



TJ PTSA Executive Board Meeting Minutes

07/29/2026 at 8:00 pm – 9:15 pm

Attendees:

Executive Committee

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

Location: Google Meet

Video call link: <https://meet.google.com/vwn-xaez-btm>

Or dial: (US) +1 304-935-5348 PIN: 948 579 675#

Agenda

1. Welcome and Call to Order — 3 minutes

- Call the meeting to order.
- Confirm attendance and quorum.
- Thank everyone for their time and volunteer service.
- Approve the agenda.

2. Treasurer Transition — 7 minutes

Current status:

- Chloe resigned effective July 24, 2026.
- Executive Board e-vote is in progress.
- Treasurer applications will be accepted July 27–August 10
- Interviews will be held August 11–12.
- The Executive Board election meeting is planned for August 13.

Decisions needed:

- Who will coordinate the transition until a new Treasurer is elected?
- Who will communicate the Treasurer opening?
- Who will organize candidate interviews?

Record:

- Transition owner:
- Communications owner:
- Interview coordinator:
- Support needed:
- Due dates:

3. Financial Review, Taxes, and Records — 10 minutes

Decisions needed:

- Confirm Financial Review Committee: Phyllis Lou, Dunia Pardo, Manisha Chhoda
- Confirm the kickoff date: 26th July 2026-30th July 2026
- Identify who will upload required documents to the Financial Review folder.
- Confirm who will coordinate the tax filing.
- Confirm the status of conflict-of-interest forms and proof of insurance.
- Review the 2026–2027 reimbursement form and instructions.
- Confirm who will update, test, and publish the reimbursement form and link.

Record:

- Financial Review coordinator: Phyllis Lou
- Document-upload owner:
- Tax-filing coordinator:
- Reimbursement form owner:
- Reimbursement form Website publishing and testing owner:
- Deadlines:

4. Bank Signatories — 5 minutes

Decision needed:

Select three eligible and willing bank signatories.

Motion:

“I move that [Name], [Name], and [Name] be approved as authorized bank signatories for TJHSST PTSA, subject to applicable bank and PTSA requirements.”

Record:

- Three approved signatories:
- Bank-transition coordinator:
- Completion date:

5. Website, Newsletter, and Calendar — 6 minutes

Decisions needed:

- Who will own the website? Who will serve as backup? Confirm <https://tjptsa.membershiptoolkit.com/> as the primary PTSA information site.
- Confirm the owner and backup for the website.
- Confirm the correct PTSA website link for the Jefferson Journal and other school communications.
- Confirm who will prepare and send the next newsletter.
- Confirm who will update the TJPTSA calendar.

Urgent newsletter items:

- Treasurer opening
- Volunteer opportunities
- Membership
- Upcoming events

Record:

- Website owner:
- Website backup:
- Cleanup deadline:
- Newsletter owner and publication date:
- Calendar owner:

6. Committee Chairs and Volunteer Openings — 5 minutes

- School Guidance received: PTSA may establish Health & Wellness Committee committees, Parent Positive Ambassadors / Family Navigation Committee and publish information on Website & proceed independently. School coordination is required when involving TJ staff or using the school building.

Review:

- Which chairs have accepted?
- Which positions remain open?
- Which openings should be advertised?
- Parent Positive Ambassadors / Family Navigation Committee proposal
- Revised Health & Wellness Committee scope
- Existing Chair appointments and remaining vacancies

Decision needed:

- Determine whether each proposed committee will move forward for 2026–2027.
- If approved, authorize posting the Chair and Vice Chair openings.
- Approve confirmed Chair appointments.
- Prioritize remaining volunteer vacancies.

Record:

- Parent Positive Ambassadors Committee: Approved / Deferred / Not moving forward
- Health & Wellness Committee: Approved / Deferred / Not moving forward
- Confirmed Chairs:
- Open positions:
- Recruitment owner:
- Posting deadline:

7. Fundraising, Donations, and Sponsorships — 5 minutes

8. EB and GMM Meetings: Reference - FCPS 2026-27calendar

■ EB meetings -

1. Thu, Aug 13 - First EB meeting
2. Thu, Sept 10 - A week before GMM to finalize agenda , budget etc
3. Thu, Oct 15
4. Thu, Dec 03 - Maybe replaced by board holiday dinner
5. Thu, Feb 18- A week before GMM on Feb25.
6. Thu, Apr 29 - A week before GMM in May

■ GMM

1. In person (Budget approval and NC Election): Thu, Sept 17, 2026
2. Virtual: Thu, Dec 10, 2026
3. Virtual : Thu, Feb 25, 2026
4. In person (EC Election, min 30 days after NC Report): Thu, May 6, 2026

9. Upcoming Events — 5 minutes

Review only immediate needs for:

- Regional welcome events
- New Student Orientation
- Back-to-School Bash
- Back-to-School Night

10. Final Action Review — 4 minutes

1. Call to Order & Attendance

- President Manisha called the meeting to order at 8:04 PM.
- Secretary Raji confirmed the quorum was present to conduct business.
- Manisha presented and approved without objections.
- A motion to approve the previous meeting minutes was carried.

