

## ***Cedar Mill PTC Minutes September 15, 2015***

**Attendees:** Brian Horne, Hillary Peck, David Platt, Janell Hosch, Justin Blank, Valerie Ristau, Jay Locke, Natasha Seifert, Diala Charamand, Sarah Kennedy, Brooke Huber, Jessica Baker, Lauren Bowen, Melissa Potter, Jill Bard, Kelly Gonzalez, Christine Flores, Heather Erwin, Angelique Okeke, Robin Gao, Becky Kamm, Katie Wiley, Christin Stanton, Deb Marshall

Meeting called to order by Hillary Peck at 7:02 pm in the Cedar Mill School Library.

### ***I. Volunteer Opportunities/Update – Diala and Brooke***

- Stop drop and smile – Thank you for all of the support. It was a good evening. Families and students seemed to enjoy the BBQ
- Coffee in library on the first day of school had a great turnout
- Website has been redesigned and we will be utilizing this more. Direct people to the website (cedarmillptc.org) volunteer opportunities, upcoming events, and contact information
- Passport club – Steve Roesch still chairing. Will only be 3<sup>rd</sup>-5<sup>th</sup> grade this year on the last Wed. of each month
- Health Screening – Date still unknown, will send out the information when we have it
- Open lead positions – Auction (silent auction and live auction), Grounds clean-up and beautification, Health and vision screenings, Photographer/historian, Co-chairs for board (Pres and VP)
- Upcoming events:
  - Sept 16 – Back to School night
  - Sept 16 – Auction committee tour of MAC club
  - Sept 17 – Auction committee meeting at Kristen’s house
  - Oct 1 – Fun Run
  - Oct 9 – No School
  - Oct 13 – Picture Day
  - Oct 22 and Oct 23 – Parent Teacher Conferences/No School

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

- ***Fun Run (Jill):***
  - October 1<sup>st</sup> is the date of the Fun Run. The goal is to raise \$28,000. Fun Run is our main fundraiser of the year. Very low overhead event, 100% of proceeds go to the PTC to fund our ongoing school expenses. Pledge sheets will be sent home with the students this week. Students have 20 minutes to run. Pledges can be made per lap or a flat donation. Online donations can be made now using our auction software. Pizza party incentive for class that has the highest participation percentage and the class that brings in the most total donations (may change that to \$ per student). Will need many volunteers, all helpers and those that want to watch need a cleared background check. K-1st 9:30am, 2nd-3rd 10:30am, 4th-5th 1:30pm.
- ***Ways and Means (Jessica/Melissa):***
  - EScrip program for loyalty cards, brings money into the PTC for typical shopping. Market of Choice is one of the participants. Harvest Baskets were done as a

fundraiser in the past, will look into whether that is something we want to do this year.

- **5<sup>th</sup> Grade Send off (Katie Wiley):**
  - Becky Kamm is on the team with Katie. This is a one day party at the end of the year for the 5<sup>th</sup> graders. Breakfast, video, bus to Bullwinkle's, and yearbook signing. Becky and Katie were on the committee 2 years ago. In the past, they have spent ~\$49 per student. 62 students in 5<sup>th</sup> grade this year, significant increase over last year's class. The 5<sup>th</sup> grade gift is separate from the \$2000 budget item in the PTC budget for the send off. The committee will fundraise or ask the parents for the money for the gift. The team could work with Ways and Means to see if there is an appropriate fund raiser (Shamrock Grams? Harvest Basket? Take over a dine out?) that can supplement the \$2000 budget that the PTC has for the event. The team will get together in October and send their plan and projected costs to Hillary. Will need another discussion to determine if the budget for this item will increase and/or whether a fund raiser will happen. Some of the auction proceeds can also help with this shortfall.
- **Dine-Out & Script (Natasha):**
  - First dine-out is today at Twist. Scrip orders are coming in.
- **Directories (Jay):**
  - 160 responses have come in online (~40% of the school population). Last year there were 278 people that responded (88%). Print order needs to be placed the beginning of October, likely will be at Office Depot. Will discuss the quantity to be printed after the directory orders all come in. We may in the future want to have an 'Opt out' form instead of having everyone submit their info. A reminder email will be sent about the directory information submittal and order deadlines.
- **Auction (Bethany):**
  - Still looking for more people to get involved. Taking a tour of the MAC club this week to see renovations and look at menus and pricing. Kristen is hosting an auction meeting at her house at 7pm on Thursday. Auction leads will give updates. Breaking activities into teams, there are many small tasks that need to get done, so anyone can get involved and contribute. Goal for the auction is put a few stationary computers/laptops in each classroom (currently have 3 laptop carts that can move around the school) and supplement the PTC budget to support our fast growing school.

