

Cedar Mill PTC Minutes October 6, 2015

Attendees: Brian Horne, Hillary Peck, David Platt, Janell Hosch, Valerie Ristau, Natasha Seifert, Diala Charamand, Sarah Kennedy, Brooke Huber, Jessica Baker, Lauren Bowen, Melissa Potter, Julie Peterson, Kristen Haslebacher, Carol Moses, Amy Duitsman, Karen Gotting, Marla Merriweather, Sarah Anderson

Meeting called to order by Hillary Peck at 7:00 pm in the Cedar Mill School Library.

I. Volunteer Opportunities/Update – Diala and Brooke

- Passport Club – feedback was that it went well, lots of new volunteers
- Lapping Lumberjacks – Going well this year so far, weather has been great. The one Thursday that there was running club at lunch recess, the K/1 shift was hectic. Could use more help then.
- Picture Day – Still need volunteers
- Open lead positions – Silent Auction, Live Auction, Family Movie Night, Photographer/Historian, Kindergarten Round-up, Chess Night (taken by Jessica Baker during meeting). Co-chairs for President, VP, and Lapping Lumberjacks still needed
- Family Movie Night – Our license expires in November. Inside Out will be shown at our next movie night, date is TBD.
- T-Shirts – Lee Carson is taking over this coordination role. Will be getting the shirt locally (working with Gear Up) this year.
- Upcoming events:
 - Oct 7 - International Walk / Bike to School Day
 - Oct 9 - No School
 - Oct 13 - Picture day
 - Oct 15 - hearing screening for Kindergarten and 1st
 - Oct 16 - Scrip Order Due
 - Oct 21 - Blaze Pizza Dine Out
 - Oct 22 & Oct 23 - Parent Teacher conferences
 - Oct 26 - Scrip Order Pick up
 - Oct 28 - Passport club
 - Oct 30 - Classroom Parties

II. Current/Recent/Past Event Updates~

- ***Fun Run (Lauren):***
 - We are \$495 short of our \$28,000 goal (not including matching). \$27,505 pledged so far. \$34,317 with matching. The day of the Fun Run went well, kids had a great time. Positive feedback from parents and volunteers. 290 pledges were made online. Some small glitches with the online software, but receiving support from the company. Only one class reached 100% participation. 80% overall participation.
- ***Ways and Means (Jessica/Melissa):***
 - Melissa, Jessica, and Hillary attended Parent Group Officers Workshop. The School District shared information on how to run parent organizations. Recommended that there be more than one person looking at the bank account and be able to sign checks.

New volunteer software is coming, in 2016. Will need to help families that aren't familiar with technology. New background checks will be required, we will be told which month to re-apply for our background checks. Other topics discussed: Risk Management, insurance coverage, food handling. Need to make changes to Operation Reindeer, as there is a \$50 limit for one entity to give to a public employee. Will need to figure out how to communicate to parents the best way to show gratitude to the teachers without violating the policies or laws.

• ***Dine-Out & Script (Natasha):***

- This month script order forms are due on Oct 16th. Made \$100 at Twist dine out last month. Blaze dine out will require a flyer, for Oct 21st.

• ***Directories (Natasha):***

- These were ordered today and will be distributed on Monday.

• ***Auction (Kristen):***

- Last week the corporate sponsor team met. This week, the procurement team is meeting. October 20th will be the next auction team meeting when all groups report out their status. Auction funds will partially fund ongoing PTC activities, and proposing to get iPads for the school, some playground equipment (balls, etc), and replacing failing document projectors for the teachers.

III. Open Items~

- Newsletter items due to Janell by Sunday
- Volunteer check-in laptop – Marc Moran is working on getting a laptop donated for this purpose
- Jessica - Increased traffic at the school and crosswalk – complaints have been reported to Washington County about cars going too fast and not being safe near the crosswalk. There has been an increased patrol the past two mornings. Link to report a complaint: <http://www.co.washington.or.us/Sheriff/FightingCrime/Patrols/online-traffic-complaint-form.cfm>
- Natasha – How is it best to get into the 1st grade building? Ask the office to call the classroom and let the teachers know that a volunteer is on the way.
- Sarah – Teacher asked if PTC could provide dinner for the teachers on Wed, Oct 21st. We could order Blaze Pizza and have it go toward our dine-out that is happening the same night. Should have a gluten free and vegetarian options.
- David – School supply boxes didn't work that well, if we do it again, we will likely need a different vendor and a way to better coordinate Stop Drop and Smile delivery. Some people felt that it was a helpful service.
- Carol Moses, Amy Duitsman, Karen Gotting – Biz town is on Dec 4th (4th and 5th Grade classrooms attending). Do this every other year. \$18 per student. BSD buses are \$500. \$2696 total. Private buses would be ~\$700 more. Will only know if we get the BSD buses 2 weeks prior to the event. Need to increase the line item in the PTC budget to \$3000 to cover this expense.
- Carol and Karen – What is the procedure for requesting funds from the PTC? Email to the board with a description of the request, and estimated cost is one way. The other way is to come to the PTC meeting to discuss the request.
- Carol and Karen - Field Trips – We need to know what is reasonable for field trip support. The PTC would like to fund these, but we don't know what trips the teachers want us to fund.
- Carol and Karen - Moby Max website – Request from 5th grade teachers for the math component of this web site, \$99 per classroom. (there is an option for a school license, \$699).

Can be used at school and at home. It is cheaper than IXL. Will see if any other teachers are interested, and whether we should just get by classroom or for the whole school.

- Amy Duitsman – What is the Pancake breakfast date? April 9th. The money earned at that breakfast will be used to fund this year's overnight (regardless of the timing of the overnight).
- Amy Duitsman – Document camera is not working well anymore. There may be others in the school that are not working well anymore. Mr. Horne will ask the other teachers.
- Hillary – Marla Merriweather and Andrea Roesch are the new OBOB co-chairs and it will be run by the PTC. There is a retired principal that is going to help us coordinate. Registration deadline for the school is Nov 15th. Team formation is internal to the school. Mock battles will be during lunch again.

IV. Budget - Sarah

- Current balance is \$31,382.76. Some checks have been distributed to the staff, expecting receipts soon. Fun run money is starting to come in. Biz Town will be increased from \$2000 to \$3000. Camp Achieve (Summer Program) line item is for \$5000. That covers the summer of 2015 (we didn't know about this expense until July) and should cover next summer as well (2016)
- Ways and Means will the additional board members with signature authority and access to the bank account.

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

V. Minutes - Janell Hosch

Minutes from the September 2015 meeting were posted on the webpage, cedarmillptc.org

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

VI. Principal Update - Brian Horne

- Tomorrow a note will be sent out to the parents for online conference sign ups. Teachers will set up their own time slots. Click on the link, then teachers name, click on date and time that you want, enter name and contact info. Will receive a reminder a few days prior to the conference. Will have a reminder to sign up in The Edge on Thursday.
- School budget is \$40,000. Copiers are \$8000 for the lease. Spend \$3000-4000 in paper and ink. Have already spent much of this budget and the staff has been asked to use discretion when making copies and laminating. Had to pay \$1000 to fix the PA system today.

Meeting Adjourned 8:39 pm