



RHS Parents' Club Board Meeting Minutes
November 18, 2024, 6:30 pm
RHS Library

In Attendance: Dara Dungworth, Nicol Hunter, Michelle Sheidenberger, Matt Pipitone, Laura Pipitone, Jen Bartee, Lynelle Perry, Emily Phillippe, Shanno Pierce, Deborah Bales, Arlene Chacon, Rachael Benavides

- 1. Welcome/ Introductions (Dara & Arlene)**
Introduction of Board Members, staff advisor, and guests
- 2. Approve September Board meeting minutes (Web access not available, attached to Board email and available in the Club Google Drive)**
Arlene Chacon motioned to approve the September Board Minutes with stated changes, seconded by Michelle Scheidenberger, *unanimously approved.*
- 3. Staff Check Ins**
 - a. Brent Mattix: Student Gov and Activities** - Not in attendance
 - b. Matt Pipitone: Campus and Admin Updates**
 - i. There is an increase of students this year - RHS projection for the 2024-2025 school year was 1425, currently at 1455. School has been approved to add three teachers in the Spring semester in Bio, IM1, and ELD.
 - ii. There was a fire alarm/drill; had to go on "secure" today.
 - iii. New course registration - CSV application
 - a) CT Pathway - Professional Photography, Commercial Music/Guitar focus,
 - b) Ethnic Studies & Health required course
 - c) PE - Sophomore through Senior - Credits for weightlifting, band, participation in sports
 - d) Dual Enrollment - extra grade bump (like AP courses)
 - iv. Answered a question from guest -
Pool construction (new) begins in March. *Old pool* will not come out until summer. Swimming will occur in Spring. *New building* is 2-stories, 14 classrooms, covered overhang with patio tables for lunches. Road (*Campo Street*) will be closed and is ours! Next year we will have the parade. Will take 1.5-2 years to complete the building

4. **Board Business and Housekeeping**

a. Banking: Change over this year and access complete

Autumn not here to update us.

b. Record keeping, Drive access, and Communication Check In

i. Dara asks that everyone update records on the Drive -Michelle S has loaded her documents for Grants on the Drive.

ii. Seems everyone has access to the Drive

iii. The Board is pleased with the communications through text messages for quick communications for those that want to use it.

c. Continued discussion around perception of being “clique-y” and ways to achieve more involvement

i. Comment - the E-Blast sounds extra warm and welcoming

ii. New people may need to receive a “thank you for coming” along with “membership” email

a) Autumn is currently sending a “thanks for donating” message

b) Sign-up sheet should have a space to include email

iii. Guest asked, “Has Booster Club and Parents’ Club ever done back-to-back meetings?” Both organizations meet on Monday. Booster meets 1st Monday of the month, 7-8pm, Parents’ Club usually meets the 3rd Monday. Dara asked Michelle about the ease of changing the by-laws regarding meeting time. After checking, Michelle said we are not locked into a set date and time. Matt P. said it is worth having the conversation with Booster to possibly increase attendance of both meetings. Also will need to check the availability of the library. Amy Patterson is the President. Boosters has an incentives for team rep/coach to attend their meetings. Discussion of if we should or could do something similar (as we have in the past). ***Conversation to be continued.***

5. **New Business**

a. New District web host: update from Matt; what is missing from our pages; access or new process to have old and new material posted

Matt P walked us through the new RHS website. All RJUHSD pages should all look pretty much the same for consistency sake. Bell schedule is the top search.

i. Scroll down to the News & Announcements - 1 of 5 things viewable

ii. ADA Compliant - 5 people to edit the website

a) pros - increase consistency

b) cons - must contact main person, Sarah Carstons; allow 2-3 days for editing unless there is an emergency, then contact Matt Pipitone

c) this does not affect E-Blasts

iii. Photos for the website - Parents’ Club can send to Sarah

iv. Go to ABOUT to get to the Parents' Club - noticed some corrections for our page (s' per our by-laws); lost Venmo and Paypal. **Send Sarah the links.** Matt mentioned the information was pulled in July. He recommends we review and send all corrections to Sarah and let her know where you want the information to go. **Can print and write-in the corrections.** The navigational black toolbar cannot be changed.

- a) Can add sections
- b) Currently only have July Meeting Minutes posted
- c) Matt *recommends* we only have a rolling 12-month set of Minutes posted along with the Agenda.
- d) Calendar - maybe list meeting dates. Currently in the process of having f4 calendars (School, Athletics, Activities, College & Career). You can search the main website and find the item on the calendar.

v. There are four people helping to maintain the website in addition to Sarah.

b. Advertising and Outreach - table

- i. **Socials** - Emily - Consider doing a social in February at Moksa Barrel House during our Dine & Donate.
- ii. **Web banner process change with new web host?**
- iii. **Email donors the agenda (Autumn, Arlene, Dara)**
Thank you message to go out to donors.
- iv. **Webpage metrics (Matt, Arlene, Dara)**
Quarterly metrics of how many people are hitting our website.

c. Another Survey: tabled at September meeting - tabled

6. Chair Reports and Discussions

a. Grants: Discussion and vote to amend budget for returned funds (Michelle)

i. \$500 returned from the Educational Department - they wanted to purchase an item Matt found the school already has and they can use. Question came up for future Grants Chair, "Should applications be run through Admin before deciding?" Discussion led to a "no" due to Matt P attendance and participation in the discussion of the grant requests.

ii. Initially \$339 over, now we are \$61 under budget. Laura P. motioned to absorb and not allocate the monies, Michelle S. seconded the motion; **passed unanimously.**

b. Treasurer/Membership (Autumn)

Did not discuss

- i. **Coordination between payments and tracking roster**
- ii. **Year over year**

c. Dine and Donate (Emily)

- i. Shake Shack is upcoming

- ii. Raising Canes - \$60 was accounted for, however because of discrepancy with tracking, they are giving a flat vocation of \$100.
- iii. None in December
- iv. In the new year, planning one at Old Town Pizza (The Old Post Office is being remodeled over the next 1-1.5 years and Old Town Pizza will relocate there.)
- v. Moksa - should we have a Board meeting there like we have in the past? Suggestion to make it just a Dine & Donate and we make it a social outing to hang out for a little while.

d. Communications/Webmaster/Social Media (Dara, Emily)

Emily to get information from Shamila (last Chair) for Facebook and Instagram

e. Tiger Pride (Laura, Deborah, Nicol)

Date: 12/11, Wednesday

f. Staff Appreciation (Deborah, Nicol)

Date: February 12th; faculty meeting, right before the week off.

g. Scholarships (Jen)

Applications available January 10 - February 14

March 7 - ???

April 11 - Decisions

h. Anything else?

i. Michelle S. - By-laws indicate "member fee" \$20

- a) May need to change messaging. Consider a box on the form for Member or Donation.
- b) Discussion - by-laws don't necessarily fit the way we operate.
- c) Indicates one scholarship recipient must be a child of a "RHS Parents' Club Member"
- d) Michelle recommends the By-laws to be cleaned up; someone that specializes in non-profit organization law. It could use updating with the latest terms and fix mis-spellings.
- e) Could be costly. Maybe put out an email for the parents of RHS.

7. Adjourn at 7:57pm.