



LCTA PTA Executive Board Meeting Minutes

- **Date:** 2/3/2026
- **Time:** 7:00 – 7:45 PM
- **Location:** Zoom

Meeting Minutes

Board/Committee	Topic	Time	Presenter	Notes
President	● Nominating Committee ● 2026-2027 Transition Planning ● Family Bingo Night ● Reflections ● PTAC Budget Forum	30 min	Paige Guthrie	The meeting covered several key topics, beginning with the formation of a nominating committee for the upcoming school year. Paige emphasized the need to transition roles due to graduating families and requested volunteers to fill open positions. The group discussed the required size of the committee (either three or five members) and noted that the committee must be recruited and approved at the next general membership meeting. The group discussed organizing meeting minutes and documents within the PTA Google Drive and creating a digital reference folder for incoming committee members to support smooth transitions. Lori agreed to help create and organize folders for committee records, and Mike offered to share his extensive digital archive of meeting minutes and financial documents. The group discussed the logistics for Family Bingo Night on February 13 and volunteers needed. Lori offered to create a SignUpGenius for volunteer roles. Ms. Burkart confirmed that a document camera and projector would be available for the event, which will take place in the multipurpose room. Paige also shared that eight students were selected for PTAC Reflections Awards, with four advancing to the state competition. The meeting wrapped up with Paige encouraging attendees to RSVP for PTAC's Budget Forum on February 9 via ParentSquare. Action Items: ● Jenn - confirm the minimum required number of members

				for the nominating committee • Lori - organize folder structure in the PTA Google Drive for committee materials • All - share/reference folders or documents with Lori to archive • Lori - create a SignUp Genius for Family Bingo Night volunteers • Paige - send names of Reflections student winners to Ms. Burkart for inclusion in the newsletter and morning news
Treasurer	• Treasurer's Monthly Budget Report	10 min	Mike Detomo	Mike reported that there were no budget updates as the prior meeting had been just 3 weeks prior, while also confirming that January's financial activity was minimal, with more activity expected in the spring. Action Items: • N/A
Secretary	• Minutes Approval	5 min	Jenn Ring	Minutes were unanimously approved. Action Items: • N/A
Community Spirit	• Parent Social	5 min	Casey Shaw [on behalf of herself and Sapna Patel Duchesne]	The group reviewed plans for School Counselor and Cross Guard Appreciation events, with Ms. Hoover being recognized this week and Cross Guard Appreciation scheduled for February 11th. . Action Items: • Casey - send information about Ms. Hoover to Nurse Wood for social media recognition
Other Committee	• Yearbook • Black History Month • Uniform Locker	10 min	All	The PTA discussed several key topics including yearbook orders, budget matters, and upcoming events. They confirmed that the yearbook budget remains unchanged and clarified that the early bird discount is set by the PTA, not the yearbook company. Elizabeth provided updates on Black History Month activities, including plans for student readings and a table at Bingo Night. . The conversation ended with a discussion about the uniform locker event, which will proceed as planned despite the 2-hour delay, and confirmation that the 5th grade field trip to GW Middle School has been rescheduled. Action Items: • Jenn - relay to Emi the decisions about staff yearbooks and communication to students about complementary yearbook

				Lori - confirm the uniform locker will be open on Friday (with possible 2-hour delay adjustment), and coordinate with Ms. Robinson as needed
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Meeting Attendance

Name	Role	Present	Absent
Paige Guthrie	President	X	
Lori Ruiz	VP, Communications; Lovelines Chair	X	
Sapna Patel Duchesne	VP, Community Spirit		X
Casey Shaw	VP, Community Spirit	X	
Tiffany Dixon	VP, Operations		X
Elle Sawyer	VP, Fundraising	X	
Mike Detomo	Treasurer	X	
Jenn Ring	Secretary	X	
Ms. Burkart	School Principal, LCTA	X	
Ms. Redlinger	Teacher Liaison		X
Kendra Lee Davis	Book Fair Co-Chair		X
Chelcie Daye	Book Fair Co-Chair		X
Kareen Sultani	Classroom Liaison Chair		X
Rainbow Kirby-Stearns	eROAR Newsletter Chair		X
Victoria McLaren	Fifth Grade Promotion Chair		X
Leann Burr	Garden Chair		X
Yasmine Cheyenne	IDEA Co-Chair		X
Brianna Harvey	IDEA Co-Chair; Special Education Co-Chair		X
Elizabeth Lee	IDEA Co-Chair	X	
Sarah Peterson	International Night Co-Chair		X
Kelly Kent	International Night Co-Chair		X
Kate Randal	Legislative Affairs Chair; International Night Committee		X
Ashley Williams	Lion Fall Fest Co-Chair	X	
VACANT	Lion Fall Fest Co-Chair		
Lauren Hayes	Reflections Co-Chair		X
Donna Woolfolk	Special Education Co-Chair		X
Sheree Bannister	Spirit Wear Chair		X
Alicia Ryder	Treat Trolley Chair; IDEA Committee		X
Gahan Christenson	Uniform Locker Chair		X
Emi Eiting	Yearbook Chair; Sprout School Supplies Chair		X
Colleen Evans	Book Fair Committee		X
Halley Coyne	Book Fair Committee		X
Jessica Giovannucci	Community Spirit Committee		X
Marta Mekonen	Community Spirit Committee		X

Monique Moore	Community Spirit Committee		X
Sinem Oksasoglu	Community Spirit Committee	X	
Marissa Sparacino	Community Spirit Committee		X
Marissa St. Louis	Fifth Grade Promotion Committee		X
Anna Kiss	IDEA Committee		X
Caitlin Jennings	IDEA Committee; International Night Committee		X
Kristian Owens	IDEA Committee		X
Daniela Issie	International Night Committee		X
Nicole Lipman	International Night Committee		X
Lisa Pesson	Lion Fall Fest Committee		X
John Shaw	Lion Fall Fest Committee		X
Kazia Levin	Yearbook Committee	X	
Nilaja Moore	Yearbook Committee		X

Upcoming Events

Date	Start Time	Event
February		Black History Month
Tuesday, February 10	7:00 - 8:00 PM	General Membership Meeting
Friday, February 13	5:30 - 7:30 PM	Family Bingo Night
Saturday, February 14		Early bird Yearbook pricing ends; Yearbook Love Lines deadline
Monday, February 16		Presidents Day NO SCHOOL
Wednesday, February 25		Parent Teacher Conference EARLY DISMISSAL
March		Women's History Month
Tuesday, March 3	7:00 - 8:00 PM	Executive Board Meeting
Wednesday, March 4		Parent Teacher Conference EARLY DISMISSAL
Tuesday, March 10	7:00 - 8:00 PM	General Membership Meeting