Arlington Heights Parent Teacher Club (PTC) Meeting Notes

August 26, 2026, 6-7pm

I. Welcome to the 2026-2027 School Year!

II. Board Member Introductions
   a. Vanessa Larsen- President
   b. Vacant – Vice President
   c. Brett Hendrickson- Treasurer
   d. Kerra Lancaster- Secretary
   e. Sara Burkett- Volunteer Coordinator
   f. Vacant – Events Coordinator
      i. Contact Email - PTC.arlingtonheights@gmail.com
      ii. Notes will be available on the Arlington Website for this meeting and all future meetings

III. Mission statement:
   a. "Our mission is to enhance the educational experience of every student by fostering collaboration between families and staff, organizing enriching events, supporting teachers, and raising funds that directly benefit our school community"

   b. Idea Box – Notecards available every meeting for anonymous feedback

      i. Anonymously share ideas and advice, feel free to include your name and contact information if you'd like a response

IV. Introductions
   a. Board members introduced themselves
   b. Members introduced themselves. Both staff and parents
      i. Some parents are Arlington Alumni, welcome back!
   c. Mr. Martinez introduced himself as principal for 13 years of Arlington

V. Transparency Commitment

   a. Vanessa read a Transparency Commitment statement

   b. Our PTC is committed to operating with honesty, openness, and accountability. We believe families, teachers, staff, and our school community deserve clear communication about our goals, decisions, fundraising, and how funds are used. We will maintain accurate records, provide regular updates, and encourage questions and feedback. By working together with transparency and integrity, we can build trust and create a stronger PTC that truly supports our students, staff, and school community.

VI. Budget Goals and Expectations

   a. T-shirt Sale Update

i. Sold t-shirts at Meet the Teacher night, that was first transaction for the year

1. $309.44 made in August

ii. Currently auditing fiscal records from last year to determine flow of funds and determining budget goals

b. Brought in $17,700 last year and spent $14,500

c. As we continue working together and identify special projects, we can make more determinations about budget possibilities

d. Our goal is to bring in more funds than the previous year

i. $22,000 in income is our goal this year, which is a 25% increase from previous year

ii. Previous years' expenses indicated that the following was spent; $6,000 reinvesting into fundraisers, $2500 in merch, $1000 in prizes, $1500 donations to classrooms, $3500 misc expenses.

iii. Funds raised go towards fundraisers and events, promotion, school merch, prizes, teacher appreciation, field trips, etc.

e. More detailed spreadsheets are available, and will be printed for easy review

VII. Upcoming Events

a. Jog-a-thon Event - Thursday October 8th, 2026

i. Fundraising sheet will be about the same as previous year

1. Flat rate rather than lap-bids

ii. T shirt design contest open for all students in the school

1. One special design will be voted as the winner

2. Every child who raises $30 will receive Arlington Shirt

a. If they raise $50, they will receive the custom Jog-a-thon shirt

iii. Volunteers needed- See sign-up sheet

iv. Mr Martinez idea- have local businesses pay to sponsor for jog-a-thon shirts

b. See's Candies Fundraiser

i. Volunteers needed

ii. Flyers go out on November 2nd, and need to be returned

iii. Link for ordering will be going out. Make into a QR Code

c. Other Fundraising ideas

i. Christmas store for kids to shop

1. Mr. Martinez's idea from past years

ii. Car wash

1. Idea to use area near old Rite Aid

d. Dates TBD:

i. Family Movie Night

ii. Parents' Date Night Out

iii. Giant Raffle Fundraiser

e. Future PTC Meetings

VIII. Open to the group – Parent and Staff Comments

a. Last year, one parent mentioned it's difficult to sign up and commit in advance. More emails and reminders to solicit support for events

b. Are entertainment books still a fundraiser?

i. Mr. Martinez – that one can be lucrative, but some rules can eat into our profit

ii. Discount cards are similar and would be low effort

c. One thing I'd like to see is more specific goals for fundraising. It's easier to get excited about a fundraiser, like the water fountain

i. One parent asked if we can get a sponsor

d. Can parent contribute to the fund throughout the year?

i. Yes, you can write checks directly to the Arlington Heights PTC or use the Venmo

e. Would be nice to have the Venmo code front and center. Also let parent know what each fundraiser goal is for, and what the teachers might need in

f. Would be helpful to know about these trips prior when fundraising

IX. Information from Mr. Martinez

a. 4th and 5th grade budget for the field trip. Its been in Title 5 funds in the past. New guidelines have prevented this from happening, as the trip will need to be one funding source
    i. Over the next few years, we want to budget about $20,000 for this field trip
    ii. Title funds are used for upkeep of technology
    iii. This year the 5th graders will do a 1-day trip, on the River
        1. Price point for Alliance is too high
        2. Sly Park is much more affordable
        3. Planning for one year plus out, like now would be for Spring 2028. Need a deposit one year in advance
        4. Some years have gone to Camp Winters, but schedule is too packed. Only October dates are available, and weather is questionable
        5. 52 students – just 5th grade. In the past, were lumped together because of combo classes
        6. Title funds are allocated for every grade level, $1400 per class for the year
b. Bottle-filling station is $5,000 total, filters don't need to be purchased for awhile
    i. Would be filtered and refrigerated water for the kids
    ii. In the spirit of PTC, you can decide if the bottle filling station is appropriate and available
c. Enrollment is up, every grade has a waiting list. Our school is old and it can be PTC that makes it a great experience for kids
d. Sponsors can pay for the jog-a-thon shirts
    i. Costco, Mr. Pickles, Dutch Bros, etc.
    ii. Action Item: Kerra will draft an email for soliciting sponsors on shirts

X. Closing

a. Next meeting is September 30, 6-7pm. All meetings will be on the last Wednesday of the month (with the exception of November and December because of holiday breaks)
b. We will vote the next meeting on the water dispenser expense

c. Thank you for coming!