



Safe
Kind
Respectful

***Cedar Mill PTC Minutes
March 7, 2017***

Attendees: David Platt, Hillary Peck, Janell Hosch, Jon Horne, Nicole Matson, Jessica Baker, Laura Bloom, Lee Carson, Kimberly Pearson, Eva Novick, Sarah Anderson, Melissa Potter

Meeting called to order by David Platt at 6:45 pm in the library.

I. Treasurer Update – David Platt and Hillary Peck

- Mutual agreement for Tom Kobayashi to step down (his work situation doesn't allow him to fulfill his duties)
- Hillary Peck will act as Interim Treasurer until a new Treasurer is in place
 - Hillary Peck will also reach out to a previous Treasurer to go over the current status and get everything back in order
 - In the process of transferring bank accounts over so that Hillary Peck and David Platt have authorization to access the accounts
- Primary Treasurer obligations include:
 - Respond to reimbursement requests from teachers
 - Attending meetings, give a budget report every month
 - Maintain the budget in collaboration with other board members
 - Renew insurance
 - File annual taxes
- In the process of looking for a new Treasurer, expect an email through the volunteer system asking for people to consider the new role, as well as soliciting for other new positions that will be open at the same time

II. Volunteer Coordinator – Kimberly Pearson

- Upcoming Events:
 - 3/08- Family Chess Night
 - 3/09- Kindergarten Roundup
 - 3/17- Staff Appreciation Lunch
 - 3/24- Family Dance
 - 4/08- Pancake Breakfast
 - 4/17 – 4/21– Book Fair
 - 4/19- Clothes Closet
 - 4/22- 'Love Your School' Cleanup Day
 - 4/27- Science Fair
- Kindergarten teachers have no volunteer needs for the round-up this year, but the PTC will aim to still have a presence
- Staff appreciation lunch – sign up genius has gone out, there are many sign-ups but it isn't full yet

- Family dance – not many of the positions have been fulfilled. There are many needs, but it is the night before spring break starts so getting volunteers can be challenging
 - May need to eliminate extra activities in the cafeteria due to anticipated lower attendance (extra activities were added to account for potential overcrowding in the gym, but that may not be an issue since it's the week before spring break)
- Pancake breakfast – have all the volunteers needed
- Clothes Closet – still spots open, Kimberly will send a reminder email closer to the date
- Book Fair – expect to enter volunteer requests in system around spring break. Janell will populate the system, and Kimberly will send out a reminder if needed

III. Science Fair – Jessica Baker

- Thursday, April 27
- Set-up is Wednesday, April 26
- Planning the event behind the scenes. First planning meeting is Tuesday the 14th at 7:00 in the library. Everyone is invited. There are big and small roles for everyone.
- Unlike previous years, there will be school the day after (it was added back in as a snow make-up day)
- Sign-up packets went out to students this week
- One important change – forms are due before spring break (Thursday March 23) (projects don't need to be complete by then, just the sign-up form)
- All participants get a Science Fair t-shirt, they get them at set-up and wear them to the Science Fair
- Third and fourth grades are doing the science fair as part of the class curriculum
- Everyone is invited to participate
- There is a need for a lot of helpers, particularly the night of to review projects. Reviewers don't have to be scientists, just someone to hear kids talk about their projects
- We will go with sign-up genius for volunteers
 - Volunteers don't have to be background checked for this one-time event. It is open to the public, and there are lots of administrators and staff members present. This allows grandparents, community members, the science community, etc. to be involved without doing background checks and go through the school volunteer system

IV. Pancake Breakfast – Diala Charamand, Laura Bloom

- 8 am – 11 April 8
- Fliers have been sent out, and it is on the PTC website
- Working on advertising
- Don't have any additional volunteer needs
- Kids will come home on that Friday with stickers to remind them to come
- \$5 for an individual, \$20 for a family
- Expect it to cost about \$8,100 to send three classrooms to overnight event

