

PTC EXECUTIVE MEETING AGENDA

December 3, 2024 @ 4:00PM

Attendees

- Dr. Renee Mallot, Principal
- Erin Shoemake, Teacher Rep
- Nancy Erwin, Teacher Rep
- Shannon Alexander, President
- Mike Roe, Treasurer
- Ashley Huber, VP Communications
- Renata Bell, VP Fundraising
- Andi McKinney, Secretary

Agenda Items

I. Treasurer Report Out (Mike)

ACCOUNT	11/12/2024	12/03/2024
Checking	\$53,708.04	\$113,079.02
Savings	\$30,002.86	\$30,003.33
TOTAL	\$83,710.90	\$143,082.35

- a. Results of Gala
- b. Upcoming Costs / Expenses
- c. Budget Update

II. President Report Out (Shannon)

- a. 2024 - 2025 School Year Events
- b. Past Event Feedback
 - i. Gala
- c. Planning Details for 2024 - 2025 School Year Events
 - i. Santa Breakfast - Dec 7
 - 1. Ticket Sales (Coordinating/Volunteers)
 - 2. Volunteers
 - 3. Morning of set-up (opening building)
 - 4. Raffle basket tickets jars
 - ii. Santa Run - Dec 12
- d. Beautification Project
- e. I Love Reading Week
- f. Spirit Wear Sales
- g. PTC Printer Lease

III. VP Fundraising Report Out (Renata)

- a. Fundraising Plans
 - i. Gala Results
 - ii. Box Tops - our goal is \$500
- b. Sponsors

IV. VP Communications Report Out (Ashley)

- a. Discuss Forms of Communication - Dojo, Website, Social Media, Emails, etc.
- b. Social Media / Friday Folders

V. Secretary Report Out (Andi)

- a. Website Updates - Update to include page for Sponsors
- b. Executive Board Meetings (monthly @4pm) & General Meetings (bi-monthly @ 5pm)

Executive and General Meetings Schedule - 1st Tuesday of the month	
1/7	Agenda: Mid-year update/follow-up (General and Executive Meeting)
2/4	Agenda: TBD (Executive Meeting only)
3/4	Agenda: VOTE Treasurer, VP Communications and Secretary (General and Executive Meeting)
4/1	Agenda: TBD (Executive Meeting only)
5/6	Agenda: End of year review (General and Executive Meeting)

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

- a. Grade level activities, curriculum
- b. Teacher/Staff communication & support
- c. Treat Trolley for Teachers/Staff Monthly Appreciation

VII. Principal Report Out (Renee Mallot)

- a. Student Council updates