

***Cedar Mill PTC Minutes***  
***March 1, 2016***

***Attendees:*** Brian Horne, Hillary Peck, Janell Hosch, Diala Charamand, Sarah Kennedy, Jessica Baker, Kimberly Pearson, Natasha Seifert, Jane Kim, Debbi Marshall, Kristen Haslebacher, Tom Kobayashi, Marla Merriwether, Romeesa Hussaini-Wolfert, Valerie Ristau, Carol Moses, Karen Gotting, Andrea Roesch, Paul Ge

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

***I. Volunteer Opportunities/Updates – Diala and Kimberly***

- School Dance
  - March 10<sup>th</sup>, 6-8pm, Romeesa is leading. DJ, Photo booth, face painting. Cookies will be brought by volunteers. Wear bright colors. May be doing the balloon drop again (although perhaps not because it took a long time to set up last time). Will have some marketing next week to publicize.
- 4<sup>th</sup> Grade Pancake breakfast
  - April 9, 8-11am, Romeesa and Marla are chairing. Sign up sent out. Gathering donations now. Teachers will be supporting the money table. Classes will be mixed for the shifts. Parking was an issue last year, thinking about pre-selling tickets for a certain hour of the event. Need to get extra pancake mix this year to avoid having to go to the store. If anyone has quantity information from last year please send to Romeesa and Marla.
- Science Fair
  - April 28, Jessica and Melissa are chairing. Packets will be sent home with the students soon. We will use sign up genius for the volunteers. Will need help with set up and project reviewers. Changes and updates being made to the form. Encouraging engineering projects this year.
- Chair positions
  - Some changes to board and chair positions for next year. There are some open chair positions for next year. List of openings will be posted. Will possibly drop a couple chair positions for next year
- Art night
  - May 20, Valerie is chairing, Student art show. There is a planning meeting on Wednesday.
- Upcoming events
  - Mar 3 and Mar 4: No school
  - Mar 10: Family dance
  - Mar 11: No school
  - Mar 15: McMenamins Dine Out at Oak Hills Brew Pub, 5p to close
  - Mar 21: Mar 25: Spring break
  - Mar 28: No school
  - Apr 4: PTC meeting
  - Apr 5: Chess Night
  - Apr 9: 4th grade pancake breakfast
  - Apr 13 : Volunteer appreciation
  - Apr 28: Science fair
  - Apr 29: No school

## ***II. Current/Recent/Past Event Updates~***

- ***OBOB (Marla/Andrea)***
  - Was a good learning year with the PTC coordinating for the first time. Andrea has documented much of what they have done. Kelly Powell was a wonderful help, he was able to be very impartial in the battles. He had some improvement ideas for next year.
- ***Dine-Out & Script (Natasha):***
  - McMenamins Oak Hills on March 15, all checks paid between 5p and close, we receive 50% back to the school. McMenamins gift cards are available in the office (ask Wendy or Carla) to pay for the meal and increase the benefit to the PTC
- ***Auction (Kristen/Bethany):***
  - A big thank you to Kristen and Bethany and the entire planning committee. It was a wonderful event that was obviously well planned. Total net profit was over \$57,000 without any matching funds! Our goal was \$50,000. We stayed within our budget in terms of expenses. The auction software had some glitches, but it was well worth the expense. The volunteer swap with West TV worked very well, we will continue that partnership in the future. Corporate sponsorships were helpful for covering some of our expenses. Sending some thank you notes this week. Will need to be mindful about spending some of this money quickly on the items we said we were funding. Emergency kits and PE equipment would be good for quick purchases. Need to communicate to the parents via email and bulletin board, so they see what we are buying. This event took 13 months to plan, space was booked 13 months in advance. We should wait no longer than 3 years for the next auction. Possible that we could do it in 2 years. Need to have a reason and a purpose to justify it. Again, the committee did a wonderful job.

## ***III. Budget - Sarah***

- Current balance is \$59,406.71, last month was \$53,384.84. There were some additional deposits made in various categories, auction proceeds and expenses are not fully reflected here. State filing fee was paid. Donated \$200 to the Beaverton Clothes Closet. Ordered new design T-shirts for the Gotcha store. Some parents sent in money for fifth grade send off.

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

## ***IV. Open Items~***

- Classroom Advocates – Continuing the discussion from last meeting. Would be good to have each teacher designate a parent contact for new families. Talk through general school related questions, PTC overview, local sports opportunities, etc.
- New Volunteer Management System – We have about 90 volunteers registered. Can we send a note to the people that are in Help Counter, but haven't registered in the new system yet? Kimberly is learning the system and will share her knowledge with us as she gets more familiar with it. Need to get our spouses to register as well.
- Running Club – Insurance company says that running club is covered by our existing policy. Will resume after Spring Break.

- School Supplies – A company (School KIDZ) sent information about school supplies. There is no minimum order requirement. Class supply lists have to be available by April 1<sup>st</sup> for this company. This company is affiliated with Staples and will substitute Staples brand products as a cost savings. PTC will make no money off of this, it is just a convenience for the parents. Teachers would like to be able to specify some items like scissors, want to be sure we get bigger ones this time.
- Box Tops – Made \$305.70 with this latest submission.
- Labels for Education is discontinuing their program for next school year.
- Chrome Books (non-Apple products) are in the school. There is no agreement with Apple that we have to have Apple only products.
- Wireless mouse for the Chrome Books might be something that is useful for the students
- Mrs. Moses and Mrs. Gotting thank the PTC for the Taco Luncheon a couple weeks ago.
- Want to get a meal for the teachers during conferences. Wed dinner or Thursday lunch. Hillary to coordinate.
- We need to get a movie license for the 5<sup>th</sup> grade showing of their Auction sign-up party.

#### ***V. Minutes - Janell***

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

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

#### ***VI. Principal Update - Brian Horne***

- Emergency kits will be ordered for the school. Right now each teacher has a bucket with contact lists, snacks, etc. We don't want the teachers to have to deal with a bucket in the event of an emergency. We're looking into a school-wide emergency kit that would support the school. Mr. Horne will send the request to the board with the final price via email
- Conferences being held this week.
- There are now 7 or 8 schools smaller than us in the district (we no longer hold the title of smallest school!). At 403 students now, projecting 425 for next year. Staffing discussions are happening now with the district for next fall.
- State testing is coming. Late April or early May will be the start for 3<sup>rd</sup> -5<sup>th</sup> grades.
- Auction was fantastic, great evening, a lot of fun. There will be 3 'Principal of the Day' events.
- Kindergarten fall enrollment interest level is at 56 (paperwork has not been turned in for all of those students, some may go to other schools). There have been lots of inquiries about taking tours of the school this spring.

***Meeting Adjourned 8:06pm***