

Cedar Mill PTC Minutes ***April 5, 2016***

Attendees: Hillary Peck, Janell Hosch, Diala Charamand, David Platt, Sarah Kennedy, Jessica Baker, Kimberly Pearson, Natasha Seifert, Kristen Haslebacher, Tom Kobayashi, Marla Merriwether, Amy Duitsman, Kylan Pimley, Melissa Potter, Jill Bard, Amy Wilde-Taylor

Meeting called to order by Hillary Peck at 6:45 pm in the library.

I. Volunteer Opportunities/Updates – Kimberly

- 4th Grade Pancake breakfast
 - April 9, 8-11am, Romeesa and Marla are chairing. Many donations have come in. Not offering seconds this year. 2 grills will be here. Will be prepping and decorating on Friday afternoon, volunteers are already lined up.
- Volunteer Appreciation
 - April 13, need to let parents know that all are welcome to attend, David will get the word out
- Book Fair
 - April 18-22, Janell is chairing. Sign up will be sent out after the teachers finish signing up for preview and buying times.
- Love your school clean up
 - April 23rd (tentative), waiting to confirm the date. May need donations of landscaping supplies.
- Better Impact Volunteer software
 - Need more people to sign up in order to transition the school. May need to send home a flyer. Committee chairs should send a note to their distribution lists. Teachers could send notes as well
- Upcoming events
 - Apr 9: 4th grade pancake breakfast
 - Apr 13 : Volunteer appreciation
 - Apr 18-22: Book Fair
 - Apr 28: Science fair
 - Apr 29: No school
 - May 1-5: Staff appreciation week
 - May 1-5: Spirit week
 - May 20: Art Night
 - June 9: Field Day
 - June 10: Carnival
 - June 14: Fifth Grade Send Off

II. Current/Recent/Past Event Updates~

- ***Dine-Out & Script (Natasha):***
 - McMenamins dine out earned over \$1400! Veggie grill dine out may be at the end of April or in May. Scrip orders due April 15th. See's Egg sale was good. Sold 21 and earned \$21
- ***Auction (Kristen):***

- Matching funds notifications are starting to come in, no checks from matching funds yet. Open slots on teacher experiences are out there for people to buy/sign up. Some playground equipment has been purchased with auction proceeds. Emergency kits will be ordered in the next couple weeks, still finalizing what should be purchased
- **Science Fair (Jessica):**
 - Number of students that have returned forms is looking good right now. More forms have come in than in previous years at this time. May need to have an overflow area if we exceed last year's numbers. Need more reviewers than last year if our number of participants increases. Looking for high school and university students to volunteer as reviewers. Will have goody bags for the participants. Entry forms are due Friday, April 15th.
- **Fun Run (Jill):**
 - Looking into online donation options, used the auction software last fall. Pledge Star is a company that other schools have used. Cost is 7% of the online donations with a maximum fee of \$695,. Additionally, \$.30 per transaction plus a credit card fee for online payment. (we may be able to ask the donor to cover this cost). Can track online and offline pledges, weren't able to do that last year. Students can enter email addresses and send out notifications. Can handle flat pledges and per lap pledges. Last year 30% of pledges were online. Will help track donations as they come in, much more efficient than the current process and require less volunteer time to manage the event. Jill will send out a link to the board for further review.
- **Spirit Week (Jill):**
 - Lauren Bowen coordinating. Will be the 1st week of May.

III. Budget - Sarah

- Current balance is \$101,086.20, last month was \$59,406.71
- Auction money has been deposited and all auction bills paid. Earned \$57,000! More matching is coming in. There are Cedar Mill PTC and Cedar Mill Elementary donation options at Nike for the matching funds. It is up to the employee to choose the appropriate account.
- \$86 from Piccolo Mondo fundraiser was deposited. Box Tops have been sent in. More Fun Run matching came in. Shamrock Grams brought in \$451.
- Amy Duitsman: Have to supply a nurse for the 4th grade overnight (first year this has been required by BSD). Teachers have been investigating what the requirements are, and it has to be a district certified nurse. Going through an agency to get a nurse. \$375 is needed to cover this expense.
- Spent ~\$500 on the dance. Photo booth was more expensive than in the past. Need to make sure next year's budget increases for the dance, as we had only budgeted \$100.

Hillary made a motion to approve the budget, Natasha seconded the motion. All were in favor.

IV. Open Items~

- Board Nominees for 2016-17 school year: Co-President: Hillary Peck and David Platt. Vice President: Jane Kim. Secretary: Katie Payne. Treasurer: Tom Kobayashi. Ways and Means: Jessica Baker and Melissa Potter. Volunteer Coordinator: Kimberly Pearson. Elections will take place at the May meeting.
- Better Impact is our new volunteer management system. Running club volunteer sign up will be managed through there, as a test. The link to Better Impact login needs to be on our

webpage. Could ask Mrs. Ficken to also post it on the school webpage. There is more to understand about how this affects the front office and their ability to see who is in the building.

- Running club will be Tuesday and Thursday before school starting this Thursday at 7:45am.
- 5th grade photo from last year is not hanging in the hall yet. Debbi Marshall is in charge of this and a work order has to be submitted through the district to get this done. Hillary will follow-up with her.

V. Minutes - Janell

Minutes from the March 2016 meeting were posted on the webpage, cedarmillptc.org

Hillary made a motion to approve the minutes, David seconded the motion. All were in favor.

VI. Principal Update - Brian Horne

- (Sent via email, as Mr. Horne was not at the meeting.) Not a lot of new information. We did order and receive new playground equipment. We are deciding the order for our emergency supplies, order will be soon. State testing will take place for our 3rd-5th graders during the month of May. 5th graders will be doing the science portion sometime soon. It looks like everything is in place for Saturday's Pancake Breakfast, but please let me know if there are questions. Other than that we are sprinting along in a fast pace to June!

Meeting Adjourned 8:01pm