



# Madison Heights PTO

## Executive Board and Committee

### Meeting Notes

January 7, 2025

**Meeting called to order at 8:04 a.m.**

The following attendees were present:

*Executive Board Attendees: Tristan Gandolfi (President), Kristi Beaver (Secretary), Tina Jiwatram-Negrón (Co-Treasurer), Niki Sheppard (Vice President), Tanya Cusher (Co-Treasurer)*

*Members at Large: Rene Larsen (community engagement), Ashley Hornbeak (sponsorship), Lauren Bane (community engagement), Claire Todd (teacher appreciation)*

- Trophy Of The Month
- Treasurers Report
  - Donation tracking - please add missing data for items over \$250.
  - Thank you letter strategy for in kind (accountant does not recommend generating thank yous from quickbooks for in kind, just cash). Missing a few dates in August. Use letter template and not quickbooks for in kind.
  - Fun run totals - \$87,000
    - Need a committee for next year
    - Sub-committee to begin meeting to plan next year
    - Need help calling all corporate matches to track down the additional 8K
      - This includes a sponsorship strategy
  - Socks Sales update: we still have them to sell at events.
  - Dress down-Heights Holiday helpers: 5 families each got \$100 and got to go shopping with toys that were donated. A few toys left will be either donated or used for incentives for kids on campus.
- Community Meeting - Jan
  - Spanish Immersion Track at #1
    - Casey, Nancy, Kathy and panel of students
    - Nieves for childcare; she has Spanish immersion aftercare at Lincoln Heights
- Committee Needs/Updates (please edit and update)
  - **Fundraising**
    - Dine out Jan: Chipotle on the 14th
    - Dine out Feb: Peter Piper Pizza (in place of that month's PTO meeting discussed). Ashley will look into and follow up.
    - Dine out March
    - Need a sponsorship committee to follow-up on corporate match donations.
  - **Communication**
    - Pushing Chipotle
    - GCU tickets; flyer coming home; parking on 33rd and Camelback and strict clear bag policy (section 103/104) wear your spirit shirt or wear purple (chance to re-wear your fun run shirt).

- Squishmallow flyer going out
- GCU has free in-person tutoring program
- **Staff Appreciation**
  - Teachers still want a coffee machine and they want a new one; strict about who can do maintenance on the ice machine; hooked into a water source. Can we get a donation? Tristan will check with Spencers.
  - Conference plan
    - 1/29- outreach underway for donations/discounts
    - 1/30- outreach underway for donations/discounts
    - 1/31- outreach underway for donations/discounts
    - Discussion of potential sponsors. Renee will reach out. Teacher appreciation is reaching out to several.
- Valentines gift for Staff for teacher appreciation (approved by executive board).
- **Community Events**
  - PNO - late jan
  - GCU bball jan 9th
    - 7pm
    - Star Spangled
  - Movie Night -Movie Night is moved to March 21.
  - Special Persons and Glow Party merged
  - April PTO meeting can be bowling.
- **Culture**
  - PTO Jan meeting - Spanish Immersion at #1 focused
    - Nieves take kids and runs aftercare - Rene/Myna can you remind her to bring flyers/marketing for families. Maybe a nudge to have the kids show what they did when they return.
- Dress down days through the end of the year (not Fridays)
  - Jan
  - Feb
  - March

Meeting adjourned at 9:10 a.m.