



LCTA PTA Executive Board Meeting Minutes

- **Date:** 1/13/2026
- **Time:** 7:00 – 8:00 PM
- **Location:** Zoom

Meeting Minutes

Board/Committee	Topic	Time	Presenter	Notes
President	● Principal Appreciation Week ● Virginia PTA Capitol Day ● PTA Nominating Committee ● Bingo Night Planning ● Talent Show	30 min	Paige Guthrie	Paige highlighted Principal Appreciation Week and plans for honoring Ms. Burkhart. The group also talked about Capital Day on January 23rd, which starts at 7:30 AM and runs until 1 PM. Paige mentioned that PTAC had to cancel the school bus transportation due to low sign-ups, which affected some people's attendance. The meeting focused on the formation of a nominating committee for the upcoming school year's PTA leadership roles. Jenn explained the committee's responsibilities, including recruiting officers and committee leaders for the 2026-2027 term, and outlined the timeline for selecting and approving candidates. Lori shared insights from her experience on the committee last year, emphasizing the importance of clear communication and early recruitment due to many current members "aging out." The group discussed organizing a family social event - bingo night - in February, with Kazia volunteering to help organize it. Mike noted that there is no budget available specifically for this event. Kazia suggested giving away items like certificates for extra recess or the book vending machine, while Ms. Burkart mentioned using leftover popcorn bundles and spirit wear as prizes. The group discussed ticket sales for the talent show, confirming that tickets are sold out based on the gym's capacity, with individual tickets priced at \$5 and family tickets at \$20. They agreed to sell tickets to talent show participants

				first before offering them to the school community. Action Items: - Casey - get photos of Ms. Burkart for the eRoar/Principal Appreciation Week - All - connect with Paige to attend Capitol Day - All - consider joining the Nominating Committee - Paige, Kazia & Ms. Burkart - discuss plans for Bingo Night
Treasurer	Treasurer's Monthly Budget Report	10 min	Mike Detomo	Mike reported that classroom parties and cookies are on budget, with \$1,400 spent on holiday parties, and mentioned a \$500 Just Because donation received on December 31st. Ms. Burkart confirmed the field trip date for May 5th and discussed the budget allocation of \$2,600 per student. Mike also reviewed various budget items, including \$400 for the garden, \$3,100 for International Night, and \$500 for the Roaring Readers Machine, while noting that enrichment programs and Changemakers still have funds available. The yearbook project was highlighted as the final major financial commitment, with a \$1,500 donation planned for the town show. Action Items: Mike & Ms. Burkart - connect to make arrangements for the 4th grade field trip
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 discussed potentially moving the parent social in April to avoid scheduling closely with International Night, with Paige seeking input on whether to reschedule it for the following week. The group agreed to move the parent social event up to March. Action Items: Paige / Ms. Burkart - confirm the date for International Night
Other Committee	- Yearbook 5th Grade Promotion	10 min	All	The group discussed the 5th grade promotion budget, which is set at \$1,400 for items including DJ services, cake, t-shirts, and pizza. Victoria McLaren and Marisa are planning the event and requested a breakdown of last year's expenses to develop their game plan. The group also discussed the yearbook update, with Jenn reporting that early bird sales had started and

				flyers would be distributed soon. Kazia offered to help take photos for the yearbook for school events. The conversation ended with a reminder about next week's guest speaker, a behavioral education consultant, and appreciation for Ms. Burkart's work as the principal. Action Items: • Mike - share 5th grade promotion budget details with Victoria and Marissa • All - share photos from holiday parties to use in the yearbook • Jenn - share the link for the General Membership Meeting with Ms. Burkart
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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
January		School Board Recognition Month
Monday, January 19		Dr. Martin Luther King Jr. Day NO SCHOOL
Tuesday, January 20	7:00 - 8:00 PM	General Membership Meeting
Friday, January 23		Professional Learning Day NO SCHOOL
Monday, January 26		Teacher Work Day NO SCHOOL
Thursday, January 29	4:30 - 6:00 PM	Core Knowledge Night
February		Black History Month
February 2 - 6		National School Counseling Week
Tuesday, February 3	7:00 - 8:00 PM	PTA Executive Board Meeting
Friday, February 6		National Crossing Guard Day
Wednesday, February 7		MLK Poster Exhibition Entries Due