invoices (~\$12,000) have been submitted; 24-hour processing window begins.
- ANGP is planning to gift all attending seniors an Owala water bottle
- Reserve seating (165 seats across north and south sections) will go on sale after spring break.

Upcoming meetings and Social Events:

- The next EB meeting is on 05/12/2026 and it is going to be a virtual meeting.

Action Items:

1. **Catherine:** Draft reserve seating email for Tom to send to all Class of 2026 parents.
2. **Tom:** Send the reserve seating dedicated email to senior parents once Catherine's draft is ready.
3. **Catherine / Dinesh:** Process \$75 payment from Teacher Appreciation fund to cover the pending Sunshine Fund check request.
4. **Catherine / Board:** Communicate to staff that PTSA will not continue hosting the Sunshine Fund; staff to find an alternative platform.
5. **ANGP Chair:** Confirm Owala water bottle order details (colors, engraving) and place order by April 17.
6. **Tom:** Confirm June 6 availability and follow up on serving as ANGP security colleague.
7. **Catherine:** Confirm school availability for May 19 (final GMM in-person) with SGA and administration.
9. **Catherine:** Check in with the Nominating Committee; report due at April 9 GMM.

Adjournment. Meeting adjourned at 8:35 pm EST

Minutes Prepared by Raji Madhuvana, TJHSST PTSA Secretary

Minutes Approved as __X__ Presented or _____ Amended on _05/12/2026