2. Treasurer Transition & Resignation Discussion

- The Executive Committee (EC) voted by majority to officially accept Chloe's resignation as Treasurer.
- Manisha will send an acknowledgment email to Chloe's personal email address, as her official TJPTSA account has been disabled.
- EC operation cadence as the new team engages in operation:

- The committee engaged in a transparent discussion regarding recent transition, communication, and differing working styles. Kokeb, Tom, Raji, and Maggy acknowledged the "growing pains" of a new team, highlighting that Manisha is new to the board while other EC members have worked together for the past two years.
- The team agreed to table any specific style conflicts to a parking lot and schedule a dedicated discussion if necessary at a future board meeting to establish collaborative tools and norms.
- All acknowledge and recognize that initial growing pains will be erased as the team is fully formed and all are familiar with the processes.
- **Upcoming Election Timeline:**
 - Manisha walked through the plan and mentioned the Treasurer position will remain open for applications until the 10th of August.
 - Candidate interviews will be scheduled for the 11th and 12th.
 - A board meeting will be held on the 13th for the final selection.
- **Interview Panel:** Manisha, Tom, and Maggy were designated to coordinate and sit on the interview panel. Tom will also check if the volunteering members of the old nominating committee can assist.

3. Financial Review, Compliance & Tax Filing

- Manisha talked about the financial review committee (led by Audit Chair Phyllis and supported by Dinesh and Manisha) kicked off the process over the weekend and is on track to complete it shortly.
- Tax Filing & Reimbursements: Nell will be consulted to assist with the upcoming tax filings. The team will ask internal support to update the reimbursement form on the website.
- Bank Signatories:
 - To finalize the transition and enable upcoming reimbursement forms, the board requires three signatories. Manisha and Raji are scheduled to visit Bank of America on Friday at noon.
 - Tom agreed to be added as the third signatory, with plans to visit the bank at an alternate time next week due to a Friday conflict.

4. Website, Newsletter & Communications

- Website Management: Sandy remains the core website owner with support from Manisha. Ben will be asked to cross-cover and act as a backup for IT/website-related tasks upon his return.
- Calendar Synchronization: Tom will assist Manisha in learning how to properly publish and sync events using the public TJPTSA calendar.
- **Newsletter & Volunteer Recruitment:**
 - A newsletter focused specifically on the Treasurer opening will be distributed this week.
 - The committee agreed to table the general "volunteer interest form" for the time being. Instead of broad solicitations during the summer vacation mode, the board will push out specific SignUpGenius links closer to the start of the school year to maximize engagement.

5. Fundraising, Donations & Sponsorships

- Test Prep Fundraiser: Maggy will coordinate with Alison to initiate the Mock PSAT/SAT/ACT fundraiser. The strategy is to release the flyers roughly one week before school starts, targeting the October test dates. Tests will be priced at \$20 each.
- Corporate Sponsorships & Privacy Guardrails:
 - The committee firmly reiterated the strict policy against selling or disclosing the parent email/contact list to external agencies (such as outside counseling groups or college advisors) to maintain organizational credibility and protect privacy.

- Internal advertising requests, such as collaboration with Mark Mendez for the school partnership fund, will be evaluated separately and restricted strictly to newsletter highlights rather than sharing of distribution lists .

6. School Events & General Membership Meetings (GMM)

- GMM Schedule: Tentative dates aligned with the school calendar were reviewed. The first GMM will be moved toward the end of September to give the incoming Treasurer adequate time to get up to speed. Key topics will include the budget, nominations, and an academic presentation requested by the Principal.
- Regional Welcome Events: Kokeb provided an update that the welcome events have been highly successful, helping drive membership up to 330 members, compared to 90 at the same time last year.
- New School Orientation (August 20th): TJPTSA has been allotted a 15-minute slot on the panel. Manisha will represent the association alongside a representative from the Academic Boosters.
- Back to School Bash: Confirmed by the school administration to take place on September 3rd.

7. Adjournment

- Manisha put forward the motion to adjourn the meeting, seconded by Maggy, and carried unanimously. Meeting adjourned at 9:20pm

Minutes Prepared by Raji Madhuvana, TJHSST PTSA Secretary

Minutes Approved as __X__ Presented or _____ Amended on 08/13/2026