### III. Open Items~

- Movie license purchased last year and will expire on Nov 18<sup>th</sup>. Would like to have a family movie night prior to then. Would be fun to have the students vote on which movie to show, give them a choice of 3. We have a new chair for this event.
- Sound system for the gym was approved last year. Because of the space, the improvement we would realize wouldn't outweigh the cost. So instead of a system, a couple cordless mics were purchased.
- Summer program, BEF grant funded Camp Achieve. It was held at three schools over the summer. It required some additional funding (~\$2100) in the middle of the summer, and the PTC covered that cost.
- Newsletter will include information on upcoming events, directory, running club, and eScrip. Submit other items to Janell by Friday, 9/18

- Running Club – Last year ‘Lapping Lumberjacks’ started on Tues/Thurs mornings in May. Will continue this year. Open to all students. Want to have an alternate program for rainy days. There will be some sort of cardio circuit under cover. Want to do Tuesday AM prior to school and then on Thursdays during lunch. Will start next Tuesday.
- Art Literacy – Valerie and Lauren are co-chairs, there is an art lit room this year as well. Would like to have an Art Night committee this year. American Public Art is the cultural theme this year. Is there a good month to target for Art Night? Perhaps January would work. May do a student art show instead of the cultural theme.
- Website changes – Justin reworked the web site. Still working to incorporate items. Can submit suggestions and additions to the webmaster link on the web page (cedarmillptc.org). Want the webpage to work together with the Facebook page. Right now we are using the ‘school calendar’ on the PTC webpage (matches what is on the Cedar Mill school webpage). May need to add other events. Will be putting sign-up genius links on the web page too.
- Volunteer check-in laptop – This is the computer that is used for volunteers to check-in and get their hours logged and is located in the office. It won’t currently hold a charge and we are seeking a donation to replace it. David will follow-up with Marc Moran, as he mentioned he may be able to help with items like this in the past.
- Assembly – PTC approved \$600 to fund a curriculum based play about math. All of the students will attend.
- Meeting changes – Planning to have every other month’s meeting during the day at 1:30pm. We are hoping this will encourage some teacher participation if their students happen to be in special activities at that time. This will just be a trial for the fall to see how it works.
- Will we have chess night this year? Need to ask Kristen. We likely need another chair for this event if it will happen this year. Last year it was once per month (Wed. 6:30-7:30). Diala suggested that we could have someone different ‘host’ the event each month. The only responsibilities are publicizing the event, getting the chess sets to the café and then put back in the storage area.
- Next Tuesday there is a training on cash management for PTCs. Melissa Potter will attend for us, as Sarah can’t go.
- Cub Scout join night is 9/23 from 7-8.

#### ***IV. Budget - Sarah***

- Current balance is \$32,647.51 New teachers added to the budget. Last year we budgeted \$33,050 of income, and we actually brought in \$542 more than that amount. It was our first time forecasting income. Budgeted expenses were \$37,480 and we actually spent \$44,376. (\$9625 was spent on digital walkie talkies late in the school year to replace old and broken analog ones and acquire more for our expanding staff).
- For the teacher funds, Sarah is planning to give each teacher half of their budget in a check at the beginning of the school year. The teachers will need to submit receipts for that first half in order to receive the second half of their yearly funds.
- Sarah will add an expense for the big purchase (computers for classroom) that we are planning to fund with the auction proceeds. We will need an estimate for this purchase.
- How will fun run credit card processing fees be handled in the budget? TBD whether they will come out of the Fun Run income or be a separate expense line item.

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

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

Minutes from the June 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***

- The growth of our student population and its impact on our school are not surprising. Things around the school will be changing a bit to cope with our growth. Biggest issue right now is parents dropping off students prior to 8:10am. Parents doing car pick up also can't come pick up until after 3:20 (can't be in the parking lot until then to allow the buses to get out). There is a potential that there will be a right turn only sign at our parking lot's exit during dismissal. Overall, has been a great start to the school year.
- How are Lumberjack Leaders utilized in the morning? Don't want them in the parking lot. They are helping in other areas.
- The school will be doing online sign-ups for conferences this year instead of the manual sign ups on the gym wall at back-to-school night.
- First coffee with the principal will be in October.

***Meeting Adjourned 8:50 pm***