



RANCHO SOLANO PTO, INC.

Rancho Solano PTO, Inc. Meeting Agenda

December 4th, 2025

Corinne Kotila – PTO Inc President

Doug Malmgren – Vice-President

Michelle Boncel – Treasurer

Jen Millikin- Secretary

Emily Alice – LS Committee Leader

Nicole Singh – US Committee Leader

Kyle Robertson – Athletic Booster Club Committee Leader

WELCOME

12/4 9:02 Called to order by Corinne Kotila

- **Attendees:** Corinne Kotila, Jen Millikin, Emily Alice, Kyle Robertson, Michelle Boncel, Nicole Singh, Doug Malmgren, Cindy Runnels,

OLD BUSINESS

Greenway Campus Updates – Emily Alice

- 48 bottles of wine donated for teachers' luncheon
- Two grants approved
- 229K cash balance
- Dave & Buster's new partner for half-day fundraiser, 20% goes back to PTO
- New parent clubs: flower club, food and wine club

Ventura Campus Updates – Nicole

- 91K annual ask and fundraising an account
- "Double the Ask" sweatshirts ordered
- Community coffee not well attended, consider going to Zoom
- November 22nd student appreciation event
- Two grant requests approved: Yellow Bird Productions for the dance team, and trip assistance

Athletic Booster Club Updates: Kyle Robertson -

- Scoreboards delayed due to having to redo the electrical panels, currently receiving quotes for the work (initial quotes 25-50k).
- Received two grant requests
- Dad club
- Golf tournament communication going out soon

Michelle Boncel -

- Olympiad
- IRS pass-through language discussed

PTO, Inc. Updates – Corinne

- Best practice guide: discussion moved to next month's meeting

Michelle Boncel -

- Discussed using business credit cards instead of ACH (would benefit from fraud protection)
- No update regarding IRS

Doug:

- Discussed creating a framework for best practices document
- Everyone will send Doug their ideas
- Will be shared on a Google Drive

All RS Campuses Report Updates by the Principals:

Greenway Lower Campus- Mark Cuthbertson:

- Veterans Day program, 17 vets attend
- Saw large amount of staff participation at Splash & Dash, along with the Dad's Dash

Ventura Upper MS Campus- Erika Goethe

- Not in attendance

Ventura Upper HS Campus – Gordon Brown

- Not in attendance

- **Athletic Department and New Campus Build Out- Aaron Trigg**
- Working through funding, the electrical cost of the scoreboards
- Discussion around grant request (who is approving and funding)

- **Managing Director – Scott Salk: not in attendance**

CAMPUS/LEADERSHIP UPDATES

All RS Campuses Report Updates by the Principals:

Greenway Lower Campus- Mark Cuthbertson:

- Not in attendance

Ventura Upper MS Campus- Erika Goethe

- Academic focus in December
- New clubs start second semester
- Ms E starting peer mediation as a club
- Grant requests
- Educate staff on proper chain/process for accepting donations
- 4/5 campus move
- Capitol campaign
- Brainstorming ideas
- Erica and Scott will discuss further
- Focus will be on something tangible
- Swag/gifts

Ventura Upper HS Campus – Gordon Brown

- Not in attendance

Athletic Department and New Campus Build Out- Aaron Trigg

- Not in attendance

Managing Director – Scott Salk: not in attendance

COMMITTEE REPORTS

Greenway Campus Updates – Emily Alice

- The Princess for holidays, 10% back to PTO, 20% on camps
- Mustang Market will have crafts for student appreciation to give as gifts
- Winter Wonderland December 17th
- Holiday gifts the 18th (\$200 from US/LS)
- Looking ahead to Book Fair and Derby After Dark

Ventura Campus Updates – Nicole

- Senior parking spot
- PTO meeting for January moved to Zoom
- Finals snacks given out every day of finals week

Athletic Booster Club Updates:

Kyle Robertson -

- Firming up details on scoreboard electrical

PTO, Inc. Updates –

Corinne:

- Grant request clarification, needs streamlined process.
- Educate teachers and parents on process
- Capital improvements conversation:
- ISP will cover capital improvements, brainstorming ideas to use funding to support teachers
- Pima campus: 4/5 moving to vacant building next to upper school
- Will need a PTO subcommittee created for this campus
- Elections will have to change for PTO to include that campus

Michelle Boncel -

- ABC donations being added to Mustang Circle
- IRS said they will respond in 60 days

Doug:

NEW BUSINESS

Corinne: 4/5 Pima campus discussion, grant requests, leadership request for PTO support for teacher retention

Emily: Mustang Giving Circle event

Nicole: Best practices with grant requests

FUTURE EVENTS

Reminder of future PTO Inc Meetings:

- 10/2
- 11/6
- 12/4
- 1/8
- 2/5
- 3/5
- 4/2
- 5/7

FUTURE GIVING CIRCLE TOPICS BY MONTH

September: Grant Process, Mix and Mingle

October: One time ask, Summer prep work

November: Leadership meetings/ Committee meetings, Quick reference guide for events

December: Committee members (voting and non-voting)

January: Bank Accounts/ Treasury

February: Family Events (Bingo, Anniversary Party)

March: Parent only fundraising event (gala & Golf or other)

April: Budgets & information storage (google drive)

May: Election & Committee members' feedback

