

Riego Creek Elementary School PTC meeting minutes

Location:	Zoom Meeting https://rcsdk8-org.zoom.us/j/89118040509?pwd=QWQzSGtGeTgxQUJwR0VkdEJRV21MUT09
Date:	June 18, 2020
Time:	5:00 pm
Attendees:	<p> Sarah Carder (President) Manny Villalpando (School Principal) Carla Pudwill (Secretary) Cindy McPhail Stephen Sims Hannah Danbacher (VP of Events) Hower Chen Joanna Kevin Fetterhoff (VP of Fundraising) Beanna Hoadley Stephanie Brewer (Treasurer) Alexandra Kaye Irene Buck (Social Media Liason) Paula North Rosa Rodriguez Corwin Linda Ramsey Linda Lakew (Financial Secretary) Stephy_Ben Beth Walsh (Day of Awesome Rep) Eleanor Amber Nelson Jessica Saunders Alejandra Jason Sinwald Michelle (not Michelle) Monica Echevers PK Singh Gurpreet Kang Lee Michelle Jenson </p>

	Kelly Wagner Lorelai Kelly Frische Rebecca Bell (35?)
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Agenda items

- Principal Manny updates
 - Back to School Updates/Opening
 - What fall looks like, changes daily
 - Survey went to all families, please complete
 - June 30 is decision day for what Fall will look like
 - Please reach out to Manny if have any questions
 - Counties have control
 - Keys July 6th
 - Take a virtual tour
 - Tons of space
 - Wish Items from teachers: not yet established
 - Basketball hoop height
 - Standard Height, 9ft (cannot be lower as it can be vandalized)
 - Linking Facebook of RC and FB of RCPTC
 - Will be able to link everything, should happen sooner than later. Will get date.
- Fundraising
 - “Step it Up” fundraiser representative: Beth Walsh (Power of Purpose)
 - Step it up - raise money for school, great experience for kids
 - 15 years in fundraising
 - Plug and play program in school

- 10 minutes for parents to participate
- Step it up - Power Point shown (audio issues)
- How it works?
 - Kickoff assembly (30 mins) - Will be prepared if assembly is not available. They have different options if needed to adjust.
 - Work happens within the first 24 hours
 - Email to parents to register
 - Donation packet to students (school makes copy)
 - Students get rewards for participation/registration
 - Prizes all get up front given to PTC
 - “Golden Ticket” for donation... one will be picked up and iPad reward
 - Majority of money will be through the platform. If cash/check will be entered by PTC through the platform
 - Email to potential donors will be from student
 - Moving goal if student has reached goal online
 - 2 ways to earn
 - Participation
 - Donations (more donations, more prizes)
 - Everyone can attend, even if there was no donations
 - Event day: they get prizes, but gets kept with teacher until the end of the day
 - Inflatables
 - 2 weeks for donation period
 - 3-4 days to input into the platform if cash/check

- 2 week lull period to collect prizes and such
- 60-90 minutes per session (could have up to 6 sessions)
- Team POP will be there to setup and help with kids
- 12 volunteers
- 4 garbage cans
- Rainy Day: Reschedule
- COVID: Fall move to Spring Date (they will have options - prize, additional 10% on the profit)
- Profits--
 - 0-29,999: 40% profit to school
 - 30,000+: 50% profit to school
- Other programs:
 - STEAM engine: Shopping spree instead of DOA
 - Game On: American Ninja Warrior for PE program
- Expectation of amount raised (pre COVID): \$34,000 gross / \$17,000 to PTC
- 501c doesn't need to be established, but will just need to be signed off by 2 people from PTC
- August 10th possible date to kick off (available)
 - We can use their payment platform next year if we want. 10% goes to POP, we can learn from this
 - We are starting with Zero balance with PTC
 - Hardly any work from PTC
 - VOTING: THUMBS UP
- Shirts for 2nd Day of School (Kevin)

- Will we need 501c established? - Roadblock. Most companies would like this to be established.
 - Sponsors for back of shirt
 - Local Dentist is interested
- Amazon Smile
 - Needs 501c
- Dine Out
 - We will need 501c
- Box top for Education/Amazon Smile (Kevin)
- Parking Lot Garage sale
 - \$10-15 a spot
 - yard sale
 - doughnut/coffee/treat sale in addition
 - Manny can run by district office
 - Do not schedule mass gathering in August or September
- School Kits
 - Shopttkits.com - Carla (cannot do it this year, we are too late. But will give us quotes for next year)
 - Small percentage can go back to PTC for fundraising
 - Presorted by class
 - EducationalProducts.com
- Gift Baskets (themed)
 - Room parent would pick a theme (need to establish first)
 - Auctioned off in spring
 - Goes to the PTC
 - Online Auction
- Pancake Breakfast in the spring?

