



Madison Heights PTO

Special Executive Board Meeting Notes

December 3, 2024

Meeting called to order by Tristan Gandolfi at 8:03 p.m.

The following members were present:

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

The following members were not present:

Niki Sheppard (Vice President)

- Minute approval -Tristan motions, unanimous approval
- Check from PTO member's employer came in
- KidsKreations-Tristan will reach out to Ms. Barnett-Noel re: check
- Accountant Updates
 - IRS Update.
 - Taxes are filed.
 - POA
 - Kristi signed sent to Tina, Tina will sign and send to Tanya, Tanya will send to Tristan
 - \$500ish coming from second spirit shirt order.
- Treasurers Report
- Fun Run
 - Pending meeting with Livingston.
 - Teacher grants process-Tristan will send an update to the teachers.
- Gratitude
 - Custodians-Heart of Heights. Gift amount agreed to.
 - Staff gift discussed.
 - Target GC's? Tristan takes a vote on if we want to give a gift card of \$20 for all staff. Unanimously passes.

- Gifts for Lee and Coughlin (under \$25) approved unanimously.
- Dress down 12/19

Brainstorm

- Grants-Tina goes through current approvals. Tina going to reconcile ziggys order with an email b/c they did not provide a receipt. Tina needs permissions in Booster. We need to move to accept those funds. Or Tristan can go and accept the money. Process for follow-up on requests that don't have submitted receipts. Will send two emails; send email will inform that we're closing it out if we don't hear in the next couple days.
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Meeting adjourned by Tristan Gandolfi at 9:13 p.m.