

West Hills Community Church (WHCC)
Parent Teacher Club for Riviera Christian School
October 14, 2025
6:30pm

Attendees: Gahee Bartels, Chrissy Huntley, Jen Reimers, James Kittelson, Scott Linenberger, Judy Dean, Keltis Hall, Karen Adams, Jon Huntley, Noemi Lujan, Che Lujan, Hayley Smith, Dany Mac, Lindsey Ward Lux, and Stacy Gartzke via phone.

The meeting was called to order at 6:35pm. Sign-ins took place as people arrived.

Opening prayer was given by Scott. Introductions were made around the table.

The group individually read the minutes from the last meeting (Sept 9, 2025).

Gahee made a motion to approve the minutes; James seconded, and all were in favor.

Treasurer's report: Gahee

- beginning balance: \$37,062.51
- a few deposits already came in for jogathon pledges
- checks written in the amount of \$4,112.57 for several items including jogathon t-shirts & snacks, and money that was owed to RCS from end of year purchases (A-Z Rental, Kindergarten Bibles, and Driveline
- ending balance: \$33,049.94

Principal's report: Scott

- Scott: is there an external entity or auditor that would penalize us for writing checks after June 30?
- Jen: no, this is one of our internal by-laws
- Scott: I have a request from a teacher who wants to buy a book but was told that the request needs to be submitted at a PTC meeting
- Jen: they can come to PTC, or you (Scott) can make the request on their behalf
- Scott: the recent Personal Development (PD) Day was put on by Jen Klieber, and she recommended a book called Reading Strategies. It is \$49. We would like to start with one copy to share, and if well used we may buy more
- Gahee: this is an extra classroom expenditure; I motion to approve
- Jen: I second (all approved)
- Jen: we will figure out what budget line to put it on
- Gahee: Scott or Judy, go ahead and order, and PTC will reimburse you
- Jen: be sure to get a receipt
- Scott: we have an amendment to the calendar. The Christmas program will now take place on *one* date, December 16, and include all grades.

Fundraiser update: Stacy (via phone)

- I have been in touch with Amy at AI's. I submitted a request for what I think we will sell. I think we can sell 40% more than last year. Last year at this point the existence of RCS was in question, so no one was into fundraising. The cost to PTC is \$1373, plus \$94.50 for delivery. It will be easier to have them deliver than for us to coordinate several enclosed vehicles to do this.
- Jen: we can set price, right? Do we have 6" & 8" again? What is the breakdown?
- Stacy: I ordered:
Jingle – 35 6.5" (\$11) and 12 8.5" (\$23)

Pink – 11 6.5" (\$11) and 5 8.5" (\$23)

Red – 25 6.5" (\$11) and 3 8.5" (\$23)

White – 12 6.5" (\$11)

- Jen: can people order gift cards?
- Stacy: yes
- Gahee: for the gift cards, do we pick them up?
- Stacy: no, they will deliver. Last year's invoice doesn't show gift cards
- Gahee: it's just an option; we don't have to order those ahead
- Jen: are \$20 & \$45 good amounts to charge? (general agreement)
- Scott: what happens if we don't sell all the product?
- Stacy: Al's will take them back. They deliver December 3rd and payment is due December 18th
- Gahee: we start selling the product 2-3 weeks ahead of time. Flyers can go out October 30th. Do we pay upon delivery?
- Stacy: she didn't say. I will follow up
- Jen: how do we collect money? Will there be an envelope?
- Gahee: yes
- Jen (to Judy): PTC budgets for envelopes. Order more if needed and send receipt & reimbursement form to PTC

New Business: Gahee

We don't have the winning numbers for the jogathon yet

Old Business: Gahee:

- the top 7 runners will go to Silver Falls with Judy & Jay
- I have modified the fundraising calendar for this school year (handout given to all). The colors show what fundraiser is each month. November is poinsettias
- January 9 is restaurant night, like Papa Murphy's, but I'd like to change restaurants because they did not pay out much last year
- Banquet committee starts meeting in January, February is Val-o-grams, March is the banquet, and April is the Willamette Valley Pie fundraiser. May is Teacher appreciation week. All highlighted areas are movable
- The banquet date this year can be March 7th or 14th
- Jen: we do it early because Western has a play and their fundraiser in April. I am leaning toward the 14th because the 7th is daylight savings.

Budget Update (handout of 2025-2026 PTC budget given to all):

- Jen (to Karen) we haven't been charged for printing
- James: what about the can drive?
- Jen: we need to pin that, because we need to discuss the budget tonight
- James: we got the dispenser made so we need to get that out there
- Jen: we need to wait to discuss this because the budget will take time to go through
- Judy: when does second grade get Bible trophies?
- Jen: at the end of the year
- Judy: when do we present the jogathon prizes?
- Gahee (to Judy): I need to buy gift cards and I will give them to you. After we announce the winner gets first pick and second place gets the other card
- Scott: what do we do for outdoor school?
- Gahee (to Scott): for outdoor school, it is ultimately your decision
- Jen: it is usually in May, and just the 5th graders. Sometimes we partner with One Hundred Acre Academy

- James: they used to do it on the coast
- Jen: it has been in Falls City or Silverton
- Scott: how many days and nights is it?
- Gahee: it is a day trip
- Gahee: for the End of Year party, we reduced the food budget so we can increase the amount we can spend more on a bigger bounce house. The kids just want to play, not eat
- Jen: the Silver Falls fun run, this will be a question if Jay wants to do this. This is faith's brain child. PTC can pay for the event if he wants to facilitate it
- Judy: who goes?
- Gahee: the top jogathon runners from grades 3-5
- Jen: parents volunteer as well
- James: there are 5 locations in the area.
- Jen: for the banquet, the biggest line item is catering. Rentals and purchases are variable. Maybe we can combine those line items?
- Gahee: yeah
- Jen: we were supposed to be paying a janitor for clean up after the banquet, but Nathan is a parent and maybe would do it for points
- Karen: lets defer to Ed & Scott on this. Nathan doesn't work Saturdays
- Jen: Harold is who did it
- Jen: we could offer him banquet points to do that, but we do have that budgeted
- Gahee: for teacher appreciation week, PTC does something special each day that week
- Scott: I am state licensed so I can't accept anything over \$50 for the year
- Gahee: we last had a speech meet two years ago. We still have this in the budget, but it didn't happen last year so I don't see it happening this year
- Judy: what grade does it?
- Gahee: second and up
- Lindsey: where do you get your bark chips? My husband is a rep for Asplundh, and he may be able to donate them. Anybody who wants any, really, let me know
- Gahee: for revenue, most all of it comes from the jogathon and the banquet
- Jen: any questions on the budget?

Round Table:

- The teachers have okayed November 11th for the next PTC meeting. Jen made a motion to approve, Chrissy seconded; all were in favor
- James: also a reminder to everyone that any PTC officer gets all volunteer hours fulfilled
- Noemi: Is the Classroom Parent position still open for preschool 3? J
- Jen: yes

The coffee card winner was #14 Lindsey

The meeting ended at 7:35pm