Arlington Heights Parent Teacher Club (PTC) Meeting Agenda

October 28th, 2026, 6-7pm

I. Welcome
II. Contact Email - PTC.arlingtonheights@gmail.com
III.
    a. Board Member Introductions- All Board members were announce/ Kerra speaking as proxy for Vanessa
        i. Vanessa Larsen- President
        ii. Vacant – Vice President
        iii. Brett Hendrickson- Treasurer
        iv. Kerra Lancaster- Secretary
        v. Alex Luciano - Fundraising Coordinator
        vi. Abbey Zavala - Events Coordinator
        vii. Volunteer Coordinator- Vacant
IV. 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.”

V. Transparency Commitment- notes will be available on website from meetings for whole year

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

VI. Old Business- Mr.Martinez speaks: Shows bottle type, provides quality water for our school, nothing is wrong with it. Students say it is yucky. 1 year filter, Costs for filters $100 ish. PTC cost on going (No- Mr.Martinez) will cover that cost. Use site general funds. Needed submission district requests for Capitol improvements. No notice for submission deadline? Winter break, stop taking them completely from April but has moved up each year now to February. 2 types of improvement projects. The district plumber has come out and approved the location. Prior to December 15th/Winter Break.

    a. Water Fountain

        i. Information session from Mr. Martinez and PTC Treasurer Brett Hendrickson- Financial Update- Water fountain 5k, Spoke about starting balance, current and past expenditures.

            1. Open time for questions

        ii. Board and PTC participants conduct a vote- Kerra speaks about the water fountain isn’t a yes or no, it's a when. Hesitation is if we have the funds. Going from last year's obligations, and purchasing. Going over the ballot, what it explains. Went over what PTC hopes

to achieve this year. Who set the 10k net budget. PTC- Kerra explains why based off last year's amount spent of 14k. Brett further explained.. Cole notes the risk of having to be leaner the rest of the year on other events. Explains in further detail, this is our first year in PTC, we only have 2 yrs of data.

iii. Cost per student-

1. Vote will be tallied and decision announced- Final Vote- Option 1. Vanessa and Hannah(Parent) both counted ballots
2. Votes for option 13, Option 2- 3
3. New Business

b. Fall Family Night

i. PTC support

VII. Budget Updates

a. Budget goals- Teacher/Classroom Budgets, Postage/Paper Budget, Teacher Appreciation(Monthly) budget- Kerra explained we value our Teachers. Gear up for May(Teacher appreciation week).

b. Jog-a-thon Income breakdown- Brett explains Jog-a-thon break down with his slides- which will be posted.

c. Set realistic expectations for rest of the year.

VIII. Room Parents

a. Room Parents act as a liaison between the PTC and fellow parents, sharing important updates and helping support school events, including Teacher Appreciation Week and other special activities throughout the year. Abbey speaks- 5 classes signed up so far. Need to be cleared to volunteer in the classroom. Is the fall festival open to the public? Yes but we aren't public about it. Instagram- need more posts. Roster of emails for parents- Email to teachers with a heads up about Room parents. Communication for needs from teachers to parents. Talking points communication.

b. 2 room parents per class

c. Must have clearance from the district to volunteer in class or on field trips

IX. Subcommittee Break Out Time

a. See’s Candies Fundraiser- online link this year.

i. Volunteers needed

ii. Monday November 2nd- Friday November 20th

iii. Pack up flyers/envelopes by classroom to distribute on Monday November 2nd.

b. Future PTC Events- Open discussion

X. Closing

Upcoming PTC Meeting Dates

November 18, 2026

December 16, 2026

January 27, 2027

February 24, 2027

March 31, 2027

April 28, 2027

May 26, 2027