



# Madison Heights PTO

## Executive Board Meeting Notes

Dec. 9th, 2025  
(1<sup>st</sup> of 2 December Meetings)

Tristan Called the meeting to order at 8:00pm

*Executive Board Members in attendance*

*Tristan Gandolfi-President*

*Myra Wintz-Vice President*

*Tina Jiwatram-Negrón- Co-Treasurer*

*Karen Serrano- Co-Treasurer (Karen replaced Claire Todd who resigned from the role in November)*

*Tom Ansel- Secretary*

### Meeting Summary

The PTO meeting covered financial and administrative matters, including discussions about meeting minutes, treasurer training, and access to financial records. The team reviewed various accomplishments and planned upcoming events, including pricing decisions for PTO sales and committee member gifts. They also addressed education-related initiatives, funding requests for classroom supplies, and ways to support teachers and staff through various programs and resources.

### Celebrate

-The group reviewed several accomplishments, including the PTO closet refresh, successful game night with new attendees, and the fun run event. Karen reported completing Treasurer One training with Claire, who will provide support for 30 days, but noted the need for access to Jot forms and bank statements from Tina for independent review...

### Financial Access and Reporting Setup

-Karen and Tina discussed access to financial records, with Karen requesting view-only access to QuickBooks and JotForm to audit and verify transactions independently.

-Tina agreed to set up the necessary access and shared that all JotForm submissions are now automatically synced to Google Drive, which Karen will review.

-They also discussed the possibility of setting up a reporting feature for committees to view their budget information, which Karen agreed to investigate further.

## **Team Updates and Financial Decisions**

- The team discussed Karen's transition into her new role, including her reconciliation of spreadsheet data and plans to meet with Michelle the accountant.
- Claire agreed to be removed from the executive WhatsApp group since she won't be attending meetings.
- Tom will meet with Christine on Comms tomorrow (December 10<sup>th</sup>).

## **Kids' Kreations Pricing and Inventory Planning**

- Tina confirmed a \$3,053.30 transfer to Ms. O'Connor's Art room account from Kids' Kreations profits, with the total profit being \$6,106.60.
- The team also discussed pricing for upcoming PTO meeting sales, including socks at \$12, alphabet Labubus, and spirit shirts.
- Karen agreed to implement inventory tracking in QuickBooks for resale items, and the team planned to conduct inventory counts for Labubu, socks, and t-shirts before Thursday's meeting.

## **Cash Counting and Gift Planning**

- The group discussed cash counting from Dress Down procedures for Thursday's meeting, with Tina and Myra confirming a 2:00 PM start time to ensure completion before 3:30 PM when Nancy leaves.
- They also discussed plans for committee member gifts, with Tom agreeing to bake some bread along with jam to have a nice gift that is cost effective for the important group of PTO major helpers.
- Other gifts for various staff members (front office, bus driver, and social workers) were discussed and planned.
- Continued discussion on Food Pantry items and distributions of funds to help families in need was agreed to be discussed Monday.

## **Community Education Initiatives Planning**

- The PTO discussed organizing an additional meeting to address education-related issues, potentially timed with upcoming local elections.
- They considered inviting Roxanne from Moms Demand Action to speak on gun safety and explored hosting a community event at Let It Bowl in January, with a paint night planned for February.
- The group also discussed the need to educate the broader community about public school systems and the impact that education policy has on Madison Heights.

## **Administrative and Fundraising Updates**

- The group discussed several administrative matters, including a District PTO data request and contractor payment procedures.

-Karen agreed to confirm the process for handling contractor payments over \$600, including 1099 requirements, and will consult with Michelle about tax document retention periods, and is the minimum recommendation still 7 years.

-The team also reviewed plans for an upcoming golf outing fundraiser that would be working alongside Dad's Club to host the event, which requires approval and a \$5,000 down payment for the golf course.

-Finally, they discussed the need to determine the total funds raised from the Fun Run, with Karen agreeing to pull the gross and net numbers from QuickBooks by Thursday, though some checks are still pending.

### **Teacher Grant Funding Process Review**

-The group discussed accounting processes and teacher grant allocations.

-Tina explained the approval thresholds for funding requests, noting that she can auto-approve amounts below \$150 but requires review for larger requests.

-They reviewed the PBL grant program, which was new this year, and discussed challenges teachers face in requesting funds for applied projects rather than traditional supplies.

-The group agreed to provide Fun Run stipends to teachers after the holiday break, continuing the previous year's model of distributing funds by grade level based on proportional raises.

-They planned to present a total amount for Thursday's meeting and further discuss teacher grants in their Monday meeting.

### **Classroom Supply Funding Review Enhancing PBL**

-The group discussed funding requests for classroom supplies. They debated the definition and implementation of project-based learning (PBL) in their funding decisions.

-They also considered creating a more structured form for PBL grant requests to ensure teachers provide necessary details.

-They explored ways to increase PBL adoption among teachers, including creating a database of sample projects with step-by-step guides and resources.

**Tristan closed the meeting at 9:35pm**