

Ridgeline Community Organization (RCO) Parent Council Meeting
September 29, 2009
Approved Meeting Minutes

The first 2009-10 RCO meeting convened on time at 6:00 pm with welcome and introductions from the new co-conveners. We heard from all members present with their interests and strengths. [see Appendix 1]

We reviewed meeting ground rules, RCO roles, and the procedure for creating approved minutes [see Appendix 2]

The co-conveners shared their proposed focus for the RCO: fundraising and community-building should be the focus of RCO activities for the 2009/10 school year.

We reviewed the mission of the RCO and co-conveners shared the following current statistics about Ridgeline:

- 9 years completed
- 226 students currently
- 7 classrooms
- 2008-09 volunteer hours: 6,555
- 2009-10 projected budget shortfall: \$40,000

Discussion about the budget deficit: Unless it is met, reserves will be tapped to make up the shortfall. The goal is to build this reserve over time towards the expenses of a future home for the school.

The co-conveners proposed that the RCO's long-term (5 year) goal is to bridge this \$40,000 gap.

Several members asked how funds raised by RCO have been used in the past. In past years with budget surpluses, RCO-raised funds were applied discretionally to various educational projects or extracurricular activities, such as scholarships for field trips. In 2008-09 it was decided to transfer all RCO-raised funds to the Ridgeline general fund to help offset declining per pupil funding from the state for 2008-09. The proposal is to do so again for 2009-10. It was noted that funds for field trips and classroom projects are included in the school budget, so directing RCO-raised funds to the general fund will not result in defunding these activities.

A member asked how long the current site configuration is expected to last: We have been told that the 2-site configuration is a 2-year scenario at this point (through 2010-11).

We reviewed RCO fundraising history and the proposed goals for 2009-10:

Fundraising history:

06-07	07-08	08-09
\$16k	\$17k	\$12k

Proposed fundraising goal for 2009-10:
To raise \$100 per student for a total of \$22,600
(which amounts to \$133 per family)

Proposed focus of 2009-10 fundraising: To fund Art & PE.

Long Term goal: In 5 years, raise \$40,000 each year
(\$236 / family responsibility)

Members raised a number of questions concerning fundraising policy: what types of activities are allowable? What is the protocol for approaching a potential donor, and so on. Lisa Namyet suggested that we discuss the rules during the next RCO meeting and distribute the guidelines beforehand.

Proposed fundraising events

Each event team will have one or two pointperson(s) and a number of helpers [See Appendix 4 for detail]

- Direct Donation Drive: Oct 10 kickoff at Skate World
- Book Fair November 17
- Holiday Fair: December 12 & 13
- Territorial Seed Sale
- Yard Sale
- Funds For Free

Funds for Free

Emily Naylor reviewed the importance of maximally exploiting "Funds for Free" approaches such as eScrip: escrip.com. Karen Murphy suggested that we compare the benefits of traditional scrip which has higher percentages than eScrip. It was agreed that we should continue with eScrip and also maximize the potential of more lucrative traditional scrips, as well as many other available programs.

Additional event proposed

Co-conveners suggested adding an additional event: an annual Jog-a-thon in June.

Proposed Committees:

- New funds (brainstorm, evaluate and bring new fundraising ideas to the RCO)
- Playground needs (seek donated items to meet playground needs)
- Free Funds (explore, define, communicate and encourage parents to participate in all options available)
- Community-building (build a greater sense of community and bridge the physical separation between Dunn and Willard sites)

Email either Emily Naylor emilyjenningsnaylor@gmail.com or Lisa Namyet lnamyet@gmail.com with your interest in joining an event team or committee.

Nominations and votes on RCO Roles

- Lisa Namyet was nominated as co-convener for a one year term. Seconded. Carried by unanimous vote.
- Ben Brinkley was nominated as recorder for a one year term. Seconded. Carried by unanimous vote.
- Vanessa Youngblood was nominated as task writer for a one year term. Seconded. Carried by unanimous vote.

Motion: allocation of funds raised

A motion was introduced that 2009-10 funds raised by RCO be directed to the Ridgeline general fund, with the intention of funding Art and PE.

Vote:

A vote was called and the motion passed by majority with 1 'nay' and 3 abstentions -- that all raised funds would go directly to the general fund to fund Art and PE.

Administration Report: Chrystell Reed

Chrystell Reed reported that the community is strong and the teachers and staff are amazing. Integration with the existing tenants at the new site is going smoothly. Administration encourages feedback from families. They hope that phone systems will be connected by the end of the week.

