

West Hills Community Church (WHCC)  
Parent Teacher Club for Riviera Christian School  
October 10<sup>th</sup>, 2023  
6:30pm

Attendees: Alan Lopez, Ana Lopez, Kayla Lawrence, Lynn Kittelson, James Kittelson, Nahmjee Skarada, Stacy Gartzke, Jon Huntley, Chrissy Huntley, Gahee Bartels, Jen Reimers, Crystal Cady

Meeting called to order: 6:35pm

Opening Prayer: Jen Reimers

Introductions took place around the table. September 2023 minutes reviewed by Crystal. Jen moved to approve, Gahee seconded, all in favor.

Treasurer's report given by Gahee: Balance as of September 1<sup>st</sup>, 2023, was \$17,132.59. Transactions included the bottle drop deposit and checks for childcare, coffee cards and teacher dates as expenses. Did receive the banquet check for \$15,029.62 for the 2023 banquet. Once added the balance was brought to \$32,064.97 as of October 10<sup>th</sup>, 2023.

Principal's report updates:

- Faith needs someone to take over the Classroom Parent Program coordination. She does not have the time to do so. Gahee asked if teachers are putting it in their Friday newsletter. Kayla noted that would be ideal and she'll ask the teachers to do so. Jen will email her the updated application. Faith still wants to approve the final parent selected for the classroom.
- Jogathon question from Kayla. How do we want her to handle the jogathon payments? Put together and give to PTC? Jen and Gahee said yes to that and so Kayla will watch for those and send the payments over as they come.

New Business:

- Jen introduced the budget and what each section is. Let the group know that last year was our first year doing an actual budget and that last year we had to vote at every meeting for the same things that are done every year, so the idea is to review and approve all the repeatable things in one meeting, so we have more time for other things at monthly meetings.
- Budget Review.
  - o Monthly expenses. No questions.
  - o Classroom expenses. No questions.
  - o Jogathon for 2024/2025.
    - James asked if \$50 is enough for the class party to cover it with rising costs? Jen noted yes as it is small things like ice cream, or we get a break on pizza from Domino's.

- Ana asked how sponsors work for the jogathon. Noted the company can sponsor different amounts and the logo goes on their shirt in a smaller or larger logo and preferred placement based on donation amount. It was also explained that the funds raised with the envelopes sent home with students are separate from the main sponsors.
    - Nahmjee made a note to get a list of the folks that Ana has that want to sponsor for next year or any upcoming fundraisers.
  - Valograms.
    - Crystal moved to increase supply cost to \$75 as it was tight to keep it in the \$50 budgeted for last year for candy and printing costs. We did a one-page newsletter to offset the printing of these. Jen seconded, all in favor.
    - Chrissy asked who fills them out and makes them. Kids/person purchasing fill out, adults assemble.
  - Field Trips.
    - This is new to the budget as the ask comes up during the year, but we never know when, so Jen proposed \$100 each for 5 trips.
    - Jen noted we have a bus for school trips and Kayla noted the bus is no more. Needs new tires and is expensive to maintain so it costs more than the use we were getting out of it.
    - Stacy asked if we were considering gas and higher cost things like the zoo. Noted that we just did the pumpkin patch, and all attendees paid up front. Kayla noted for elementary we see how many teachers and parents are willing to drive, so using the zoo as an example the teacher wouldn't ask the PTC to cover student admission, just parking and teacher admission. We are trying to figure field trips out again as we are just getting back into them after Covid.
    - Crystal brought up providing the \$100 for each class, a total of 7. Jen and the group agreed. The group also agreed to let the teachers use it for the entire year and not just for one field trip. Alan asked if he could give \$100 to a class to use for field trips. Gahee said if someone chooses to do so it can be paid to the PTC and the PTC will disperse those funds to that class.
  - Outdoor School.
    - 5<sup>th</sup> grade only, \$40/student. We have 4 for 2023/2024 school year and they are planning to go to Canyonview.
    - Chrissy Huntley noted she wants to volunteer to go. Crystal asked if it is still a single day or back to a multi-day experience. Kayla noted it is still single day.
    - Kayla noted she still has tip money from last year and she will deposit that and put it towards this year's fund.
  - End of Year Party. No questions.
  - Silver Falls Run Day.
    - Jen introduced and talked about the swag bags. James suggested combining the shirt and swag bags into one pot/fund so the group can decide what they want to do with the money since last year they skipped the shirts. James also

suggested an increase to \$200. Discussion was also had to split the shelter and lunches apart, providing \$140 for lunches and \$60 for the shelter.

- Graduation. No questions.
  - Jen introduced and noted we share the décor amongst classes/events.
  - Didn't need to purchase bibles for 2022/2023 as a box was found from the prior kindergarten teacher, but will need to purchase for coming year.
- Annual Banquet.
  - Jen and Gahee noted we increased the budget by \$1000 this year for food and added \$200 for floor cleanup after the event.
- Teacher/Staff Appreciation. No questions.
- Staff Christmas Gifts.
  - Jen noted it is a gift card. Amount given is based on status (full, part time, etc)
- Yearly Staff Retreat.
  - Teachers only and they get together to bond and do enrichment activities. They can take the money provided and decide to use it for lodging, food, etc.
- Yearly Bark Chips.
  - Jen explained we split this cost with the school and childcare.
- PTC Sponsored Party.
  - Jen introduced as a bonus for the teachers to use as a class reward.
- Special Projects.
  - Jen explained the purpose of always having a minimum cash carryover in our account and suggested 10%. Nahmjee voted for a minimum cash amount based on if we have a low balance of \$5000 then the minimum cash at 10% is only \$500 which is not sustainable. James and the group agreed and decided to go with \$3000 minimum cash.
  - Discussion from here went to the playground as that is our current special project. We are looking at needing around \$50k based on bids so far. This does not include fencing or bark. Jen suggested keeping the budget at \$50k including new bark chips. Nahmjee noted that with the fence if it costs more than \$50k we need to get quotes and then set a budget on that for the fence.
  - Jen noted we need to raise \$20-30k and to aim to keep the playground portion at \$40k and leave \$10k for the fence. James noted if the fence goes over 7' we do need a permit. Further discussion led to a total budget of \$60k.
  - Kayla noted we fundraised a long time ago for this but there was no solid plan to make this happen and get it out there for more support. Kayla and Jen will check to see if we can put something up at the church to spread the word.

Jen requested a vote to approve all changes discussed, including increasing the playground budget to \$60k. Jen moved to approve the budget, Lynn seconded, all were in favor.

The rest of the agenda was tabled to November. No requests or roundtable. Coffee card was drawn, Nahmjee was the winner. The meeting was adjourned at 750pm.