



TJ PTSA Executive Board Meeting Minutes

08/14/2026 at 7:30 pm – 9:24 pm

Attendees:

Executive Committee

President: Manisha Chhoda; First VP of Programing and Events: Kokeb Kassa; Second VP of Membership and Fundraising: Yuping Schellhaas, Third VP of Communications: Thomas Stauber; Secretary: Raji Madhuvana

Executive Board

Academic Support : Yiru Wag; ANGP Chair : Dunia Pardo; Hospitality Chair : Latha Pesaladinne

Location: Google Meet

Video call link: <https://meet.google.com/hxz-dufj-qop>

Or dial: (US) +1 573-362-3991 PIN: 100 143 497#

Agenda

1. Call to Order
2. Treasurer Transition & Governance
3. Committee Planning, Community & Calendar
4. Decisions, Motions & Read-Back
5. Open Board Discussion / Board Collaboration
6. Motion to Adjourn

Call to Order & Executive Session

- A quorum was determined and the meeting was called to order by president Manisha Chhoda at 7:34 PM.
- **Executive Session:** An executive discussion was held from 7:38 PM to 7:41 PM to discuss candidates for the treasurer selection.

Approval of Prior Meeting Minutes Draft

- Secretary Raji sought approval for the draft meeting minutes of the EC meeting held on July 29th. Motion made by Kokeb and seconded by Yuping.

Treasurer Selection

- **Treasurer Selection:** Following board discussion on candidate interviews and qualifications, a motion was passed by president Manisha to elect Ou Ma as Treasurer for the remaining 2026–2027 term. Motion was approved unanimously (7-0)
 - **Next Steps:** President Manisha to send a formal selection email to Ou Ma giving a deadline (Monday) to accept.
 - **Transition & Support:** Incoming treasurer will receive transition assistance from outgoing treasurer Dinesh, alongside support from former financial review team members (Phyllis). External training materials from FCCPTA are also available.
- **Bank Signatories:** Approved minutes will be posted to the website as a draft to satisfy banking requirements. Designated signatories will include the President, Treasurer, and an additional board officer (Tom or Raji).

Annual Calendar Update

The board reviewed the process for building the annual activity calendar:

- A calendar template/spreadsheet (based on prior years, covering the standing committees) will be circulated for board members to populate with their committee's proposed dates.
- Board members are asked to return a draft calendar by August 30.
- Once a draft is assembled, the board will meet with school administration to review and align dates. The board agreed communications with the school should be routed through the designated school point of contact to keep the process consistent.
- The board noted the Navigating TJ series (tentatively October 9 kickoff) is the primary event requiring administration staffing/participation.

Committees Volunteers and Recruitment

- The board discussed the need to re-establish the Health & Wellness committee, which had been inactive. Agreed next steps:

- Recruit a Health & Wellness chair and vice chair/co-chair.
- Build a resource page on the PTSA website for families, in coordination with school counseling staff and state PTA resources.
- Continue to treat this as a standing/advocacy priority for the board.
- The board discussed the need for broader volunteer recruitment given limited capacity among current officers:
 - Open volunteer sign-up (not limited to formal "chair" titles) will be publicized via newsletter, in-person recruitment at events, and other channels.
 - Priority roles needing coverage include Membership Coordinator support, Health & Wellness chair, and general event volunteers.
 - Volunteers should be encouraged to complete the Fairfax County background check.

Membership and Upcoming Events

Membership stands at approximately 440+ members. Upcoming events requiring PTSA table coverage and volunteers:

- New Student Orientation — August 20, 9:00 a.m.–12:00 p.m. (setup from 7:00 a.m.); PTSA will set up informational tables. Membership VP (Youping) and designated board volunteers (including Tom and Manisha) will assist.
- Back-to-School Bash — September 3, 4:00 PM - 7:00 PM; Event to feature vendor partners and student membership incentives. Volunteer sign-up sheets will be distributed
- Back-to-School Night — September 9; PTSA table for membership sign-ups.

The Membership lead will coordinate table staffing for these events with support from other board members and volunteers.

Communications

- The first PTSA newsletter of the year to be sent out on August 24 (first day of school).
- The board reaffirmed that newsletters remain the primary communication channel, supplemented by the PTSA Instagram account.
- All school-related communication and coordination should go through the designated school administration point of contact to maintain a consistent, documented channel.

Parking Lot

- Final decision on the bookkeeper role to be made once the new treasurer takes over the role.
- "Run book" / documentation process for officer roles to be revisited once the Treasurer is fully onboarded.

Adjournment

- Manisha put forward the motion to adjourn the meeting, seconded by Raji, and carried unanimously. Meeting adjourned at 9:24pm

Minutes Prepared by Raji Madhuvana, TJHSST PTSA Secretary

Minutes Approved as ____ Presented or ____ Amended on