- Have an estimated expense of \$7,000 on the budget. Estimating an income of \$2,000 to come in, so they should cover the spread and make money
- Committee will meet next week. They had considered asking for sponsors to run the event, but now there appear to be enough donations that this isn't necessary

V. Teacher Appreciation – Sarah Anderson

- May 1 – 5
- Sarah is chairing, and doesn't have any committee members. If you would like to help Sarah, please contact her
- Goal – someone from each classroom decorate the doors for the teachers
- Get lumberjack leaders involved in decorating for teachers that don't have volunteers (she will connect with Mr. Marino)
- Budget of \$1,000
 - Car wash coupons for the teachers were donated
 - Purchasing/already purchased:
 - Coffee coupons
 - Pastries
 - Jamba juice
 - Hot/cold water bottles
 - Would like to hire a traveling masseuse for massages. Working on getting a contact for this
- Considering purchasing individualized bags/totes for the teachers, with their names on them. These would be purchased from Thirty-one, which Kimberly Pearson sells
 - Kimberly would host a special party (online) for anyone to purchase anything they want
 - Promotion of the “party” would be online and through word of mouth and social media, promotion would not be sent home in kids' backpacks
 - All commissions and party favors/purchase credits would be donated back toward the school to be used for purchasing individualized items for the school teachers

Note: are we ok with Kimberly Pearson hosting a Thirty-One party to purchase gifts for teachers? It is clear that hostess benefits and commission are donated and no money can be made by individuals. Vote of yes, all in favor.

VI. Home Sendoff Event – Bethany Sebra

- Don't have a budget yet, but working on a plan
- There are a lot of rules and regulations around gifts. Originally wanted to do a big gift and an event, but it isn't possible to legally give a nice gift
- Going to do a big send-off event, using things that don't have value attached to them (such as memory keepsake items)
- June 8, in the evening (tentatively at 6 or 6:30) at Cedar Park Middle School
 - Expect high attendance, and there might not be enough room for everyone at Cedar Mill Elementary
 - Want alumni and people from previous years to be able to attend as well

- Event will be a fun opportunity to honor Brian. It will include speakers, a video montage, some singing. Brian will have a chance to speak if he would like
- Dessert will be served, likely pie because it's his favorite. Looking into pricing, volume discounts, etc.
- Follow-up with Rock Creek (where he was before)
 - This event is just from Cedar Mill Elementary, but people from Rock Creek are welcome to attend
 - We could procure photos/videos from Rock Creek, but they won't be speakers
 - The district is also doing a send-off for Brian (separate from this event)
- Will start a communication plan in April, asking for videos, pictures, etc.
 - People can take a video of their kids, submit past photos, etc.
 - Everyone will deposit information on a website
- What about having a guest book where people can write memories or sign in the night of the event?
 - If people didn't want to commit to writing in a leather book, they could write on a casual note and seal it and put it in the basket for him to read later at his leisure
- Speakers will be selected through a lottery process
 - Any staff or students can enter their names in the drawing
 - People can submit their names for about a week, and then will draw names for students and staff who may speak
- There will be a gift from the PTC to the school on Mr. Horne's behalf
 - A Buddy Bench was identified as a favorable gift
 - Jon Horne is heading up the Buddy Bench
 - A Buddy Bench is a bench on the playground. If a child is looking for someone to play with they can sit there and others will look for someone sitting there who needs a friend or someone to play with
 - Jon has talked with school district and facilities department, and he is on the list of requests but this will take some time. Procuring the bench has to go through the district. This might take some time, there are a lot of people above him on the list of requests
 - Cost is anticipated between \$1,000 - \$2,000 for the bench (maybe more), and then implementation/installation costs in addition
 - Jon would bring back to the board/PTC potential plaque wording to be placed on the bench
 - Goal will be for the bench to be unveiled on the stage so Principle Horne can open it at the event (installation can take place after the June 8th event)
- Principle Horne had also talked about the fence along 102nd, perhaps replacing it, getting a black fence to match
 - Is there an option to get someone to donate time or materials?
 - Someone remembers THPRD might be interested in being involved, but this needs to be followed-up on

