



LCTA PTA Executive Board Meeting

- **Date:** 09/02/2025
- **Time:** 7:00 – 8:00 PM
- **Location:** Zoom

Meeting Minutes

Board/Committee	Topic	Time	Presenter	Notes
President	● Executive Committee, Committee Chair and Committee Member Introductions ● Monthly Recap ○ Back to School ○ Back to School Night ● Looking Ahead ○ Book Fair ○ Volunteer Opportunities ○ Just Because Fundraiser ○ Fall Festival	25 min	Paige Guthrie	Paige led the meeting and introduced herself along with other Executive Committee Members. All Board Members shared their roles and connections to the school. Action Items: ● Committee Chairs - Plan to connect with Tiffany to streamline operations and logistics ● All - Think about if there is a role you'd like to try out next year and consider shadowing the person this year
Book Fair	● Book Fair	10 min	Chelcie Day / Kendra Davis	Chelcie and Kendra shared that a lot of parent volunteer support will be needed for the book fair. Mike provides details on financial preparations, including change for cash transactions and confirming a budget so that every child can get a book. Chelcie discussed the need for supplies and decorations, with a potential food truck for family night, to which Mike clarified that PTA cannot pay for food trucks but historically they have been successful in securing them for free. Chelcie, Kendra and the team agreed to aim for the same sales goal of \$14,000 as in previous years. Action Items: ● Casey Shaw - Provide contact info to Kendra and Chelsea for Rita's food truck
Reflections	● Reflections	10 min	Paige Guthrie	Victoria raised a question about the Reflections program, and Paige clarified that Lauren and Diana are the chairs. The team also discussed the need to promote the Reflections program, with Lori reminding everyone that the prompt had been shared last year and that now is the time to begin promoting it (following picture day).

				Action Items: Victoria McLaren - Reach out to the chairs to help setup the process
Fundraising	- Just Because Fundraiser - Fall Festival 2025-2026 Budget		Paige Guthrie	The PTA discussed two major fundraising events: a "Just Because" fundraiser launching in September, which aims to raise \$30,000 and \$125 per family from approximately 292 families, and a fall festival on October 25th. The PTA is working on finalizing the overall budget, which will be presented at the general meeting on September 9th, and plans to allocate individual budgets to committees. They clarified that while the fall festival will include fundraising elements, it will primarily be a carnival-style event for the community. The PTA also discussed continuing to fund class parties. Action Items: Paige Guthrie, Elle Sawyer, and Mike Detomo - Finalize the 2025-2026 budget
General Discussion	- Classroom Liaisons - Teacher Liaison - Scholarship Endowment Fund - AI Notetaker Recommendation - Next Meeting October 7th at 7 PM		All	The group discussed the teacher and classroom liaisons, with Kareen confirming that Ms. Redlinger is the teacher liaison this year who will help identify classroom liaisons with teachers. Kareen explained that the specific tasks vary by teacher. The group discussed Parent Square as the preferred communication method, teachers may still request email lists for specific purposes, which requires separate permission from parents. Mike announced the creation of a \$1,500 annual scholarship endowment, with the first year set at \$1,100. The group discussed the use of AI notetakers for meeting notes, with Jenn and Mike emphasizing the importance of official meeting minutes, and the recommendation not to include AI notetakers in the meetings. The conversation ended with Paige reiterating the PTA's focus on "every child, one voice, one community" and reminding attendees about upcoming general membership meetings. Action Items: All - Reach out to Jenn if further discussion on AI Notetakers is needed.

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 Chair	X	
Elizabeth Lee	IDEA Co-Chair	X	
Sarah Peterson	International Night Co-Chair		X
VACANT	International Night Co-Chair		
Kate Randal	Legislative Affairs Chair; International Night Committee	X	
Ashley Williams	Lion Fest Co-Chair	X	
VACANT	Lion Fest Co-Chair		
Diana Bradfield	Reflections Co-Chair		X
Lauren Hayes	Reflections 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
Kazia Levin	Lion Fest Committee	X	
Lisa Pesson	Lion Fest Committee		X
John Shaw	Lion Fest Committee		X
Nilaja Moore	Yearbook Committee		X

Upcoming Events

Date	Start Time	Event
September/October		National Hispanic Heritage Month
Tuesday, September 9	7:00 - 8:00 PM	Nuts & Bolts / General Membership Meeting
September 15-19		Book Fair
Tuesday, September 16	5:00 - 8:00 PM	Book Fair Family Night
Tuesday, September 23		Rosh Hashana NO SCHOOL
October		Bullying Prevention Month
October		National Indigenous Peoples Day
Thursday, October 2		Yom Kippur NO SCHOOL
Tuesday, October 7	7:00 - 8:00 PM	PTA Executive Board Meeting