

West Hills Community Church (WHCC)
Parent Teacher Club for Riviera Christian School
November 11, 2025
6:30pm

Attendees: President Gahee Bartels, Vice President James Kittelson, Secretary Chrissy Huntley, Principal Scott Linenberger, Pastor Ed Willis, Keltis Hall, Karen Adams, Jon Huntley, Judy Dean, Lindsey Fery, and Brett Smith

The meeting was called to order at 6:34pm. Sign-ins took place as people arrived

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

The group individually read the minutes from the last meeting (October 14, 2025). Gahee made a motion to approve the minutes; Chrissy seconded; all were in favor

Treasurer's report: Gahee

- beginning balance: \$33,049.94
- deposits made for jogathon, t-shirt sponsors, petty cash, and Paypal totaling \$11,683.62
- checks written in the amount of \$716.02
- ending balance: \$44,017.54

Principal's report: Scott

- I submitted to the board a request for signage, something that better shows who and where we are. Pastor Ed has been doing the research on getting the sign. It already took a fair amount of work to get the "school office" sign. Also, the awnings for the modulars are aging, and the cost to replace those would be \$3,010
- James: did you get bids for aluminum signs as well?
- Gahee: did you get multiple bids?
- Ed: no, just from West Salem Tent & Awning
- Scott: I'm curious, how long have those awnings been there?
- Lindsey: I've been here 7 years, and they were aging when I got here
- James: I'm always of the mind to buy what lasts
- Scott: I don't know if it's cost effective to put something permanent on a temporary building
- James: do we want to put something more permanent up over the childcare playground?
- Lindsey: do we still have slats for the fence?
- Ed: we have some, but we need more. Privacy from the street would be good
- Scott: now that the weather is bad, we have the kids playing in the gym; the curtain is pulled so kids eat on one half and play on the other. Jon and I have worked on moving the kids down here (Fellowship Hall) for lunch so kids on recess can have full use of the gym
- Scott: I've been talking to the board about getting the school accredited with ACSI. If we are going to grow the school, it would help to have a national backing that says we do well. It will also help us market the school. It would provide quality assurance, continuous school improvement, and teacher development. The application fee \$1000
- Chrissy: Will it cost more later? Is there an annual fee?
- Scott: Yes. For example, South Salem High School is accredited. Students earn credits which are accepted by 4 year colleges. If we can get k-5 accredited, we can continue that up as we add grades. The first year costs \$7500. They come in to evaluate us, and we provide documentation for them to review

- Gahee: are you asking PTC for money?
- James: I'm for it. It guarantees a standard of education that our kids will get
- Chrissy: is the board making the decision to join ACSI independent of receiving PTC money?
- Ed: No. we want to do it; we are asking PTC for funds to help pay for the fees
- Chrissy: where we at with the computers for the teachers?
- Scott: we are waiting on PTC
- Gahee: we have money. It will be \$600-\$700 per computer, which is a total of \$2500-\$3000
- Ed: do you want us to find the product then ask for the money, or vice versa?
- Scott: I'll get the info to you
- Jon (to Chrissy): you were getting at the fact that if we have sufficient money for the computers, then we can next give toward accreditation
- Chrissy: yes, exactly
- Brett: How do you know which programs are good?
- Scott: We will be sure to connect with someone who is valid. Right now I have a verbal commitment, but the board will make a formal determination
- Brett: we value your experience and we value accreditation
- Gahee: could the school do half and PTC do half?
- Scott: I can't say, but we'd take whatever you give
- Gahee: since these things aren't in the budget, I propose we do half of the total
- James: I'd like to make an amendment to put more money toward accreditation
- Gahee: I'm just talking about half of the starting fee for accreditation and half of the awning cost
- James: I motion to approve this; Gahee seconded, all approved

Fundraiser update: Gahee

- Orders are due Friday for poinsettias. We can pick up purchased vouchers on November 21, and parents can pick up vouchers from the school November 24
- Chrissy: in the office?
- Gahee: yes
- Lindsey: are there physical plants?
- Gahee: yes, those are delivered December 3rd
- Lindsey: we can't store them in here (Fellowship Hall). Last year they took up the whole room
- Gahee: they can be stored anywhere indoors
- Scott: it doesn't matter where they go; we have half the students that we had last year. This is not a PTC issue. The school will resolve it—Jon and I can take care of it.

