

Ripon Elementary PFC Meeting Minutes

Monday January 13, 2025

Location: Room 15

Meeting called to order at 4:04 pm by Tara Gervase, president

Attendees: Punkin Legris, Rachel Henley, Tiffany Anderson, Natalie Hanrion, Sara Pittson, Meghan Ellis, Sara Knab, Amanda Teunissen, Lauren Brown, Tara Gervase, Janelle Hedegard

Minutes from 11/12/24 meeting read by Meghan Ellis, secretary

- *Punkin Legris motioned the meeting's minutes be accepted, Rachel Henley seconded. Motion carried.*

Action Items:

- The following action items were approved unanimously by the Board by roll call vote: Tara Gervase, Lindsay Contrares (in absentia), Meghan Ellis and Tiffany Anderson:
 - WOW Science Presentation, not to exceed \$4,600
 - Put on by the World of Wonder Museum from Lodi, the total includes all costs such as supplies provided by the museum and transportation
 - Teachers will be able to select the presentation for each grade
 - Auctria subscription purchase for T&T dinner, not to exceed \$375
 - Used to manage ticket sales, auction items etc
 - Three laptops for PFC members, not to exceed \$611
 - President
 - Marketing person
 - Secretary/Treasurer shared

Old Business:

- Teacher Parties:
 - Tickets will go on sale 2/23 through sign up genius. Families will be able to select the party their student will attend on Sign Up Genius, the money will go to the PFC account and the PFC will submit a check to the district to disburse the funds into teachers' accounts
 - 1 teacher has submitted their party idea
- The Registry of Charitable Trust payment was returned with an incorrect form. Tiffany was able to have this corrected and resubmitted, keeping the PFC in compliance.

New Business:

- T&T Updates:
 - Tiffany confirmed with the accountant that a receipt should be offered if families make a donation of \$250 or more. A letter to families includes the information that a receipt can be provided by the office if requested
 - By unanimous vote, all Ripon EI staff will have the option for a free T&T ticket and all volunteers will have the option to buy a discounted ticket at \$20
 - A room parent meeting will be held on Wednesday January 15th to help room parents get started with planning for auction baskets
 - Ideas to improve T&T were discussed, including opening up the raffle items for a set time prior to the event so more people can purchase raffle tickets, starting the live auction immediately after the last guest sits with their food, adding pub tables during the opening hour, and having a “giving tree” with teacher wishes
 - Sara Pittson volunteered to head up the giving tree with assistance from Lauren Brown
- PFC Bylaws:
 - Copies of the updates bylaws were provided and will implemented starting 1/7/25
 - Updates include increasing the minimum balance in the general fund account as well as ensuring the general fund may not exceed more than 75% of the total approved budget without special board approval
- Open PFC Positions for 25/26 School Year:
 - PFC will have an opening for Vice President, consisting of a 1 year term and then 1 year as the President
 - PFC will also have a new Fundraising Committee, to be made up of 2-3 people who will spearhead fundraising events like JogATHon and T&T.

Treasurer’s Report

- The report was read by treasurer Tiffany Anderson, closing the books through December 2024.. As of 12/31/24, the money market account balance is \$10,408.50 and the general fund account balance is \$119,699.96.
 - *Meghan Ellis motioned to approve the treasurer's report as read, Lauren Brown seconded. Motion carried.*

Open Forum (Comments and Input from teachers/parents etc):

- Tara Gervase will be taking over contacting Park Planet to implement shade structures as approved prior as they have been unable or unwilling to return the multiple calls by Ripon EI staff.

Important Upcoming Dates

- January 15th: Meeting for Roomparents regarding T&T baskets at 8:15am, in Room 22, Primos Restaurant Night
- January 20th: MLK Jr Day, no school
- Nov 22nd: 2:00 dismissal for all grades
- January 22nd: 100th Day of School, Family Game Night at 6:30pm

Next meeting will be held on Monday 2/10/25 in Room 15. CHILDCARE PROVIDED

Meeting ended at 5:07pm

- *Punkin Legris motioned to adjourn the meeting. Meghan Ellis seconded. Motion carried.*