VII. Budget – Hillary Peck

- Scrip dollars are now included in the budget

- Staff appreciation has two lines, one of these needs to be better categorized
- Magazine subscriptions needs to be associated with Time for Kids (all one budget together)
- Science Fair budget should be adjusted to be \$1,500 to account for the t-shirts
- Dance budget should be changed to \$500
- Fifth grade send-off is negative because it's money left over from last year
- Mrs. Onasch is not a fourth grade teacher! Her line item is right, but is taken out of the right budget. The two Onasch line items need to be combined
- Music and Mrs. Cole need to be combined
- Add a line item for the Buddy Bench
- Add a line item for the principle send-off

Hillary made a motion to approve the budget (changes listed above will be made). Motion Seconded, all in favor.

VIII. Open Items~

- Newsletter items
 - Add the Clothes Closet to the newsletter again
 - Add open board positions and chair positions, as well as any events or clubs that are currently managed by fifth grade parents. Quick brainstormed list includes:
 - Ways and Means Committee
 - Passport club
 - Chess club
 - Co-volunteer coordinator
 - Co-president
 - Webmaster
 - After School Enrichment Activities have been set for the next session. There is a good line-up, including continuing young professionals (little veterinarians) and adding tennis and golf
 - Another option for the fall or a potential school assembly is bringing in Mindy Lockhart, a women's leadership presenter. She can come speak at our next PTC meeting.

IX. Review/Approve Minutes – David Platt

- There was some discussion about how meeting minutes are approved. Typically they are posted about one week after the meeting. Before posting the board reviews a copy over email, but they are posted to the website before they have been approved by the full PTC
 - Question – should they be approved before posting in a public domain? And should they be approved by the full PTC body, only those who attended the meeting, or just by the board?
 - The bylaws do not specify anything about how the minutes are approved and/or posted, but they bylaws do specify that the board follows Robert's Rules of Order

- Several suggestions were made:
 - Board approval of meeting minutes before they are posted
 - Board approval of meeting minutes. The board-approved minutes are then approved at the following PTC meeting before they are posted (would require emailing in advance of the meeting or printing and bringing to the meeting for review)
 - Secretary could email meeting attendees thanking them to attend the meeting and asking all to review and approve the minutes (approval would be passive – if you have any modifications, email or contact by a specified date). This would require gathering emails in addition to names when people sign-in to the meeting, assuming not all email addresses are in the volunteer system
- No decision was made about how to proceed with future meeting minute postings and approvals

Minutes from the December 2016 & February 2017 meeting will be reviewed and approved independently by the board, as they are not available on the website (cedarmillptc.org) due to a previous website hack.

X. Principle Update – Hillary Peck for Brian Horne

- The Beaverton School District has completed the third round of interviews for the new principle. Hillary attended the second round of interviews as a representative from Cedar Mill.
- Four strong candidates carried through to the third round.
 - The school district is hiring principles for three elementary schools: Barnes, William Walker and Cedar Mill
- Timeframe – supposed to have a candidate identified by spring break
- All of the candidates expressed the importance of being in touch with the local communities and kids
- Notes from Brian Horne:
 - BSD has to trim \$15 million out of next year’s budget. Don’t anticipate any major changes for Cedar Mill, but it’s a wait and see game. Expect decisions in April
 - Thank you to Jessica Baker for taking the lead in the science far. There will be an article in *The Edge* this week
 - Pancake breakfast – someone is bringing a pancake grill. Also, it sounds like they need to rent a grill similar or a grill top to use on the existing grill downstairs
 - School clean-up day is April 22
 - Report cards are going home on March 24
 - Next year (2017-2018) we will be on semester so there will only be two official report cards instead of three
 - Parent teacher conferences were eliminated, if you have concerns reach out to your teachers. Otherwise assume no news is good news

- Next year early release will be every Wednesday. Students will be released at 1:30. There are conversations about enrichment and/or student stop for those days

Meeting Adjourned 8:08pm