



# Madison Heights PTO

## Executive Board Meeting Notes

July 22, 2024

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

The following attendees were present:

*Executive Board Attendees: Tristan Gandolfi (President), Kristi Beaver (Secretary), Tina Jiwatram-Negrón (Co-Treasurer), Tanya Cushner (Co-treasurer)*

All committees submitted proposed budgets.

Brief discussion about labeling how money is spent. School supplies should be under grants, not teacher appreciation. Teacher appreciation is gifts for the teachers and should not include supplies. If it's something teachers are asking for, it's a grant. If it's something we are doing to be nice, that is appreciation.

Discussion of proposed budget for school supplies; in lieu of covering materials for classroom, want to keep supply closet stocked. We need a proposal for non-teacher appreciation budget items, such as beginning and middle of the year teacher gifts (should include covering spirit shirts). It will be up to staff appreciation committee to find donation, how much it costs, and multiply by staff.

Discussion of proposed budget for community events. Community asks for last years' budget plus additional funds to cover additional events previously contemplated. Discussion about how broken down should this budget be. Discussion about how much we should consider sponsorships or offsets when thinking about the budgets. Tanya thinks the events last year generally paid for themselves with the sponsorships.

Tristan talks about how the budget for the aides is increasing for next year; we need to keep the budgets low and/or do much better with fundraising. Discussion of how much our goal is with Booster and how that is going to be stretch to meet.

Discussion of how to better fundraise at events: making events free for all community, but sales of extras at events. Not sure we can justify a bigger budget for community events. Discussion of whether if we are doing a new event, it should replace a prior event or if fundraising will have to cover new events.

We need a PTO volunteer to drive fundraisers.

Discussion of other income sources, such as Kids Kreations, and how those are spent.

Tristan will ask Mr. Lee if we can do more \$1 dress down days (could we do it monthly?)

Tanya thinks we should take budget from last year and red line it. We need to know that we're paying more for aides, possibly paying more for community events. Tristan will ask Mr. Lee the details on the payments for the aides. Tanya will reconcile budget and provide redlines at next meeting.

We will vote on budget at first formal meeting and let committees work from there.

Brief discussion on how to make the first non-executive board PTO meeting interesting.

Tristan has a meeting with Mr. Lee and will discuss calendar for next year, breakdown of aides, number count for staff, dress down days, and communications, include S'more account.

Brief discussion as to whether PTO should have a credit card. Left up to Treasurer2 to decide.

After the meeting, the Executive Board had a discussion via text message about the approval process for grant requests. It was agreed that Treasurer2 can use her judgment to determine whether grants are reasonable and can approve such requests if she finds them to be reasonable without approval of whole Executive Board. Treasurer2 will still seek board approval for large grants or any grants that need to be brought to the Board's attention in her judgment. It was agreed the Minutes of the last meeting would be amended nunc pro tunc to reflect this agreement.

Meeting adjourned at 8:05 p.m.