

## Cedar Mill PTC Minutes 4-06

**Attendees:** Janet Vanoni, Desirea Muraoka, Sarah Thom, Tracy Pierson, Gillian Dyll, Scot Stockwell, Laurie Maheu, Stephanie Amato, Maryam Zare, Karen Dellinger, Sheryl Moran, Deborah Field, Cindy Howard, Jenna Plumb, John Nitikins.

**Opening:** The meeting was called to order by Tracy Pierson at 7.04pm.

**Volunteer Log-In Software:** Laurie introduced Mark Myers, who described his HelpCounter computer program which allows volunteers to log in and keep track of their hours. If you forget to sign out it asks you how many hours you did the next time you log in. You can enter time done at home, and it keeps contact information confidential. It keeps track of who is in the building, and allows coordinators to contact volunteers who are interested in helping at their events and send thank-yous. It can e-mail volunteers with your home e-mail address as the return address. At the beginning of the year, the volunteer coordinator enters the items people have checked on the pink sheet. Later, if someone signs up for a new event, the coordinator for that event automatically gets an updated list of volunteers. It lists those volunteers who don't have e-mails so that they can be contacted another way. The one time license fee is \$500, which includes training and support from Mark. There are also help files in the program.

**Minutes:** Complete minutes were distributed to and reviewed by members via e-mail prior to the meeting. Gillian Dyll reviewed open items from March's minutes. The minutes were approved as submitted.

**Budget:** This year we have budgeted \$29,200, and spent \$14,750 with \$14,450 remaining. Total assets are \$22,627 with an additional \$13,514 expected from unprocessed credit card payments from the auction. We are still waiting for a merchant number to process these. Bank of America are giving us a credit card account with no monthly fees. Desirea Muraoka presented the budget report which was approved as read.

**School Dance:** The Sock Hop is back! Thanks to Taylor Reagan, a 5<sup>th</sup> grade Girl Scout who plans to organise the Sock Hop for her Bronze Award. It is scheduled for Friday May 19<sup>th</sup> and will be similar to last years' event. She will need lots of parent volunteers in addition to her 5<sup>th</sup> grade friends.

**Staff Appreciation:** Sheryl Moran needs help for the week of May 1-5<sup>th</sup> with planning themes and bringing treats for the school staff. Last year the staff enjoyed getting custom made lattes. Another suggestion was hand massages. Please contact Sheryl if you can help [sherylmoran@yahoo.com](mailto:sherylmoran@yahoo.com)

**Bond Measure:** We need volunteers for call nights on April 5<sup>th</sup>, 19<sup>th</sup> and May 10<sup>th</sup>. You are given a list of names and a script. People who volunteer will be entered into a raffle to win two Ariondack chairs made by John Nitikins. Door-to-door canvassing has been scheduled for April 22<sup>nd</sup>-23<sup>rd</sup>, it involves just delivering flyers to people's doors. Please contact Shannon Kroah-Hartman at [shannon@kroah.com](mailto:shannon@kroah.com) to volunteer.

**Nominating Committee:** So far, there are people interested in the Co-President, Treasurer, and Secretary positions. Vice-President, Volunteer Coordinator, and Ways & Means (fundraising) are still without nominees. The new Board will be voted in at the next meeting May 2<sup>nd</sup>. Please contact Laurie Maheu if you are interested in a position on the Board or have questions. [maheu6@comcast.net](mailto:maheu6@comcast.net).

**5<sup>th</sup> Grade Send-Off:** Cindy Howard shared this years' 5<sup>th</sup> grade gift to the school will be painting the cafeteria (while keeping the existing mural). She showed the colors and there are plans to add quotes or inspirational words. The 5<sup>th</sup> graders will be allowed to participate under supervision!

**Science Fair:** Bill DLeeuw is organising this years' science fair on 4/19. You can still participate: get forms from teachers or the office. Please contact Bill if you can help, and come see the great projects!

**Principal's Update:** The school is adopting a new reading program called Read Naturally which has been used successfully elsewhere. It works in the classroom or in pull-out groups and is aimed at children almost reaching benchmarks or close to exceeding to improve their reading fluency. Volunteers will be needed for pull-out groups. Recent events Art Night, Science Fair Kick-off Spaghetti Dinner and Irish Cultural Day were enjoyed by all. Upcoming events date changes are Cinco de Mayo on May 4<sup>th</sup> (not 5<sup>th</sup>), and Carnival June 9<sup>th</sup> (changed from the 2<sup>nd</sup>).

**Proposed Budget Additions:** The PTC has made some extra money this year; if we spend everything we've budgetted already and carry over \$5,000 to next year, we have about \$15,000 extra. Several potential items to purchase are listed. We did not have time to vote on them all this meeting, but the following were approved:

1. \$2,500 for 5<sup>th</sup> grade send-off, \$2,500 for 4<sup>th</sup> grade overnighner. These amounts are intended to reduce the major fundraising that these grades have to do for these events. They will be put in the budget every year so that everyone will benefit as they reach 4<sup>th</sup> and 5<sup>th</sup> grade. The kids will still do fundraising events such as the Pancake Breakfast, to add funds to these amounts. Perhaps the 5<sup>th</sup> graders would like to do the Sock Hop as a fundraiser on a yearly basis.
2. \$500 licence fee for the Helpcounter volunteer log-in software discussed above.
3. \$250 for the Literacy Team staff. The other staff specialists get \$250 per year from the PTC and the literacy team had been inadvertently omitted.
4. \$500 for the Sock Hop, which had previously been removed from the budget.

Other items will be voted on next meeting May 2<sup>nd</sup>. Please submit requests with estimated costs to Tracy.

**Adjournment:** The meeting was adjourned at 8.36 pm.

Respectfully submitted,  
Gillian Dyall,  
Secretary.