A reminder to be friendly to people at the Dunn site. We are new neighbors and ought to be respectful and welcoming.

A parent raised a concern about smoking on the Dunn campus. He has spoken with Trish DeJohn and 4J personnel already. The Opportunity Center did agree to move their smoking area, but there are additional concerns. Trish DeJohn is the contact person and it was agreed that she will give a report at the next RCO meeting about this issue.

Board Report: Adrienne Black

The board goals for the year are:

- rechartering
- "reenergizing communication and decision making infrastructure": that is, revisiting communication between board and stakeholders
- financial stability
- facilities: searching for potential future buildings
- recruiting new board members: the current board size is five members

In response to a question about how board members are selected, we reviewed the procedure for applying to the board. The first step for those interested is to attend the next board meeting on October 14.

Site Council Report: Jen Hornsby

The Site Council introduced a new convener: Angela Larsen. The Site Council met last Monday without quorum. They are seeking a new minute-taker. Please contact Angela if interested. The Site Council formed 3 subcommittees at their retreat:

- rechartering
- decision making process/procedures
- at request of board: a subcommittee to create a h1n1 flu and pandemic policy

The next meeting of the Site Council is October 19th, 6PM at the Dunn site.

Volunteer Report: Cynthia Friedman

Questions or requests concerning the reader should go to Cynthia.

Volunteer needs:

- office volunteer: Dunn site, Tuesday mornings 9:15-10:15 or 11:15
- a half-dozen volunteers to help with a "walking train" from the Willard site to the Dunn site next Wednesday 10/7 for any Dunn students wishing to walk. Meet at 8:00 am at Willard; leave at 8:10 am.
- 3 more volunteers to help with vision screening on the afternoon of 10/7
- envelope stuffers to work at home in preparation of the Direct Donation Drive

- school calendars approved: may come home Friday
- Family folders with a green badge system for background-clearance is established at Willard and is in progress at Dunn

Jen Wyld put in a word for Stand for Children, a worthy and important organization and a suggestion was made that it might be helpful if the Stand volunteer presented to RCO about their efforts.

The meeting was adjourned at 7:32 pm. Next RCO (Parent Council) meeting is Tuesday, October 27 from 6-7:30 pm at the Dunn site. Childcare is provided.

List of Appendices:

1. *9/29/2009 attendees*
2. *Procedure for creating and approving and posting minutes*
3. *9/29/2009 task list*
4. *Fundraising Efforts: Event Teams and Committees*

**Appendix 1:
Ridgeline Community Organization / Parent Council
Attendees at September 29, 2009 meeting**

Black, Adrienne <mtnhighmama@hotmail.com>
Brinkley, Ben <brinkley.ben@gmail.com>
Drews, Mel <meldrews@hotmail.com>
Friedman, Cynthia <cfriedman@ridgeline.org>
Hornsby, Jen <jenh@mac.com>
Landrum, Wayne <jwlookon4@aol.com>
Larsen, Angela <angelandan@yahoo.com>
Larsen, Ann <annlarsen11@hotmail.com>
Lovell, Jenna <jennastamps@byu.net>
McQuaid, Kevin <k.mcquaid@gmail.com>
Mello, Katy <katymello@comcast.net>
Murphy, Karen <murphyk@efn.org>
Namyet, Lisa <lnamyet@gmail.com>
Naylor, Emily <emilyjenningsnaylor@gmail.com>
Petry, Tiffany <tiffany@kekau.com>
Reed, Chrystell <ridgeline@4j.lane.edu>
Sofge, Boaz <bophil3@yahoo.com>
Weaver, Phil <inter_weave@me.com>
White, Amy-Rose <arosew@msn.com>
Wilde, Stephen <stephen_wilde@jekcmdty.com>
Wyld, Jen <wyld@efn.org>
Youngblood, Vanessa <vfyoungblood@msn.com>

**Appendix 2:
Recorder Tasks and Process for Approval of Minutes (10/6/09)**

Day before meeting: Co-convener sends Agenda of meeting via email to Recorder.

During meeting: Recorder takes down important meeting information according to “ONS Guidelines for Taking Meeting Minutes”. At end of meeting, Recorder retrieves written notes from Task Writer and Meeting Attendance sign-in sheet.

