

Ripon Elementary PFC Meeting Minutes

Monday September 8, 2025

The meeting was called to order at 4:03 by Lindsay Contreras

Attendees: Lindsay Conteras, Lauren Brown, Tiffany Anderson, Brittney John, Heather Hernandez, Janeth Matsuoka, Rachel Henley, Megan Goncalves, Heather Stevenson , Punkin Legris, Shelee Richter, Sara Pittson, Natalie Hanrion

Minutes from the Aug. 11, 2025 minutes were read by Heather Stevenson, secretary

- *Punkin Legris made a motion to approve the minutes, Lindsay Contreras seconded.*

Action Items:

- According to our Bylaws, we cannot carry over a large amount of funds from year to year. We currently have approximately \$65k in our accounts. (See Treasurer's Report for actual amounts) In order to be in compliance with our Bylaws, we need to spend approximately \$45k so that we are not carrying over more than 75% of our budget. Discussion was held about reconciling funds after this year's Jog-a-thon and looking at purchasing various items from Mrs. Henley's "wish list" that was provided to PFC at the September meeting. Discussion was also held about the need to "save" funds for larger purchases at times. In addition, Mrs. Henley applied for a Raymus grant for Ripon El. and received money to be used for books. The remaining \$5,000 will need to be spent on updating individual classroom libraries. Mrs. Henley is looking into securing another grant for the Project Lead the Way program. This grant would help purchase some of the items on the "wish list" that was previously submitted to PFC.
- A motion was made by Lindsay Contreras to continue to carry over our excess balance until after the Jog-a-thon. This was a roll call vote and was approved unanimously. 5 yays, 0 nays

Old Business:

- Anti-Bullying Presentation/Assembly: Lindsay has reached out to the Sheriff's Department and they have dates available for the presentation at the end of October. Mrs. Henley will review the dates and get back to Lindsay with what date works best for the school.
- Jog-a-thon Update: We have brought in over \$7k in sponsorships. Shirts will need to be sorted and distributed. We are hoping to do this on September 23, 2025. Ms. Punkin will need volunteers to help set up the jog-a-thon track at 4:00 pm on Sunday the 28th. She would like to have at least 4 volunteers. Arm lap tags have been created and just need to be laminated. Jog-a-thon packets have been sent home. Punkin will supply the popsicles for students after the Jog-a-thon is over.
- Scarecrow Contest: Brittany John is working on putting together our scarecrow scene for the Chamber of Commerce Scarecrow Contest. We have donations of pumpkins and hay bales through Dutch Hollow Farms and the PFC team is working on putting together a display/scene. Our Ripon El. theme is "It's the Great Pumpkin Charlie Brown."
- Money Market Account: Tiffany talked with our bank and they suggested locking the money into a CD if we don't want to continue with the money market account. There are various length terms available. The longer the term, the higher the percentage

return. We will need to look into whether or not we need to keep the money in a local bank, vs. investing online with larger companies.

New Business and Action Items:

- We will not be selling pies from the Pie Company this year. We will be selling butter braids instead. Information will go home with students on October 20, 2025. Pick-up will be scheduled for November 19, 2025. We will look into the possibility of providing “samples” to parents before sales begin.
- RUSD Color Run will be held October 18, 2025 before Main St. Day begins. The route will begin at the high school and continue to Ripon El. where families will “circle” a track. A sign-up genius will be created to get volunteers to help throw color. There is a fee to register.
- PFC Funding request form: Mrs. Henley provided a copy of a funding request that can be used to request funds from PFC. This form should be used for all funding requests. Teachers will need to submit this form to Mrs. Henley before it makes its way to PFC. (This form is attached to the minutes - see attached.)
- A Field Trip funding approval form was submitted from 3rd grade. As this funding is already approved through our budget, this request was approved..
- Heather Hernandez would like to suggest that PFC create a group that would use PFC funds to support Ripon El. families in specific need throughout the year. Discussion was held about possible criteria and creation of rules regarding this issue with pros and cons of such a group being discussed. PFC would need to create criteria and specific rules/guidelines/criteria for such a group. It was decided that further discussion and details would need to be presented on this topic before any votes are held. A parent suggested creating a meal train or GoFundMe account with family approval to post ahead of time instead of an Emergency Family Program.

Treasurer's Report:

- Current General Fund \$62,763.37 balance as of August 11, 2025
- Money Market Account \$10,461.14 as of July 31, 2025.
- We get taxed on our Venmo transactions since we are a business account. We need to look into changing our status because we are currently paying a 1.9% fee per transaction through Venmo. We will look into seeing if we can be re-categorized as a non-profit.

