TJ PTSA Executive Board Meeting Minutes
09/24/2026 at 7:30 pm – 9:30 pm

Attendees:

Executive Committee

President: Manisha Chhoda; Second VP of Membership and Fundraising: Yuping Schellhaas, Treasurer : Olivia Ma; Secretary: Raji Madhuvana

Executive Board

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

Location: Google Meet joining info
Video call link: https://meet.google.com/sbt-mymx-kay
Or dial: (US) +1 317-622-6502 PIN: 227 836 233#

Agenda

Invited: TJ PTSA 2026-2027 Executive Board Members

- Agenda
- Call meeting to order
- Approval of prior meeting minutes in draft : EB meeting on 2026-08-14 TJPTSA EB Meeting Minutes_Draft
- Appointment of Book keeper
- Committee Plans
    - Academic Support
    - Hospitality
    - College Planning
    - Health and Wellness
    - ANGP
- Treasurer introduction and budget
- Event updates : First VP, Programs & Events
    - Regional Parties
    - BTSN

    - BTSB
- Membership and Fundraising updates
- Principal's report
- Adjournment

Call to Order & Executive Session

- The TJ PTSA Executive Board met virtually on Thursday, September 24. The President called the meeting to order at 7:48 PM, immediately after an executive session. Raji confirmed a quorum. The agenda and supporting materials were shared in advance.

- PTSA president Manisha Chhoda, Secretary Raji Madhuvana, Treasurer Olivia Ma, Yu Ping,Membership and Fundraising VP Yuping, All Night Graduation Party chair Dunia, Hospitality chair Lata, joined late), and Academic Support lead Yiru Wang were present.

- Executive session outcome**:** The board accepted the resignation of the 1st VP, Programs & Events. The President will email the departing member accepting the resignation on behalf of the board and thanking her for her service. The position will be made available by notifying members in the newsletter.

Approval of Prior Meeting Minutes Draft

- Secretary Raji sought approval for the draft meeting minutes of the EC meeting held on August14th. Motion made by Yuping and seconded by Latha.

1st VP Programs & Events vacancy

The position will be advertised in the newsletter and filled through a board interview panel, followed by an Executive Committee vote.

- Board members are encouraged to refer candidates; the role should lead the annual events calendar and coordinate across teams.
- Selection criteria: strong communication, planning and organization, and the ability to build team relationships.
- Process: after the bylaws review, the board agreed to mirror the nomination process — the panel presents the candidate and the Executive Committee elects by majority vote.

Committee plans and leadership

The board approved a slate of new committee chairs and vice chairs; committee updates are summarized below.

All Night Graduation Party (Dunia Pardo)

- Graduation is June 4 at EagleBank Arena; the all-night party venue is confirmed.
- Kickoff meeting with the venue on October 6 (in person); Dunia will bring one or two Class of 2027 parents.
- Top priority is student safety. The volunteer count will drop from roughly 200 in past years; staff and teachers who wish to participate will be welcomed.
- Yard signs and the grad store launch in early November (design is ready; help is needed to open the online store). Party tickets go on sale in early December.
- A detailed budget will follow once vendor pricing is collected.

Academic Support (Yiru Wang)

- Priorities are Navigating TJ and AP snacks. The school asked for details on Navigating TJ; the information was sent and a response is pending. The board supports keeping it as a virtual session, especially for new families.
- The TJ Partnership Fund offered an $8,500 sponsorship for AP snacks. Conditions: signage at the snack tables, a detailed expenditure record, credit in PTSA communications and social media, four newsletter placements, and listing among booster groups. The contract was shared with the board; approval is deferred to the GMM.
- Proposed vice chair: Kazi Mahbub.

Hospitality (Lata Pesaladinne)

- The proposed budget supports all of last year's events. Lata will request facility reservations based on the planned calendar, starting with the Thanksgiving luncheon.
- Counselor appreciation: the school will handle logistics; PTSA sponsors it (about $300 last year, 11–12 counselors) and provides parent representatives to take photos for the newsletter.
- Hospitality will provide refreshments at the October 1 GMM. Additional volunteers are available through the volunteer pool.

College Planning

- Mara is stepping down as chair . The prior vice chair did not respond and is not a PTSA member.
- Proposed chair: Violet has proposed Kun Yuan as the vice chair. Both are sophomore parents with college-process experience.

Health & Wellness

- Proposed chair: Kalpana Chavan. Proposed vice chair: Agila Sundaram (senior parent).

Reflections

- Submissions are due November 14; the program is posted in the newsletter and judges are lined up. The chair is in her fourth year.
- Support needed from communications in October–November.
- Proposed vice chair: Archna, who has an interest in arts and music.

