



# RANCHO SOLANO PTO, INC.

Rancho Solano PTO, Inc.

Meeting Agenda

October 2<sup>nd</sup>, 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

10/2 9:03 Called to order by Corinne Kotila

- **Attendees:** Corinne Kotila, Jen Millikin, Emily Alice, Kyle Robertson, Michelle Boncel, Nicole Singh, Doug Malmgren, Mark Cuthbertson, Gordon Brown

## OLD BUSINESS

- **Greenway Campus Updates** – Emily Alice
- Room representatives chosen
- Assigning chairs to grade levels to increase community
- Looking for Denim and Diamonds venue
- Diamondback night
- PTO committee meeting September 18<sup>th</sup>, including chairs and room reps to discuss code of conduct
- **Ventura Campus Updates** – Nicole
- Annual ask approximately 60K
- October 1<sup>st</sup> PTO meeting in high school cafeteria
- Mix & Mingle fundraiser was successful
- Teacher grant request received
- **Athletic Booster Club Updates:**
- **Kyle Robertson** -
- Finalizing scoreboards

- **Michelle Boncel** -
  - Still working on 2021 tax year, possibility of a penalty
- 
- **PTO, Inc. Updates** – Corinne
  - Looking into a wholesale contact with a snack distributor
  - Gala:
  - Working on venue, will choose by the end of September
  - Budget
  - Tickets go on sale in November, sponsors in October
- 
- **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:

- Highly attended and successful PTO first meeting
- School year going smoothly

##### **Ventura Upper MS Campus-** Erika Goethe

- No construction update
- Getting permit for guard house
- New fencing around athletic field
- Two additional people have been brought onto the security team
- Corinne requested date change to middle school social in May, leadership will work on it
- Ilse is moving September 19<sup>th</sup>, position posted, will communicate pivot in the meantime

##### **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

### **All RS Campuses Report Updates by the Principals:**

#### **Greenway Lower Campus-** Mark Cuthbertson:

- Looking forward to Splash & Dash parent participation turn out

#### **Ventura Upper MS Campus-** Erika Goethe

- Not in attendance

#### **Ventura Upper HS Campus** – Gordon Brown

- Preparing for homecoming week festivities and dance. Breathalyzer will be used at the dance.
- Determining PSAT schedules

#### **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

- Funded two grants
- Tables and chairs for pre-K
- Birthday gift cards for staff
- Partnering with STUGO, will have representation at meeting.
- Denim and Diamonds will be held at Grayhawk April 10<sup>th</sup> and 11<sup>th</sup>
- Splash & Dash: will do Mustang Market snacks for students
- Sky Zone fundraiser on the half day
- Spirit wear fall designs forthcoming
- Fall event
- Pumpkin Fest at The Princess
- Mustang circle
- May 8<sup>th</sup> event, 20 families so far
- Discussed venue

#### **Ventura Campus Updates** – Nicole

- 86K raised
- 10<sup>th</sup> grade parent rep stepped down, looking for replacement
- September 10<sup>th</sup> teacher breakfast, September 30<sup>th</sup> senior breakfast
- November 5<sup>th</sup> holiday themed community coffee

#### **Athletic Booster Club Updates:**

##### **Kyle Robertson -**

- IT team working on logistics to get scoreboard up
- Large sponsors for scoreboard (Earnhardt)

- TPC secured for golf tournament on March 21<sup>st</sup>

### **PTO, Inc. Updates –**

#### **Corinne:**

- Gala: event team started planning
- Budget, venue, auction committee
- Best practice guide:
- Discussed grant process, Mix & Mingle

#### **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

### **NEW BUSINESS**

Doug: Gala budget & best practices document

Michelle: Grant expenses: Curriculum vs. Club - is there a difference?

### **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/ Treasures

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



