



# Madison Heights PTO

## Executive Board Meeting Notes

August 6, 2024

**Meeting called to order at 8:00 a.m.**

The following attendees were present:

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

*Members at Large: Renee Larsen (community engagement) Claire Todd (teacher appreciation), Christine Sanchez (communications), Ashley Hornbeak (sponsorship), Lauren Bane (community engagement), Luisa Monzon (communications); Pam Hacker (teacher appreciation)*

Gratitude shout outs for the member meeting.

**Staff Appreciation** Update on first event. Chick Fil A wants to continue working with us. Discussion of other businesses that want to work with us. Going to check in with teachers by grade as PTO and follow-up with a survey monkey for staff appreciation purposes. Agreed that PTO will pay for spirit shirts for teachers and staff.

**Back to school night feedback.** Scavenger hunt was good. Need better communication signs overall and more space for uniform exchange. Will do another uniform exchange mid-year with better communication as to what it is.

New parents need training on Powerschool, Class Dojo; possible tech demo during PTO meeting or curriculum night.

**Sponsorship** Working on letters and communications with local sponsors. Discussion of putting more language together for letters and for tiers.

**Communications:** update on classroom coordinator and what is needed to roll out. PTO will have a newsletter (9/1 target date for first newsletter).

**Budget:** Tanya: draft of budget presented. Need more break down details, including communications and what each committee can actually spend. Once this is final, we will publish on website.

**Fundraising:** Request more \$1 dress down days.

**Treasurer update:** Not all fundraising requests are going through on jotform. Wait for the submission page. If you don't get email confirmation, ask Tina. Tina going to contact jotform to fix.

Approve budget before membership meeting; Tristan will send invite.

Meeting adjourned at 9:08 a.m.