New Business: Gahee

- Right now, we have three signers on the checking account; we need to update the account with Todd & Darcy as signers. PTC is under the umbrella of WHCC
- Ed: Todd Brumfield is the church chairman. The church treasurer is Kathy Johnson. Deborah Cherry is a registered agent with the state, which means she is not an officer, just a point of contact. Darcy Gunter is the church secretary, and Paul Alley is the treasurer of the RCS board. Any of them can go down to the bank and initiate the change
- Gahee: We are removing the prior principal Faith Gerber, the prior secretary of PTC Crystal Cady, and the current PTC president Kahui Bartels from the bank account. James Kittelson is the current PTC vice president, and Chrissy Huntley is the current PTC secretary
- Gahee: Todd should take a copy of the bylaws
- Gahee: for staff Christmas plans—in previous years when we had a half day, the staff had a potluck and PTC gave gift cards. Can staff please leave the meeting so we can discuss gifts?

- Chrissy: we need a staff & teacher count
- Gahee: yes, and we need to know who is full and part time. We allocate more for full time staff. What do we want to do? Do we want to do the same thing?
- Chrissy: what we've been doing works
- Gahee: Scott, do you have an opinion? We've been doing gift cards so they're not taxed. We could go through payroll
- Ed (to Karen): what do you do for us?
- Karen: the church pays bonuses to staff through payroll, about 1%
- Ed: I'm not comfortable with gift cards, especially if you are trying to avoid taxes. We should run the Christmas gifts through payroll
- Karen: I think that was an issue with the banquet childcare; they gave gift cards instead of paying through payroll
- Gahee: we have a \$6000 budget
- James: just give the whole thing to the school to divide out
- Scott: what about giving half to the awnings? That's a practical way to give
- Gahee: how many staff do we have?
- Scott: I prefer gift cards
- Karen: can we redirect money for food? It's expensive
- Gahee: we could use the speech meet money. It's unlikely we will have that event this year
- Chrissy: how much is there for speech meet?
- Gahee: \$300. We could give that for food
- Karen: I count 18 staff
- Chrissy: I make a motion to move \$300 from the speech meet to the staff Christmas food
- James: I second (all were in favor)
- Gahee: so what about the staff gifts then?
- James: I motion to move half of the \$6000 to use toward the awnings
- Karen: I second. So 3000 will be for teacher gifts (all were in favor)

Old Business: Gahee

- In January we usually do something for the kids to celebrate their good job raising money for the jogathon. We do a "prize for all". We have a budget of \$500
- Scott: is this a full day?
- Gahee: half
- Scott: is it K-5? Or 3-5?
- Gahee: K-5
- G: we've had OMSI out to do a show, the lizard man, and fire truck as examples. We don't have to decide now

Round table: Gahee

- Gahee: this is my last PTC meeting as president. I resign my position. Jen did also resign. She was the banquet chair. So did Stacy, she is resigning.
- Scott: with all due respect, she needs to do that in writing
- Gahee: she did in writing, in a text, but I'll let her know
- Chrissy: I'll get these minutes done so the bank account can get taken care of
- Scott: Karen and I can proof it. Leave James listed as Vice President for now
- Gahee: next meeting you can discuss the process of a new president
- Scott: what do we do now?
- Gahee: I can give all my information and paperwork to James
- Ed: so everything goes to James; we'll compile it and figure it out next meeting

The coffee card winner was Jon

The meeting ended at 7:45pm