

West Hills Community Church (WHCC)
Parent Teacher Club for Riviera Christian School
May 13, 2025
6:30pm

Attendees: Faith Gerber, Chrissy Huntley, Jon Huntley, Jen Reimers, Gahee Bartels, James Kittelson

The meeting was called to order at 6:41pm

Opening prayer was given by Faith and sign-ins took place around the table

The group individually read the minutes from the last meeting (April 8th, 2024). Jen made a motion to approve the minutes; Gahee seconded, all were in favor

Treasurer's report: Gahee

- beginning balance \$19,792.62
- deposits made \$4,595.70
- checks written \$1217.34 – these were for teacher date reimbursements
- ending balance \$23,170.98

Principal's report: Faith

- Status of computers: we need four laptops for teachers of grades K-4 (Julie already has one). If we add preschool teachers, that would be 6. The laptops would belong to school.
- Jen: Paul sent her email on criteria needed (processor, intel, etc.). She will forward to Faith. Faith will talk to Jim Smith, the IT on retainer for the school
- The board created hiring committee which will include two teachers and two parents
- Question for PTC (as parents): she has a gift idea to post pics for parents to grab and copy/save.
- General consensus: yes! we would appreciate those
- Faith went to a conference put on by the Herzog Foundation. They have 350 million for Christian education & trainings. This is free to us, except for transportation to and from the event. Since she is leaving, she wants to put it on our radar

New Business: Jen

- We need to tally the most PTC attendance class party. James volunteered to do this during the meeting
- Jen proposed adding PTC snacks to the budget: \$100 for May and \$30 for all others. Faith moved to approve; Jen seconded
- Faith asked if we have money in the budget to send 2 teachers to the Herzog training this summer. It will be at the Museum of the Bible Thurs & Friday June 26 & 27. She would like to send Julie & Tara. PTC would have to cover the plane ticket, but their hotel is covered, most food is covered and transportation is covered. She wants to give them one extra night in hotel.

James finished his tally:

4 th	0	K	14.6
3 rd	19.8	P4	10.5
2 nd	17	P3	2
1 st	11.6		

Old Business:

- Movie night is scrapped
- Field day is being planned – Maddi needs volunteers
- Kinder graduation plans – need to send sign up genius to
- Gahee – the balloon arch is reserved. Faith can pick up from A to Z rentals
- EOY party – Gahee - Kona Ice is reserved. \$575 for 1.5 hrs and 90 tickets
- Jen – we got dunk tank for \$200
- Gahee – have we settled on Costco pizzas? Yes
- Chrissy – coffee cart is still pending
- Jen we should get a big and small bounce house. Do we have money available to get a small bounce house for the little kids?
- Gahee – yes, 200 overages will come out of extra classroom requests line (\$500). She will book the bounce houses

New business revisited:

- Jen – president, treasurer & VP positions are open. Chrissy will remain secretary.
- Faith – has anyone invited Kayla to take a role?
 - James will take VP
 - Jen will take banquet coordinator
 - Gahee will take president
 - Stacy will keep fundraiser coordinator
- Gahee – this leaves the treasury role open
- Jen – motioned to approve; Chrissy seconded
- Faith – Herzog training does not recommend auctions as fundraisers, as they are a lot of work for little money. They recommend community gatherings and finding donors. We can send a PTC member (Jen) and board member to the fundraiser training
- Gahee – bottle drop account is \$132.49. All cans are due by 6/30

Round Table:

- Jen – are we doing anything for Faith?
- Gahee – budget is \$125
- Jen – massage? or gift card to simply Blissed?
- James – REI or Wine
- Consensus – Jen will buy a gift card, wine and bouquet.

The coffee card winner was #5 Jon

The meeting ended at 8:19pm

Addendum:

May 21, 2025 Gahee brought up the staff end of year party budget via our PTC group text. She said Kayla had asked her to bring the issue up at PTC and she forgot. Karen and Lindsey are helping coordinate the staff party and Karen sent her an email asking if they have a budget for it. She (Gahee) reviewed the budget and found about \$300 that could be pulled from other line items.

Jen said the bylaws stipulate a \$150 limit for non-meeting requests.

Jen and Gahee suggested simultaneously that we could treat it as two requests, one for food and one for gifts, each \$150.

Jen put it to a vote, since all who were at the PTC meeting are in the text thread except Jon and Faith who can't vote anyway. Gahee seconded; all were in favor.