- Auction yearly naming rights to the library of fields
 - Maybe advertise instead of reaching out directly to school (District has a PR firm that they work with - can work on press release)
- Parking spaces - Auction off a prime parking spot (for special events, maybe for each event)
- Form letter to send to families for foundation board for donations
- Companies can advertise on fence at school (probably need 501c)
- Fundraising GOAL: None yet, but raising funds for events/field trips/assemblies, etc
- Budget list from surrounding schools
- Letter to parents on where money goes from PTC
- Events
 - Fall Event (Oct 30th) - Kelly and Hannah
 - Dress up as a character
 - Halloween parade in the morning
 - Treat walk instead of cupcake walk
 - Pumpkin walk (donations, how to get pumpkins) -- Green Acres will donate pumpkins
 - Trick or Treating around classrooms/Trunk or Treat
 - Haunted House (multi purpose room) - Time slot to stagger
 - Food trucks or Prepackaged food
 - Cotton Candy/Popcorn Maker/Snow Cone Machine (rent or invest)
 - Games for kids, need to be creative
 - Can reserve time areas and group games
 - Gym can be walk through area

- \$80-90 for wooden booths
- Book Fair
 - Librarian is not hired yet.
 - Hopefully beginning of July
 - Manny has Scholastic Rep
 - 10-15 people to run
- School Supply Drive
- Spirit wear sales and back to school
 - online (Manny will check, about mid July to mid Sept then Spring as well)
 - Will we have some in stock at school? (No)
- Inter School Event (Riego/FFE/OR)
 - OR people are down to do this (depends on restrictions)
- Spring Events (Hannah)
 - Spring Fling
 - Read-A-Thon: overnight in the multi purpose room, older kids (Sleepover, whomever reads the most)
 - Daddy/Daughter Dance / Mother/Son Event
- Pictures/Yearbook?
 - Lifetouch (connection with Shutterfly)
 - Can collect from other areas
 - Appreciate if we can see photos before we buy
- Date night
- Sami Circuit - Sarah will contact for Fall or Spring
 - Big investment in cost
- Movie/Date Night - possibly in the spring
- PTC Updates:
 - Bank Account will be opened tomorrow

- Update from Stephanie Brewer on 501c status and application
 - Phone with the IRS
 - PTO to PTC name change request: Have not been processed since April
 - Mail room has been closed for the last 3 months
 - 14-90 days to be established
 - Most are not in the office and teleworking
 - Address of school? Manny will check mail to see anything from IRS
 - \$275 dollar filing fee
 - Franchise Tax Board, may be free
- PTC Board Establishment
 - Election Date
 - Aug 10 submission of application
 - Aug 14 voting
- Number of members on Facebook group (91 members)
- Dues \$20/family
 - Collection
 - Facebook (Irene)
 - Drop Box
 - Venmo
 - Any other ways?
 - Website/page
 - We will be giving water bottles for those that pay their dues before school starts (deliver to their doors)
 - Tiered memberships (Manny) - raffle to tour the school - will check if possible
- PTC Room
 - Location

- Fridge will be donated (from school secretary)
 - Freezer as well
 - Announcements and sponsors can be displayed
- Field Trips
 - Kinder - 2nd Grade field trips booked
 - Oct 16 kinder (Bishops)
 - Oct 15 1st and 2nd grade (Bishops)
 - Plantenatrium Waitlist - 4th or 5th
 - Bernhard Museum (3rd grade)- Still closed last time checked, any volunteers for follow up? (Cindy McPhail)
 - TK field trip? Green Acres/Home Depot (Bevin Brott will coordinate)
 - After this year, teachers will take over field trips
- Next meeting
 - Mid to late July

Action items	Owner(s)	Deadline	Status
Basketball Hoop Height	Manny	TODAY	Completed 9ft
Linking Facebook PTC page to Riego Creek School FB Page	Manny	TODAY	In Progress
100 PTC Members	Current PTC Members	By next meeting	In progress
[Action item 4]	[Name(s) 4]	[Date 4]	[Status 4]
[Action item 5]	[Name(s) 5]	[Date 5]	[Status 5]
[Action item 6]	[Name(s) 6]	[Date 6]	[Status 6]

WISH LIST:

Stereo System
Popcorn Machine

Cotton Candy Machine
Ice Cone Machine