



## **MGMS PTO 2022-23**

### **Minutes for Board Meeting**

**April 6, 2023**

**MGMS Library**

1. Welcome and call to order: 6:11 pm
  - a. Establish Quorum:
    - i. Quorum established
  - b. Minuets
2. Existing Business
  - a. President's Report (Adrienne Baldwin)
    - i. School Supply Kits 23-24 school year – in process
      1. Sale on website, deadline Tuesday, May 23<sup>rd</sup>, late sale deadline Monday, June 19<sup>th</sup>.
      2. First week-early sale price \$60, late sale price \$65
    - ii. Fundraiser check situation – Student submitted 5 fraudulent checks.
      1. Mom and everyone on campus involved have been emailed (full emails included on pages 3 and 4 of this document),
      2. Prizes student won have been returned to APEX for inspection, APEX est. cost of replacing items is \$300 which will be paid by the student
      3. 3 uncashed checks have been returned to mom.
      4. Emailed Serenity at the District to get guidance on Fraudulent checks. We will wait for direction from the district.
    - iii. PTO Board for 23-24 school year – form and ballot are updated as well as document describing board positions and responsibilities. This information has been sent to the school to be emailed out. Email has already gone out to current PTO members. Election is May 4
    - iv. EOY meeting – Scheduled for May 8 to pass off info to incoming board.
    - v. Board Celebration – June 2<sup>nd</sup> at 5:00pm. \$250 added to Celebration budget.
  - b. Vice President's Report (Karina Magalong)
    - i. Teacher Appreciation Week –
      1. Ideas for staff lunch. We will not use Piada. Other ideas include Olive Garden, Russo's, Nick's, Spring Creek,
      2. Ideas for staff Breakfast. Ideas include Doughnuts, Breakfast Tacos
  - c. Treasurer's Report (Mia Jones and Bernadette Nwazo)
    - i. Balance as of 4/6/23 is \$23,846.77.
  - d. Fundraising (Bernadette Nwazo)
    - i. APEX Color Battle update – we will have an in person follow up meeting with them in 1-2 weeks. We would like to try to do it again in the Fall. Suggestion of accepting Cash only.
    - ii. Need to start fundraising in July/August for 2023-2024 school year – sponsorships.
  - e. Spirit Wear (Shakti Tibrewal)
    - i. No update
  - f. Membership (Katina Magalong, Adrienne Baldwin)



## **MGMS PTO 2022-23**

- i. Total membership - 99
  
  - g. VIPS (Lauren Allaire)
    - i. May – 8<sup>th</sup> Grade Celebration-SUG sent out.
  
  - h. Teacher Appreciation (Jennifer Segee)
    - i. April - 5<sup>th</sup> Para appreciation day treats, April 3-7 – Assistant Principal week, treat, We missed bus driver appreciation day (earlier in the year) – treats and notes will be given out, Jennifer will count how many to ensure we have enough treats.
    - ii. May 1-5 – Teacher Appreciation Week – 7 raffles, (see Vice President section for update)
  
  - i. Media Coordinator (Sharon Sassen)
    - i. Membership forms and Board Nomination forms are shared on social media.
  
  - j. Campus Beautification (Fauzia Nisar)
    - i. Teacher lounge –Approval received to paint over the Summer with Ms. Rios
  
  - k. Programs Coordinator (Ayesha Shoib)
    - i. 8<sup>th</sup> Grade Celebration – May 19, 2023, 5th to 7th period
      - 1. SUG has been sent out for donations and volunteers.
      - 2. Coco’s Fotos- Paid in full,
      - 3. Kona Ice- paid in full,
      - 4. Dynamite game truck- paid in full,
      - 5. Can Do events- down payment made (2 55’ inflatables, 1 62’ inflatable)
3. New Business
- i. Next meeting May 4th, 6:00pm at MGMS library - Board Election for 23-24 school year
  - ii. May 8<sup>th</sup> End of Year meeting
4. Adjournment 7:30 pm

Minutes Compiled by: Tanya Mangum, Secretary



## MGMS PTO 2022-23

### Fundraiser False Check Email Response

Ms. S.,

Thank you for your patience and cooperation while we sort through this situation with the school and the bank. We believe we have determined an understanding of what has happened, and the PTO has laid out some action items that will be necessary as we move forward.

There were 5 checks received by the Apex Fundraising Team by your daughter.

**The amounts were as follows:**

- \$125
- \$646
- \$825
- \$989
- \$659

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**TOTAL: \$ 3,244**

This is also the total amount that your daughter raised for the fundraiser. I know that there was some question about cash that was turned in by your daughter for the fundraiser and that there may be cash missing from home; however, none of that cash was contributed to the fundraiser.

Our Treasurer met with the Bank Manager at Chase Bank this morning to discuss the 2 checks that were deposited last week. During that meeting, she was able to show the BM the other 3 checks that we fortunately were able to refrain from depositing after receiving your email yesterday morning. The BM indicated that since it appears all 5 checks have been written by your daughter, in order to donate the \$125 to the PTO Fundraiser you will need to write a *new check* to the MGMS PTO after we have given you the refund check reflecting both checks that were deposited last week. This will make the **tentative refund amount** a total of: \$771.

Before a refund check can be given, we will need all tangible prizes your daughter received during the fundraiser event returned to the school. **These prizes include:**

- Sony Speaker (**ALREADY RETURNED**)
- Bose Headphones
- \$20 gift card (Starbucks, Whataburger, Sonic, or Chick-Fil-A)
- \$50 Amazon gift card
- \$100 Visa gift card

If the gift cards have been spent, we will deduct the amount of any spent gift cards from the refund amount to reflect the difference in the total of the 2 checks and the spent gift card(s).

Please let us know if you have any questions or if you would like to meet to go over any of this in more detail, and we would be happy to arrange an in-person meeting as soon as possible. Again, we appreciate your cooperation and we look forward to speaking with you soon as we continue to sort this out.

**Adrienne Baldwin**  
**President, MGMS PTO**

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Ms. S,

Thank you for your quick response and explanation of the prizes that you're aware of your daughter having received.

Upon reading your email response, I reached out to Apex, to see if they have a record of students who earned the gift card prizes. As luck would have it, all gift cards will be given out to students today. This completely eliminates the gift card portion of this situation, since your daughter was going to be receiving her gift cards during today's school day.



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Once the headphones have been returned to the school we can move forward with the refund to you. Then you can rewrite the donation check to the PTO, per Chase Bank's request.

Thank you for your cooperation and quick responses to each request, from the school and PTO, as we work together to solve this matter.

**Adrienne Baldwin**  
**President, MGMS PTO**

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Ms. S,

The Apex Fundraising Team has picked up the prize items that you returned to the school. Thank you for promptly returning them, so we can move this process along quickly!

In situations like this, they must complete a formal inspection of all returned items to determine the condition of each item. Following their inspection, they will reach out to us to let us know if the items are in acceptable condition that qualifies for return to Apex. If the items are found to be used and in unacceptable condition, they will need to be returned to you and the equivalent value of the prize item they cannot accept will be deducted from the total of your refund check.

We will keep you aware of this process, as Apex updates us. Thank you for your continued cooperation and have a great day!

**Adrienne Baldwin**  
**President, MGMS PTO**