

## ***Cedar Mill PTC Minutes*** ***October 4, 2016***

***Attendees:*** Hillary Peck, David Platt, Jessica Baker, Kimberly Pearson, Tom Kobayashi, Brian Horne, Katie Payne, Janell Hosch, Lindsay Brown, Kathleen Evrett, Jill Bard, Kylan Pimley, Lindsey Tosky, Lee Carson, Roberta Horne

Meeting called to order by David Platt at 6:46 pm in the library.

### ***Fun Run Update – Jill Bard***

- Over 60 volunteers attended the event
- \$28,609 received and deposited to date
- An additional \$11,413 is expected based on paper pledge sheets and outstanding PledgeStar checks
- The totals above do not include company matching donation
- 75% of pledges were made on-line and mostly flat vs. per lap
- Approximately 169 families participated in fund raising

### ***I. Volunteer Opportunities/Updates – Kimberly Pearson***

- Updated volunteer policies & options
  - MyVolunteerPage permissions and access is preventing teachers from being able to see who has signed up to volunteer in their classroom and when. Meeting attendees discussed the pros and cons of the following options.
    - have a parent coordinator for each class set up and manage the schedule in MyVolunteerPage and have volunteers will login to my volunteer page in the office
    - allow teachers to manage volunteers however they are comfortable volunteers will login to my volunteer page in the office
  - Decision was made to allow teachers to manage volunteers as they have in the past. This accommodates those that use classroom coordinators as well as those who do not.
  - Regardless of how class volunteer schedules are managed, ALL visitors must still sign-in
  - ~500 Cedar Mill Elementary volunteers have registered for MyVolunteerPage to date. This is one of the highest rates in the district
  - Library volunteer shifts are being limited to 1/month for your child's class and 1-2 more hours for other classes.
- Upcoming Events-
  - Enrichment Classes Start
  - 10/5: Art Literacy volunteer training
  - 10/12: First Family Chess Night
  - 10/13: Scrip Orders Due
  - 10/18: Picture Day VOLUNTEERS NEEDED
  - 10/18: Dine Out- Si Senior ALL Day
  - 10/19: Passport club

- 10/27: Staff Appreciation Luncheon
- 11/14-17: Artist in Residence

**II. Dine-Out & Scrip – David Platt on behalf of Natasha Seifert**

- Oct 18th at Si senior – ALL DAY
- Scrip- Due Oct 13<sup>th</sup>

**V. Directory – David Platt on behalf of Natasha Seifert**

- Is in the process of being reviewed prior to handing off for print
- Need to identify someone to count money received with Natasha

**7. Community Business outreach – Hillary Peck**

- Is there interest in “promoting” community businesses on a website
- Reviewed pros and cons
- Decision was not to pursue. Question the value relative to the effort as well as alignment to the PTC mission and goals. Concern from attendees that inclusion may:
  - be considered an endorsement
  - be considered biased/preferential i.e. including some realtors but not all
  - put the PTC in a position to manage
  - create friction rather than build community

**7. Budget – Tom Kobayashi**

- Backlog of receipts was processed last week of September.
- Currently anticipates a 2-3 day turnaround on reimbursement receipts received going forward
- The PTC is running at about a \$20K deficit. This will keep us on track for an auction in 2019. If we approve and additional spend of 5-10k beyond the current budget, we will need to consider moving the auction up.
- Taxes are due next month- request for tax software \$120.00. Need to determine who to register it under (i.e. Cedar Mill Elementary PTC) to ensure transferability without an additional cost. Request was made to explore the donation or discount of software as a non-profit. Approvals can be managed via email to the board.
- Going to look at better accounting software as well.

***David made a motion to approve the budget, Hillary second the motion. All were in favor.***

**7. Open/Recently filled Board and Committee Spots – David Platt**

- VP- Lyndsay Brown & Kathleen Everett
- Beaverton Clothes Closet chair- Nicole Matson
- Staff appreciation chair- Sarah Anderson
- Website Chair- Roberta Horne
- Still need:
  - 5<sup>th</sup> grade send-off chair. Preferably a 5<sup>th</sup> grade parent. Yearbook, trip, gift
  - Passport club chair for 2017
  - Family movie night (Usually occurs in fall)- chair
  - Pancake Breakfast chair- will have teachers send out an ask.

*David Platt made a motion to approve new VP's, Jessica Baker second the motion. All were in favor*

**III. Open Items~**

- Newsletter Items-
  - Want to ensure content communicates what the PTC does and its value. Propose October Newsletter include Fun Run results, November include infographic on 2016/17 budget allocations by category, future publications highlight open roles or key activities with more robust content
  - Attendees discussed and agreed to publish budget on Web
  - Send Newsletter to Carla for broader distribution as opposed to MyVolunteerPage
- Reminder to send stuff to David for proofing to ensure that the PTC is reflected professionally. This includes flyers, posters, newsletter, emails, etc... that are sent out or posted on behalf of the PTC. Turn-around 24hours.
- Update on Valley Cinema matinee program- Usually happens twice in the fall and spring. However, they are reviewing the program so we will aim for spring.
- Future ready- school received a new package of chrome books from the district. Every class has access to chrome books however 3<sup>rd</sup> grade would like to have enough for a class set to allow for each child to have their own for math and writing. Sharing is not conducive to learning in these applications. They are short 10 new Chrome books. Cost will be \$3,3840. Recommendation to use funds available in the technology budget.

*David Platt made a motion to approve the expense out of the technology budget item, Hillary Peck second the motion. All were in favor.*

**X. Minutes - Katie**

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

*David Platt made a motion to approve the minutes, Hillary Peck approved the motion. All were in favor.*

**X. Principal Update - Brian Horne**

- Conference system- Parents will get an email with a link. Find your teacher and reserve a time. If you don't see a time that works, contact your teacher. Blast will go out Thursday.
- 3 new kids enrolled this week. Enrollment is about 426
- OBOB assembly was this morning
- Next assembly is this Friday. Quest for character is cooperation.

**Meeting Adjourned 8:08pm**