

PTC GENERAL MEETING AGENDA

August 12, 2025 @ 5:00PM

Google Meet Link: meet.google.com/dep-wtw-t-dgp

Attendees

- X Dr. Renee Mallot, Principal
- X Erin Shoemake, Teacher Rep
- X Nancy Erwin, Teacher Rep
- X Shannon Alexander, President
- X Julie Walker, Treasurer
- X Ashley Huber, VP Communications
- ☐ Renata Bell, VP Fundraising (Not in attendance)
- X Diana Cannon, Secretary

Agenda Items

I. Treasurer Report Out (Julie)

ACCOUNT	6/24/2025	8/12/2025
Checking	\$83,408.62	\$64,939.29
Savings	\$30,006.28	\$30,007.28
TOTAL	\$113,414.90	\$94,946.57

- a. Proposed Budget for 2025 - 2026 school year
 - i. Small changes for this year - (ie. removing movie night, santa breakfast catered etc.) Shannon created a flyer comparing annual budgets which will be distributed to all parents soon.
- b. Upcoming Costs / Expenses
 - i. Gala prep and planning

II. President Report Out (Shannon)

- a. 2025 - 2026 School Year Events
 - i. Calendar of upcoming events will go out to families via Friday folders soon.
 - ii. Upcoming Events:
 - 1. Dine Out 8/13 - Viscuzos
 - 2. Picnic in the park 8/22 - Lake Forest Park
 - 3. Grandparents Ice Cream Social 9/5
 - a. Will add a used book sale at this event and the day prior
 - 4. Cross Country - First meet is 9/17 but we still need a coach! Please reach out if interested
 - 5. Spirit wear sales -
 - a. have been held at many of the events and will continue to for the beginning of the year. Will move to forms toward the middle of the year. Looking at doing e forms for ease.

- b. New bracelet kits are offered this year - these were created by a LF 5th grader.
 - c. Exploring the idea of having parents donate back gently used spirit wear for donation or resale.
 - b. Enrichment Classes Survey/ Plans for Next Year
 - i. The survey results show that parents love the classes but their biggest concern is the price. We want to create awareness that PTC is not raking in money from the enrichment classes. PTC only gets a few dollars. Melissa Scully sent out an email to the enrichment class providers letting them know that parents do have a cost concern.
 - ii. This year there are a lot of classes scheduled to be offered for fall (art, sewing, mosaic, holiday crafts, clay, pokemon lego etc.). Enrollment will begin on 8/22. Flier will go out to parents with classes hopefully in this Friday's folders.
 - 1. There was interest in spanish and coding classes but has been difficult to find vendors/teachers
 - iii. Jodi suggested sending out push text notifications for enrichment enrollment via catapult. She has seen this done at Lakeview and classes fill up fast.
 - c. Planning Details for 2025 - 2026 School Year Events / Chairs
 - i. Gala - Updates from new chair Angela Olivero-
 - 1. Planning has kicked off - Event will be 10/25 at Serrano. The gala will be Halloween theme this year. Event planning will officially kick-off with the whole gala team next week. Date/time of meeting still TBD but please attend if at all interested in helping in some way.
 - ii. Fall Festival - 10/4 - NO CHAIR - Event is in danger of being canceled. If you know of someone who is interested please have them reach out to PTC.
 - iii. Santa Bfast - Still need a chair
 - d. Board Vote to approve updated Bylaws - postponed
 - e. Room Parent Info
 - i. Room parent meeting (google meet) is coming up on 8/20. Parents who have signed up as room parents will be notified of the meeting. Room parents will be advised to ask for 25.00 per child for classroom parties/teachers gifts. 5.00 of the 25 will go to the field day fund for grades 1-4. PTC will not be covering funds this year if parents do not donate.

III. VP Fundraising Report Out (Shannon for Renata)

- a. Fundraising Plans
 - i. Fall Festival / Makers Fair
 - ii. Gala Planning
 - 1. At risk, but tentatively Meg found extra volunteers and chair
 - 2. Oct 25. Serrano, auctioneer, and DJ booked. Theme tentatively "Halloween" unless new chair has ideas
 - 3. Need to launch tickets after labor day for flash sale
 - a. Tickets will hopefully go on sale 9/19 (early bird pricing)
 - 4. Need more volunteers to followup on auction item list to ask for re-donations
- b. Dolphin Drive - Keep in winter

IV. VP Communications Report Out (Ashley)

- a. Discuss Forms of Communication - Dojo, Website, Social Media, Emails, etc.
 - i. Been busy posting and sending out notifications for beginning of the year events
- b. Website updates - will work on updating for this year

V. Secretary Report Out (Diana)

- a. General meeting schedule

General Meetings starting 5pm	
8/12	Agenda: Calendar of Events / Budget Allocation
10/14	Agenda: TBD
12/2	Agenda: TBD
2/3	Agenda: TBD
4/28	Agenda: VOTE Treasurer, VP Communications and Secretary/ EOY review

- b. Google meet links will be provided on the PTC website for all general meetings. Please join virtually if you aren't able to join in person.

VI. Teacher Representative Report Out (Erin Shoemake/ Nancy Erwin)

- a. Grade level activities, curriculum
 - i. This month we have a general report since our staff all have just begun with their students.
- b. Teacher/Staff communication & support
 - i. All of our classroom teachers really appreciate the classroom support funds given to us by PTC . Thank you!! It really helps us prepare our classrooms and for student needs.
We all enjoyed meeting our new students and their families at our Back to School presentations. T.K. & Kindergarten really appreciated the popsicles and booth that PTC provided for our Orientation families. We are a growing staff and many new staff members to welcome our Lake Forest families. We are looking forward to an engaging 2025-2026 school year.

VII. Principal Report Out (Renee Mallot)

- a. Theme for the Year" We Are Better Together"
 - i. About 25% of staff is new to LF this year
 - ii. PTC shed has been painted with a mural showing this theme
- b. 2025-26 Lake Forest Calendar to share
 - i. E-version and one time print version will be provided to all parents in Friday Folders with all school and PTC events displayed.
- c. Mister Brown - motivational speaker

- i. Has already been on campus to do a staff session.
 - ii. Creating videos and content specifically for LF
 - iii. Will be at student assemblies on 8/21. His theme is Making Good Choices
 - iv. Will do a parent session later in the fall (date/time TBD)
- d. Additional Questions/Comments:
 - i. Jodi - Inquired about having the PTC savings moved to a high yield savings account. Julie will look into this and follow up with Mike. She will update everyone in October's meeting.
 - ii. Dani - Question on awareness for Boxtops - can we push more for families to open the account and download app as we get the most money back (5.00) from families doing this. She will work with Shannon on wording for more parent comms.