



Madison Heights PTO

Executive Board Meeting Notes

November 3rd, 2025

(adjusted from typical Tuesday due to third grade concert on Nov. 4th)

Tristan Called the meeting to order at 8:00pm

Executive Board Members in attendance

Tristan Gandolfi-President

Myna Wintz-Vice President

Claire Todd- Co-Treasurer

Tina Jiwatram-Negrón- Co-Treasurer

Tom Ansel- PTO Member (potential Secretary Candidate)

Meeting Summary

The meeting largely discussed the upcoming Fun Run 2025 and the logistics surrounding the planning and fund raising, prize delivery, and set-up. They also discussed potential for financial reporting to committee chairs. They discussed engagement from the school community and agreed on brainstorming the best avenues to put out communication. Tristan brought up the idea of a Food Pantry for our families in need that Ms. Cheshire has agreed to help with distribution. Lastly, they discussed the open secretary position and Tristan and Tom Ansel agreed to talk after the meeting regarding his potentially taking on the role.

PTO Updates and Recognition

The PTO meeting covered several key updates and discussions.

Tom Ansel was introduced as a potential candidate for Secretary, with the position being confirmed through a vote at the next PTO meeting. The group reviewed AI meeting notes, deciding to refine them before approval. Claire Todd was praised for her successful Trunk or Treat event, working in concert with Dad's Club, which raised significant funds. Mina was recognized for her work in updating calendars and monitoring the secretary's email. Tina was acknowledged for processing several reimbursement requests and charges. The conversation ended with a discussion of the upcoming Fun Run, noting that registration was at 12% of the student population and funds raised were around \$14,000.

Fun Run Event Final Push

-The team discussed the progress of their fundraising event, noting that 213 participants had registered, with 40% having made donations.

- They planned a final push for the week and distributed flyers with registration codes to homes.
- Tristan outlined plans for the Prize Patrol, including hiring MAC leaders to distribute prizes in classrooms and organizing a training session.
- The team also reviewed preparations for the kickoff event, which will include teachers wearing inflatable animal costumes in a race, and discussed the creation of promotional videos by the district and Robert Mayfield (third grader dad).
- They aimed to complete the video series before November 12th and planned to share it with the team for feedback before going live to the full school.

Fun Run Sponsorships and Budgeting during the Fundraise vs. expenses

- The team discussed the sponsorship of food expenses for Donut Day and Pizza Day by Blue Ortodontics, and went over gaining clarity around logistics of food delivery, and that Blue Orthodontics would likely be a reimbursement after we figure out amounts needed and order.
- Tristan outlined plans for the event, including the involvement of Brandon from Dad's Club for team-building activities, coordination with volunteers, and the use of a local DJ for announcements and entertainment.
- Tina raised questions about budget management, particularly regarding upcoming payments and the need to transfer funds to maintain a financial buffer should we need to cover expenses prior to the end of the fundraising period. Tina confirmed she had already processed several payments including \$1,600 to Wildlings for prizes. The exec committee agreed to transfer \$5,000 from their Live Oak account to their Bank of America account for flexibility in making payments.
- The group also discussed what other potential future expenses may arise, such as arch decorations and supplies for car door openings, with Claire noting that many expenses would likely be covered through reimbursements.

Event Prizes and Sponsorships Discussion

- The team discussed prize orders and sponsorships for an upcoming event. Claire explained that they ordered many prizes at cost through Wildlings, based on historical data from last year.
- Tristan mentioned that they are calling several vendors "sponsors" due to the in-kind contributions, such as discounts and branding opportunities.

PTO Communication and Engagement Challenges

- The meeting focused on communication challenges, with Myna reporting a decline in PTO engagement and communication effectiveness, particularly through Parent Square, which was overwhelmed by multiple daily messages.

-Tristan expressed concerns about declining participation in events like Dine-Outs and PTO meetings, and Myna confirmed plans for a December dine-out at Chick-fil-A, though they were still waiting on confirmation from the restaurant manager.

-The group agreed to reassess their communication strategy after the Fun Run, considering a return to classroom coordinators for better engagement, while acknowledging that some decline might be due to increased life stresses for families.

Event Planning and Budget Discussions

-Claire reported challenges with the Staff Appreciation Week budget, particularly regarding a coffee cart expense, and suggested seeking more donations and in-kind contributions for future events.

-The team also discussed planning for the upcoming Fun Run event, including the need for door challenges and potential banners, with Claire noting she would need to confirm rules about multiple company banners with the district.

Communication and Event Planning Updates

-Tristan provided updates on events, including a parent's night out and movie night, with a note to coordinate timing carefully.

-Claire reported giving Myna access to QuickBooks reports to help with budget oversight.

Financial Reporting System Implementation

-The team discussed the implementation of a new financial reporting system so that committee chairs can access their budgets, with Myna receiving training from Claire on how to access and use the system.

-They addressed concerns about payment transparency, particularly regarding Venmo and Zelle transactions, and agreed to implement quarterly check-ins to review financial totals.

-The November events calendar was briefly reviewed, including a dress-down day, bilingual game night, and Ruby Bridge's walk, with specific details about the Wildlings Toys raffle and fundraising activities.

Student Food Pantry Program Implementation

-The group discussed implementing a food pantry program to support students receiving SNAP benefits, with Ms. Cheshire agreeing to provide office space for the initiative.

-They decided to allow both cash donations and physical food items, with excess food to be donated to Camelview PTO who can access discounted food supplies.

-Claire suggested creating a resource list for food insecurity support services in the area, including Creighton School District's food pantry.

-The group discussed fundraising initiatives, including a combination of cash donations and food drives for both immediate and holiday assistance.

-The team also considered offering gift cards or meals for Thanksgiving and discussed potential sponsorships from local businesses. They decided to continue the conversation in future meetings

Secretary Role

Tristan and Tom agreed to follow up in the coming days regarding the secretary role and a possible appointment.

Tristan called the meeting to close at 9:25pm