Parent Ambassadors

- A chair and vice chair are still needed; the goal is two parent ambassadors per grade to help families navigate TJ. Many parents have shown interest. The need will be announced at the GMM.

Motion to approve Kazi Mahbub (vice chair, Academic Support), Violet Leonard (chair, College Planning), Kun Yuan (vice chair, College Planning), Kalpana Chavan (chair, Health & Wellness), Agila Sundaram (vice chair, Health & Wellness) and Archna (vice chair, Reflections). Moved by Yuping and seconded by Olivia.

Treasurer report: 2026–27 proposed budget

The treasurer, Olivia Ma presented a proposed budget of about $65,000 in income and $56,000 in expenses, based on last year's budget and actuals; it goes to the GMM for approval. Figures below are as stated in the meeting.

> **Opening balances:** about $23,000 (Graduation Party account) and $33,000 (PTSA account), about $56,000 total. The two accounts are tracked separately.
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> **Expense discussion and decisions**
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> - Student support programs (AP snacks, College Planning, Health & Wellness, Reflections, Shakespeare Festival, Back to School Bash) keep last year's budgets; AP snacks rise slightly for more test takers.
> - Student support category "other" was $13,000 budgeted vs. $6,000 spent last year. A new $3,000 line was added for membership-campaign student treats (e.g., grade pizza parties);
> - Graduation fee support: the school requested $3,000$(50 per senior: $43.50 cap, gown and tassel plus $6.40 diploma). The board set $1,000 under the Graduation Party account and will follow past practice:
> - Hospitality: about $19,200, covering the Thanksgiving and spring luncheons, holiday gift wrapping for staff , Teacher Appreciation Week in May, and counselor appreciation.
> - Online giving platform: keep it active but passive; it has already brought in a few hundred dollars.
> - Diversity celebrations: up to $500 each for up to 10 student-led celebrations; groups needing more must find other funding. The board discussed consistent and inclusive treatment of all groups. PTSA provides funding and volunteers on request, not planning. The President will raise sponsor coordination and inclusiveness with the principal and Mr. Roth.
> - PTSA does not fund individual student clubs (other than school-wide events such as the Shakespeare Festival).
> - School support: about $3,600, the same as last year's actuals.
> - PTSA operations: about $5,500 (Zoom, insurance, website and platform fees). The board supported buying a PTSA tent for outdoor events.
> - Projected PTSA year-end balance: about $20,000 (to be confirmed by the Treasurer).
> - The budget will be formally voted on at the GMM.

Programs, membership and fundraising

Programs & events

- President Manisha mentioned that the Back to School Bash and SGA homecoming went well. Feedback was provided that: more vegetarian food options needed at SGA events; students asked for water and shade at the Bash
- AI and Learning at TJ session on October 8. The related community survey has 1,250 responses;. Results may be shared with the county PTA council and other high schools.

Membership & fundraising (Yuping)

- Membership goal is 1,200; the grade-segmented campaign drew noticeably more engagement.
- Donations are at about 20% of goal: $19,000 budgeted, with a working target of $25,000.
- Teachers who have not joined are being encouraged to join as teacher memberships are free..

Community survey, GMM and adjournment

Manishat asked every board member to read the full community survey responses and add input to the feedback sheet within two days, ahead of the GMM.

Survey themes: student health and wellness (stress, workload, sleep); college planning (admissions, internships, alumni perspectives); academic support and integrity; family navigation and freshman transition; scattered club and activity information; and cafeteria lunch lines, a major pain point this year. Parents also asked for virtual meeting options.

- Lunch lines: one lunch period for about 2,000 students strains the cafeteria. The President will press the principal for short- and long-term fixes and raise capital needs with the county if required.
- Club information is available to students through the school system; PTSA will help educate parents, including through Navigating TJ.
- A confidential parent concern about substance use has been raised with the principal; follow-up is in progress.

Preparation for First GMM on October 1

Raji created a shared folder, draft agenda with time allocations, and a draft slide deck. Each chair needs to fill in and present their slides; the SGA president is invited to present.

- Olivia will add PDFs of the proposed budget, last year's financial audit report and financial review report. Raji will upload them to the website with Sandy this weekend.
- The PTSA calendar will be presented, since parents have asked for clearer program information.
- Olivia suggested a separate budget session before the first board meeting next year, since budget review takes long. The board agreed.

With no further business, the meeting was adjourned at 9:45 PM.

Minutes Prepared by Raji Madhuvana, TJHSST PTSA Secretary
Minutes Approved as _X___ Presented or _____ Amended on 10/26/2026