Open Forum:

- PFC Suggestion Box: No comments
- Mrs. Henley looked into the crossing guard issue that PFC discussed at the previous meeting, our current crossing guard has now resigned and we are now looking for a new crossing guard.
- There have been a few questions emailed to Lindsay Contreras by a concerned parent regarding concerns about money carry-over from the previous year that hasn't been spent. The parent would like to know how decisions are made about spending and how funds are decided upon. The parent was encouraged to attend PFC meetings and become involved so that they could view this process in action. (The emailed questions have been attached to this email, please see attachments.)
- PFC will put together a social media post describing all of the things that PFC has done/provided for our school over the past few years with funds that have been raised..

I.e, play structures, field trips, end-of-the-year bbq, AR parties, library furniture, classroom supplies, hallway signage. Moving forward, PFC will try to showcase the work that is being done by PFC and how it is directly benefiting the school and students.

Important Dates:

- Upcoming 2025-26 Events: See attachments:
- During the entire month of September, Jamba Juice in Ripon will donate a portion of all proceeds for the entire month to Ripon El.
- September 11, 2025 will be picture day
- September 22, 2025 Missoula rehearsals will begin. The Performance will be held on 9/26
- PFC Meeting at RE in Rm. 21 @ 4:00
- Jog a Thon 9/29 @ 9:00 am
- Twisted Tulip fundraiser 9/29 from 2-9 pm

The next meeting will be held Monday, October 13, 2025 @ 4:00 pm in Rm. 21 at Ripon Elementary. Childcare will be provided.

Punkin Legris made a motion to adjourn, Tiffany Anderson seconded. The meeting adjourned at 5:11 pm.

Attachment # 1 - PFC Funding Request Form

PFC Funding Request Form

- Completed requests can be submitted to the PFC mailbox any time during the school year.
- Requests should be submitted 10 days prior to a PFC meeting, at which the proposal will be discussed for a potential vote.
- Please be very specific in your request indicating total costs/prices of the item, including any applicable taxes. (Attach copy of catalog page, webpage or any other helpful information.)
- A signature from the principal is required before it will be submitted to PFC in order to avoid items that might be paid for by the district or that may not align with district/site goals.

Applicant Name: _____ Today's Date _____

Date of Event / Date Items Needed _____

Total Amount Requested: (include any taxes or fees) _____

Funding Request Purpose: Please check one of the boxes below and then give a brief description of the purpose for these funds and how they will enrich/support student learning.

☐ Classroom Enrichment ☐ Educational Supplies ☐ Student Activity ☐ Field Trip ☐ Other

Applicant Signature _____ Date _____

Principal Signature _____ Date _____

☐ Funding Approved ☐ Funding Denied

PFC Signature _____ Date _____

PFC Signature _____ Date _____

Attachment # 2 Text of email communication sent in to PFC by a parent:

1. **Bylaws & Balances** – The bylaws state that the checking account cannot exceed 75% of the approved annual budget without board approval. This year's budget is **\$47,820**, which means the limit is **\$35,865**. Currently, the PFC is holding more than **\$56,000 in the general fund**, plus over **\$10,000 in a money market account** — a total of about **\$66,500**. That's well above the allowed amount. Has the board officially approved holding these funds, and if so, can that approval be shared with parents?

2. **\$10,000 Reserve Requirement** – I understand the bylaws also require maintaining a \$10,000 minimum balance as a reserve, which makes sense as an emergency cushion, but beyond that reserve, the remaining balance should be actively used for students this year. Families fundraise with the expectation that their contributions directly support their children now, not years down the line.

3. **Parent Input on Spending** – Since this money is raised by families, can the PFC provide a process for parents to give input or vote on which items from the wish list should be prioritized? This would help ensure that spending reflects the needs and priorities of the broader school community, not just board decisions.

4. **Timeline for Spending** – Since there's no set rule for when money must be used, parents need clarity. When will the Jog-a-thon funds and the existing balance actually be allocated? Families deserve to see their donations being used to directly support students this year, not rolled over indefinitely.

5. **Immediate Needs vs. Saving** – Curtains are a big-ticket item, but in the meantime, there are smaller items on the wish list (science supplies, picnic tables, and Project Lead the Way's \$950 program) that could be funded immediately. Why aren't those being addressed now instead of waiting to build a larger reserve?

6. **Grant Coordination** – Since the school has received a grant, when will parents be updated on what that money covers? Without that information, it's unclear what the PFC still needs to fund and what the grant will handle.

While families are being asked to continue donating, more than **\$66,000 is currently sitting in accounts with no clear plan or timeline for spending**. A detailed spending plan and transparent communication would go a long way showing parents that their contributions are being put to work for students right away.