After meeting:

- Recorder emails a draft of the meeting minutes to all attendees (within 48 hours of meeting).
- Attendees review minutes and call or email changes to Recorder within one week. Recorder shares final input with co-convener.
- Co-convener makes final corrections (with input/revisions from Recorder) as needed and this final version labeled “Approved Minutes + date” is emailed to all attendees.
- Co-convener will place a printed copy of each month’s Approved Minutes in the “RCO (Parent Council) Binder” housed at each site.
- Administrator (Trish DeJohn) will archive the electronic files in her computer as well as in the backup system.
- Final approved minutes will be sent by a co-convener to Administrator (Chrystell Reed) via email with “Final approved RCO minutes for website posting” in the subject. Chrystell will then forward them to the appropriate person for posting.

In addition:

The Recorder will create and update a roster of RCO leaders, committees and their participants, event teams, and general RCO members to be shared over time.

**Appendix 3:
RCO Task List: September, 2009**

Area	Who?	What?	When?
Fundraising	Lisa Namyet, Emily Naylor	Discuss fund raising policy	At next meeting
Fundraising	Ben Brinkley	Send fundraising policy to minutes	Before next meeting
Scrip	Karen Murphy	Look into pp scrip (free funds)	Before next meeting
Smoking	Trish DeJohn	Present situation and discuss	At next meeting
Site Council	Jen Hornsby	Explain who/what of site council	At next meeting
Board recruiting	Adrienne Black	Post board recruiting info in e-news	ASAP
RCO contact info	Ben Brinkley	Prepare RCO roster to be passed around and filled out	At next meeting
Stand for Children	Vanessa Youngblood	Invite Joy to present at November meeting	Mid-November
RCO Minutes on Website	Lisa Namyet	Document process and ensure minutes are posted each month	Mid-October

**Appendix 4:
Fundraising Efforts: Event Teams and Committees**

RCO (Parent Council) Fundraising Focus 2009/10 9-29-09

Events:

Event: Direct Donation Drive (DDD)

Kickoff Date: October 10, 4:30-6:30 pm at Skate World

Timeframe: October 10 November 10

Goals: \$17,000 participation 100%

Last year actual net: \$9,000

Pointperson(s): Cynthia Friedman and Lisa Namyet

Helpers: Phil Weaver , _____

Event: Book Fair at Barnes & Noble

Date: November 20, Event 4-8 pm

Goal: \$250 (gift cards)

Last year actual: \$400 (gift cards)

Pointperson(s): Cynthi Friedman & _____

Helpers: Jen Wyld, Mel Drews , Jenna Lovell

Event: Holiday Fair Booth at Fairgrounds

Date: December ??

Goal: \$800

Last year actual: \$400

Pointperson(s): _____ & _____

Helpers: Angela Larsen

Event: Territorial Seed Sale

Dates: January 14-28, 2010

Goal: \$2,000

Last year actual: \$1,400

Pointperson(s): _____ & _____

Helpers: Phil Weaver

Event: Yard Sale

Date: May 22, 2010

Goal: \$1,000

Last year actual: \$500

Pointperson(s): ?Karen Cross? & _____

Helpers: Angela Larsen, Katy Millo (sp?)

June Event: Field Day Jog-a-thon

Date: TBD

Goal: \$10,000

Last year actual: \$0

Pointperson(s): Lisa Namyet & _____

Helpers: Jen Wyld, Amy-Rose White, _____

Ongoing Activities

Committee: Funds for FREE:

Chairperson(s): Emily Naylor & _____

Activity: E-scrip and other traditional scrip programs

Goal: \$TBD, Participation 90%

Last year actual: \$637

Members: Emily Naylor, Tina Matsuno, Karen Murphy

Activity: Box Tops

Goal: \$TBD

Last year actual: \$200

Members: Emily Naylor, _____

Activity: Shopping

Where: Albertson's, Safeway, Target, Wamoola, Goodsearch, Unique Eugene, BioSequential? Others?

Goal: \$TBD

Last year actual: \$

Members: Emily Naylor, Jen Wyld and Middle School, _____.

Committee: New funds: Bring new ideas to RCO! Look at ratio of \$-raised/effort expended.

Members: Stephen Wilde, Vanessa Youngblood, _____,

Committee: Playground Needs: Structures, mats, equipment. Seek donated items.

Members: Stephen Wilde, Amy-Rose White, _____,

Committee: Community-building: Build a greater sense of community and bridge the physical separation between the 2 campuses.

Members: Jen Hornsby, _____,
