



Madison Heights PTO

Executive Board Meeting Notes

July 7th, 2026

Tristan Called the meeting to order at 7:31pm

Executive Board Members in attendance

Lindsey Miesen- Co-President

Tristan Gandolfi- Co President

Myna Wintz- Vice President

Jeremy Sanchez- Co-Treasurer

Karen Serrano- Co-Treasurer

Tom Ansel- Secretary

Summary

The board established co-president role division (Tristan = external/visionary; Lindsey = internal/operational), aligned on meeting cadence, and reviewed fiscal year closeout numbers.

Budget for the new fiscal year was set at **\$150,000**, with a **\$30,000 operating account** threshold.

Key processes for grants, reporting, and communication tools were confirmed or updated. Calendar for 26/27 year was brainstormed and cadence of meetings confirmed.

Decisions on Exec Board comms and Meetings

- **Co-president split:** Tristan leads grants, funding, community-facing events; Lindsey manages operations, board coordination, and internal execution.
- **Communication:** Switch from WhatsApp to **group text** as primary shorthand; Myna (Android user) to flag issues. Approvals of funding requests Jeremy will flow through this thread.
- **Meeting schedule:** Exec meetings = 1st Wednesday 7:30pm-8:30pm on zoom; Committee meetings = 2nd Tuesday 8am-9am (The Other Bar); Community meeting = 2nd Thursday 6:00pm-7:00pm (Cafeteria); Admin meeting = 4th Monday 12pm (front office).
- **Operating budget:** \$135,000 for FY25-26, keeping ~\$30,000 in Bank of America operating account; remainder in Live Oak savings for interest.
- **Minutes approval:** Hold last month's minutes; Tom to send formatted PDF for email approval.
- **Fiscal year starting balance:** QuickBooks new year to open at current balance of ~\$33,778 (Karen will use this number to start our fiscal year for quickbooks)

Financial Snapshot

- **Total FY24-25 revenue:** \$188,503.92
- **Total FY24-25 expenditures:** \$107,403.09
- **Net revenue:** \$81,100.83
- **Current bank balance:** ~\$188,000 total (operating + savings, excluding \$5,000 art fund)
- **Campus improvement spend** (murals, mural artist, OT space) not yet billed — will fall into FY25-26.
- **Dress down donations FY24-25:** ~\$3,900 across 10 events.

Grant Programs (Review)

- **Kickstarter Grant:** Q1 only; ~\$150/teacher for classroom supplies; no party/treasure box items.
- **Project-Based Learning Grant:** Full year; ~\$250/teacher for hands-on learning experiences; no food/parties.
- **Fun Run Grant:** 10% of grade-level fundraising split among 4 teachers; unrestricted use.
- **Spot Grant:** Internal discretionary; used for emergencies, care packages, flooding needs.
- **Parent Grant:** Parents apply for classroom funding (e.g., solar eclipse glasses).
- **Software Subscription Grant:** One-year only; renewal requires re-application; must confirm teacher buy-in.

Pending Confirmation

- Accountant reconciliation timeline — Karen to request completion before August 1st if possible.
- Yearbook check from Life Touch — Tristan to follow up with school office.
- ParentSquare calendar update — Tom to email Nancy (CC Adeline) with all event dates.
- More efficient process for Zelle/dress-down donation tracking — Karen + Jeremy to advise.
- Campus mural artist and front office graphic — sizing/wall texture issue to resolve.
- OT sensory de-escalation space — funding request expected in August.
- Teacher Lounge improvement — survey teachers; Tom's idea to form teacher committee still TBD.

Lindsey called the meeting to a close at 8:43pm