



TJ PTSA Executive Board Meeting Minutes

05/12/2026 at 8:00 pm – 9:15 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; Treasurer: Dinesh Kumar; Secretary: Raji Madhuvana

Executive Board

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

Location: Google Meet

Video call link: <https://meet.google.com/hto-crbj-hvp>

Or dial: (US) +1 929-277-6340 PIN: 174 588 152#

Agenda

- Call meeting to order - **1 min**
- Approval of prior meeting minutes - **1 mins**
 - EB meeting on 03/25/2026
- Principal's update - Mr. Mukai (8 mins)
- Treasurer's report - Dinesh Kumar (10 mins)
 - Budget adjustment
 - Year end activities:
 - Audit committee vote - Manisha, Phyllis Liu, Dunia
 - Tax report
 - Bank signature
 - June closing
- Committee Updates: (30 mins)
 - ANGP
 - Leads meeting
 - Need volunteers! Need board members to sign up
 - 6/5 setup time may conflict with freshman social if it rains, needs more dads
 - Tom - Dedicated email for 2 weekends for ANGP

- Deepika - Ask school to include in Friday's Jefferson Journal for 2 weeks
 - Catherine - ask in 2030 whatsapp group
 - 2027 St James - virtual meet time
 - Academic Support
 - AP Proctor Volunteers and Snacks
 - Thank custodian and front desk
 - College Planning
 - Senior panel 5/19 4:30-6pm
 - Health and Wellness
 - Hospitality
 - Appreciation week 5/4-5/8
 - Volunteer Appreciation picnic date/time - May 31 Sun
 - EC activities
 - Freshman Preview Night - April 30th
 - GMM - May 19 - upload all to website; role/script; SUG for volunteers; ask for ANGP volunteers
 - J Day - May 22 Fri (SUG)
 - PROM - May 30 Sat
 - FCCPTA - May 18 Mon
 - VA PTA - Jun 5 Fri
 - For next school year
 - Chairs' intention - keep or transition
 - Transition Plan
 - 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 (@8.00pm).

Approval of prior meeting minutes draft:

- **Meeting Minutes Review:** The meeting minutes from the previous Executive Board (EB) meeting on March 25th were shared for final review. Secretary Raji highlighted discussion that occurred on Sunshine Fund that PTSA can not support any non PTSA related fundraising for any expenses that are non PTSA expenses. The President took action to officially communicate to school staff that the PTSA cannot continue to host or support this type of non-PTSA fundraising starting next school year due to regulatory compliance issues. With that agreement, Kokeb passed the motion to approve the last EB meeting minutes, which was seconded by Maggy and agreed upon with no objections.

Treasurer's Report & Budget Review

- **Financial Position:** Dinesh presented the profit and loss statement as of the April 2026 close. The current net income stands at approximately \$28,000. Total revenue is currently sitting around \$48,000, which is running short of initial projections.
- **Upcoming Expenses:** A significant wave of expenses is expected to come through in May and June as final school activities conclude. Notably, roughly \$1,500 for AP snacks and another \$1,500 for teacher lunches are currently pending signatures and processing.
- **Budget Adjustments (Amending to Actuals):** Because revenues are lower than projected, the board discussed several budget line item reductions to match realistic year-end actuals:
 - **PTSA Office Expenses:** Reduced from \$4,000 to \$1,750.
 - **School Support:** Projected down from \$13,000 to \$3,000.
 - **Health & Wellness:** Reduced to \$1,000 as no major activities remain for the rest of the year.

- **Teacher Appreciation/Lunches:** Adjusted to \$9,000 to cover upcoming hospitality commitments.
- **Approval to budget Amendment :** Above amendments to the budget were approved by the PTSA voting members
- **Balance Sheets:** As of April, the All-Night Graduation Party (ANGP) account holds \$50,877 and the PTSA account holds \$44,000. The board noted that maintaining total operating balances below \$100,000 (ideally between \$35,000 and \$50,000) streamlines tax filing complexities.

Summer Auditing & Tax Preparation

- **Auditing Committee Formation:** Catherine suggested a 3-member auditing committee is required to review the books over the summer. Regulations stipulate that committee members cannot have signature authority over the accounts.
- **Committee Nominations:** Dunia, Phyllis, and incoming president Manisha were proposed as the three independent reviewers. Manisha's participation will serve as a valuable onboarding opportunity, as she did not have access to the system or paperwork during the current fiscal year.
- **Tax Compliance Deadlines:** Federal regulations require the PTSA to file its taxes within 45 days of the fiscal year close (targeting the first week of July). Dinesh emphasized that the schedule must be strictly driven to meet this tight window before his upcoming work travels.

Committee Updates

All-Night Graduation Party (ANGP)

- **Volunteer Shortage:** Deepika made an urgent plea for volunteers. The SignUpGenius is currently half empty, particularly for the critical 12:00 AM to 3:00 AM security shifts. A neighboring school recently had to cancel their ANGP due to a lack of volunteers, and the committee is desperate to avoid that scenario.
- **Ticket Sales:** Tickets are currently selling well at the \$90 tier (up from the early bird \$75 rate), with an expectation to sell another 15 to 20 tickets.
- **Logistics & Scheduling Conflicts:** Decorating is scheduled for Friday, June 5th. There is a potential space conflict if it rains, as the Class of 2027 has an indoor welcome party planned in the gym from 4:00 PM to 6:00 PM. If weather permits, the welcome party will be outside, leaving the gym clear for ANGP setup. More help from parents (specifically dads for heavy lifting) is needed to move tables on June 5th.
- **GMM Promotion:** The committee will bring QR codes to the upcoming GMM to explicitly grab parents and sign them up for specific committees (decor, food, safety) on the spot.

Academic support & Hospitality

- **AP Snacks:** Snack support for AP testing is being carried out smoothly. Leftover snack inventory will be utilized for the upcoming GMM, and remaining bottled water cases will be transferred to the PTSA room to clear space for the ANGP decor team.

Upcoming Meetings & Events

- **Senior Panel & GMM:** Scheduled for next Tuesday. The Senior Panel (discussing college applications) will run from 4:30 PM to 6:00 PM, followed by a brief social buffer with snacks, leading into the in-person GMM. A dedicated email broadcast will be sent out to maximize attendance.
- **Jefferson Day (J-Day):** Scheduled for next Friday. Inflatables have been ordered by the PTSA. Volunteer needs are minimal, requiring only 2 to 4 parents to monitor the inflatables.
- **End-of-Year Volunteer Appreciation Picnic:** Tentatively scheduled for Sunday, June 1st (previously discussed as May 31st/June 1st weekend, keeping clear of the Saturday Prom date). Kokeb will coordinate with Latha to book the Herndon park location used last year.

Adjournment : Meeting adjourned at 9:36pm

Minutes Prepared by Raji Madhuvana, TJHSST PTSA Secretary

Minutes Approved as _X_ Presented or Amended on _07/08/2026