



Madison Heights PTO

Executive Board Meeting Notes

July 8, 2024

Meeting called to order at 6:00 p.m.

The following attendees were present:

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

Members at Large: Myna Wintz (teacher appreciation), Claire Todd (teacher appreciation), Ashley Hornbeak (sponsorship), Lauren Bane (community engagement), Pam Hacker (teacher appreciation), Luisa Monzon (communications)

Staff Representatives: Madison Heights Principal Lee

Intros

Meet the Teacher (August 1, event runs 3:30 p.m.-6:00 p.m.): Event Theme: Go for the Gold/Let the Games Begin: Discussion of planned stops for student scavenger hunt: 5 stops for 5 Olympic rings: Decided: (1) Homeroom AM and Homeroom PM teachers; (2) cafeteria; (3) art, music, PE, Spanish fluency, library; (4) any afterschool activity table, (5) sign up with the PTO.

Bonus: drop off, pick up, make friend, health officer, social worker, aftercare transition, meet the Principal/Vice Principal (will be represented on paper given to students with check marks on the bottom). Lollipops or other treat to be given if bonuses are fulfilled. Mr. Lee will check if nurse and librarian will be at school.

(Renee and Lauren to make final decision on rings and bonuses)

For the paper with the Olympic rings, we should add a QR code for contact info for the PTO, and should have a place to insert grade level to incentivize children to participate to win a prize for their grade if their grade gets the most participants. Mr. Lee notes that we should specify that students should be staying with their families throughout the event.

Mr. Lee notes that an important part of the event is making sure that teachers learn how the children are to get home and where they go after school.

Tables for the event: Tristan shows a chart with different possible tables that should participate. Once we get volunteers, their names should be put into the chart. Tristan assigns people to reach out to others to see (1) if those people want to have a table at the event and/or (2) who will staff the tables at the relevant time frames (3:30-4:15; 4:15-5; 5-6). Assignments are inserted into the chart. **Once people reach out, they should insert**

the applicable info into the chart. Mr. Lee volunteers to reach out to the cafeteria to see who can staff a “cafeteria table” for lunches and birthday boxes.

Staff Appreciation. Discussion as to when staff appreciation team can reach out to teachers to inform them about:

- Classroom Coordinator job description
- Reimbursements
- Gifts
- Food
- Grants
- Star Student Yard Sign
- PTO contact sheet
- Supply closet (3K budget)

Mr. Lee says that Friday, August 2 may be the best time for that meeting and says **he will get back to Tristan tomorrow.** Tristan requests about 30 minutes.

Supply Closet: (requested budget: \$3000). Discussion of bulk purchase of school supplies and also donating money for other students who can’t afford supplies. It’s noted that in the past, there was a bulk purchase, but it wasn’t enough, and that’s why the PTO didn’t repeat it. Supply closet: difference between what we should provide and what school should provide (Cecilia keeps a good eye on what is needed). Mr. Lee says that teachers get a \$300 budget from the school and last year the state had a grant that some of the teachers received, so teachers were able to get some good supplies, and hopefully the need won’t be as great this year. Copy paper should be in good supply from the school budget.

Afternoon snacks are brought up as a possible need. Should we add them and give Cecelia a budget based on a higher need?

New Madison Heights Website: Mr. Lee says that Heights is in the process of making a new website. School supply lists are on the website. Heights is working on kinder-specific communication, and distributing welcome postcards, which will probably happen close to August 1.

PTO Websites: We would like to celebrate star students and increase visibility, possibly by creating personalized school logo yard signs, which would be received when the teacher nominates the student for doing something amazing.

First Parents’ Night out: 2 years ago, it was at Little Ms. BBQ (table was set up to sign up for PTO to receive communications) and introductions. Last year, Aunt Chiladas, larger space, was outside, less formal. Noted that this year, it should be inside and there was a missed opportunity for a PTO promo and possibly an activity. **Lauren will work on finding location, Ashley will also inquire about possible locations.** Discussion about budget and whether PTO can pay for apps. A budget should be created and a sponsorship should be sought. It’s agreed that wherever we go, the entity should be willing to contribute something back to the PTO. Places discussed: Aunt Chiladas, Palma, Lucys (owned by MTA family), Ziggys (owned by Heights family).

Communications about Sponsorships: **Niki will send prior sponsor information to Ashley.** Ashley has sample sponsor request letters, but needs additional

information. Want to make sure Myna isn't also reaching out to places Ashley is reaching out to. **Staff appreciation, community engagement, and sponsorship should all communicate what is being requested and from who.**

How to Request PTO funds: website form is the only way to request PTO funds. Discussion of the form and what should be added is had. **Everyone should email Tina (treasurer 2) about suggestions for PTO categories on the form. The form should also have a designated space for parent requests. "Booster and grant" needs to be changed to "fun run and grant" for consistency.** Discussion of how to make form accessible to teachers: **QR code in teachers' lounge, QR code on paper distributed to teachers with welcome gift. Everyone should test the reimbursement form to make sure it is useable; all feedback is welcome.**

Tina clarified that all requests, no matter how small, must be submitted in advance and approved by the Executive Board. She emphasized the importance of maintaining a paper trail for all expenditures and highlighted that after approval, a reimbursement form should be submitted. Tina also detailed the process of requesting funds and the importance of submitting a receipt to receive reimbursement. She encouraged team members to test the process by submitting fictitious requests to see how it works.

Tanya no longer wants to run the Square store; perhaps have spirit shirts and yearbook run Square store or give to "marketing."

Student Registration: Luisa asks Mr. Lee question about social media post, stating different dates for registration than the district calendar. **Mr. Lee will follow up.**

Spirit Shirts: (breakout meeting with Kristi and Mr. Lee): **Mr. Lee will follow-up on getting us staff sizes, and list of sizes of students in need.**

Budget: **Staff Appreciation, Community Engagement, Communications, and Fundraising should submit budget request by July 19.**

Meeting adjourned at 7:50 p.m.