Arlington Heights Parent Teacher Club (PTC) Meeting Notes

September 30, 2026, 6-7pm

I. Welcome
   a. Board Member Introductions
      i. Vanessa Larsen- President
      ii. Vacant – Vice President
      iii. Brett Hendrickson- Treasurer
      iv. Kerra Lancaster- Secretary
      v. Sara Burkett- Volunteer Coordinator
      vi. Alex Luciano - Fundraising Coordinator
         1. 3rd grade parent
      vii. Abby Zavala - Events Coordinator
         1. Kinder, 1st, and 3rd graders
      viii. Contact Email - PTC.arlingtonheights@gmail.com

II. 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."

III. Transparency Commitment
   a. Idea Box – Notecards available every meeting for anonymous feedback

IV. Budget Updates
   a. Treasurer is absent from this meeting
   b. Current PTC balance: $5,206.55 (as of Oct. 3, 2026)
   c. Budget goals- Teacher/Classroom Budgets, Postage/Paper Budget
      i. We will have a better understanding of budget amounts after the total from the Jog-a-thon has been counted
      ii. T shirt contest was closed today
         1. This year, we are doing 2 shirts; original logo shirt and custom shirt
      iii. We have $900 from community business sponsors; 3 total on the back of the shirt

V. Subcommittee Break Out Time
   a. Jog-a-thon Event - Thursday October 8th, 2026
      i. Volunteers needed

1. Sign making station
    a. Need to purchase signs
    b. Kerra bringing pens
    c. Mariah volunteer
2. Cup Filling Station
    a. Erin, Michelle
    b. Smart & Final is best place to purchase small cups
3. Set-up/Take-down
    a. 5th graders can pick up cones and trash
4. Bubble station
    a. Kerra will bring bubble blowers
5. Otter pop cutter -
    a. Kerra, and others

ii. Planning roles and schedule
1. 7:30 set up time
2. Need volunteers for set up
3. Dominique will set up balloon towers
4. Talking Points reminder will go out with a sign-up genius link to recruit more parent volunteers

b. See's Candies Fundraiser
i. Volunteers needed
ii. Next steps
1. Profit structure differs between online and in-person
2. Candy packing party
3. See's provides all fliers and banner

c. Fall Family Night
i. Run by teachers, its a school event rather than PTC
1. Kerra will pick up games from district office
ii. Cash only presale tickets presale tickets Oct 26-29th 2:10-2:30

1. Need volunteers of 2-3 people per afternoon to sell tickets
2. Event is Thursday the 29th 5 - 6:30 pm

iii. Teachers organize the carnival games, teachers can run the game and have in the past

1. But if we had other volunteers, high school students
2. Staff has secured teenage volunteers to help with games

d. Future PTC Events

i. Date Night Out

ii. Family Movie Night

1. Sell candy, popcorn, premium seats, etc.
2. Mr Martinez says some movie companies are aware of schools that show movies. Company scours the internet to strong arm
    a. This has happened to Arlington before

iii. Idea from Michelle; Mr.C mentioned wanting to do a karaoke night

1. We have a membership for Kara-Fun, karaoke song subscription
2. Can also be a glow party
3. Could do a family game night

iv. Idea from Abbey:

1. Has connections to a DJ
2. Dance party

v. Read-a-Thon

1. Used to do it before COVID
2. Is there a teacher or staff member that can partner?

VI. Comments

a. Zoom possibilities?

i. Katya

ii. Mr. Martinez will inquire with Tech Services if we can use his Teams account to stream meetings

b. More prizes for Jog-a-Thon?

i. Gift card incentives

c. Otter pop alternative - Send out nutrition facts

d. Water Station cut off-date: February 20th 2027

i. Need to start the process before winter break

ii. Vote will be held next meeting

iii. Also hinges on if we have enough funds to maintain the required PTC activities for the year

VII. Closing

Upcoming PTC Meeting Dates

October 28, 2026

November 18, 2026

December 16, 2026

January 27, 2027

February 24, 2027

March 31, 2027

April 28, 2027

May 26, 2027