

West Hills Community Church (WHCC)
Parent Teacher Club for Riviera Christian School
September 12th, 2023
6:30pm

Attendees: Nahmjee Skarada, Christy LaFleur, Gahee Bartels, Jamie Schmidt, Kayla Lawrence, Haley Lozier, Tara Engelsman, Rebekah Huebsch, Jon Huntly, Chrissy Huntley, Candice Bartlett, Christine Dunham, Jon Nelson, Amanda Nelson, Zak Morrow, Crystal Cady, Jen Reimers, Faith Gerber

Meeting called to order: 6:37pm

Opening Prayer: Faith Gerber

May 2023 minutes reviewed by Crystal. Jen moved to approve with correction to Jogathon funds and t-shirt design, Gahee seconded, all were in favor.

Treasurer's report given by Gahee: Balance as of April 30th, 2023, is \$24, 365.50. In May lots of money was spent on teacher dates, field trips, end of year party, graduation décor and bibles. After all expenses the balance as of 8/31/23 is \$17, 132.59. It does not include the banquet revenue that we estimate to be around \$15k. Once that comes in a rough estimate is \$32,132.59. Still waiting for the 4 teacher date reimbursements and since all banquet expenses are not yet in to the board we won't get the banquet revenue until then. One teacher date has yet to happen.

Faith provided principal's report updates:

- Enrollment is down. We are embarking on new adventures. Trying to tighten things up and are having kids do more in their classrooms such as cleaning. Bought vacuum cleaners and cleaning supplies over the summer.
- Main focus right now is the Jogathon. Wednesday, Faith will go in and talk to the 4th and 5th graders about designing the shirts based on this year's theme ("I was made to worship God") and hopes to have those designs by Friday.
- Will likely have some cool, new field trips for the year.

Old Business:

- Staff retreat got sidelined a bit, so the funds didn't get used and planned. Jen proposed we allocate part of the \$1500 to cover the costs for the Driveline (app) and break room. Staff have done a lot to get the break room ready for the year so Jen proposed part of the unused retreat money go to some nicer lounge chairs or other things that might help them relax. Jen moved to approve \$500 for the Driveline and \$300 for the breakroom. Crystal seconded; all were in favor.
- For the Bottle Drop revenue for 2022/2023 Gahee requested to amend it to \$160.76 from \$185.76 as \$25 of that is the account setup fee. Crystal will amend in minutes.

- Playground Committee will meet again on September 26th at 6:30pm. It is in need of more members as we lost several over the summer. Lots of legwork has been done but we need more help. Jen and Gahee are the only current committee members.

New Business:

- Classroom Parent Program is back. The idea is to give teachers a point person on the parent side that can help coordinate and take a bit of the load off. There are perks that go along with it such as volunteer hours crossed off, banquet recognition and reserved seating for an event of the parents' choice during the year. Most of the position entails sending emails and texts. Jen proposed adding 2 tickets to the banquet as a perk, Christy 2nd, all were in favor. Encouraged those at meeting if they are interested to sign up ASAP as there is only one spot per class.
- Still several open officer positions. If anyone is interested, please speak up. If not, it will stay on the agenda until filled.
 - o Banquet Chair. Need a point person. They would have lots of support from the PTC.
 - o Fundraiser Coordinator. Also considered the point person but oversees the smaller fundraisers.
 - o Social Media Liaison. Posts on RCS Facebook group.
- Budget. Jen introduced the budget for the year and noted the packets provided show the budget for 2023/2024 and then a summary and history for 2022/2023. Budget meeting is coming up in October and the meeting will be to knock out all the little items for the year, so time isn't taken up each meeting voting on those items. Jen requested attendees please review the budget and come back with any questions.

Fundraiser Activities:

- Jogathon coming up October 10th and 11th.
- Jen reviewed planned fundraisers for the year on the provided calendar.
- Poinsettia fundraiser discussion was had to see if we still feel comfortable with our commitment as enrollment is down. Faith noted there are 63 elementary students and 42 preschool, and 31 in childcare only, amounting to 105 families. The group felt the number committed is on par with what we will sell so we will not request to change it. Jen asked if Al's makes flyers, answer was no. Asked if we could get pictures from Al's, answer is yes.
- Kayla brought up sponsorship of the Jogathon. Last year Darcy did all the work, and we don't have anyone taking it on this year. Shirts can't be done until all sponsors are in. We need someone to coordinate that ASAP. Jen asked Kayla to send her an email and the list and she will get it out to parents and see who we have as sponsors and who are potential.

Requests and Roundtable:

- Miss Huebsch brought up a question on manipulations needed for science and how to fund them as her classroom has very few that are needed for curriculum that will be coming up. She doesn't have the resources needed to offer some of the science experiences. She passed out a couple lists and is trying to find out where she can get more things at little to no cost. Crystal

noted she will look into contacts she has in horticulture and at OSU that may have some. Jon Nelson noted Chemeketa might have some extras they are willing to donate. Jen suggested having a restaurant night to help fundraise for some of these items. Zak suggested looking at the state surplus to see if they might have anything. Miss Huebsch noted she will make a wish list for these items.

- Crystal brought up the PTC attendance hours that count for the winning class end of year party since some classes have a much higher enrollment than others. Discussion was had on doing a ratio or formula with the hours and number of students to make it fair. All were in favor of a ratio to equate fairness.

Coffee card was drawn, Jon Nelson was the winner. Meeting adjourned at 7:34pm.