

Cedaroak Park PTA Meeting Minutes

General PTA Meeting
 Wednesday, May 14, 2025 | 6pm - 7:15pm
 Location: Cedaroak Park Primary Library

Sign In Sheet			Cedaroak Park PTA		
Activity: General Meeting			Visit us online at		
Date:			CedaroakParkPTA.org		
NAME	PTA Member Y/N	email			
Brittany Shearmire	N	bsharmire1@gmail.com			
Ruth Maher	Y	ruth.leigh.maher@gmail.com			
Emily Carney	Y	emcarney@yahoo.com			
Jessica Whitney	Y	jessicamaritwhitney@yahoo.com			
BRIAN PETERS	Y	peters.brianw@gmail.com			
Meg Leonard	Y				
Charles Hull	Y				
Susan Hurley	Y	susan.hurley@gmail.com			

Sign In Sheet			Cedaroak Park PTA		
Activity: General Meeting			Visit us online at		
Date:			CedaroakParkPTA.org		
NAME	PTA Member Y/N	email			
Dani Brandenburg	Y	danibrandenburg@comcast.net			
Zeel Vt	Y	zeelshah@gmail.com			
Megan K. Fisker	Y				
Michelle Prindle	Y				
Allie Cosmas	Y	allie.cosmas@gmail.com			
Erica Chambers	Y				

- 6:00pm Arrive, Check In and Mingle
- 6:07pm Call Meeting to Order
- 6:05pm Approval of Minutes (April 2025) Susan Hurley Approves, Emily Carney Seconds
- 6:06pm Executive Board Report
- 6:10pm Principals Report

Kindergarten open house. Almost all the families came! The bus ride was terrific. The talent show was an extensive one! 1:40 minutes long (86 students participated) with lots of talent on display. The gym was packed with families and students. Field day, 5th grade carnival and celebration are ahead. The auction was an amazing event. The theme was just enough for everyone to participate and dress up for. The money raised will make such a big difference in the coming year with budget deficits. Teacher Appreciation week was wonderful, thank you PTA. Last Friday we had our "principal's for the day" (from the auction fundraiser). My heart is full of thanks!

- 6:25pm Treasurer's Report (Auction netted over 60k!), next PTA meeting (June) will be a budget focused meeting and plan how to spend. PTA tax returns have been filed!

Cedarok Park PTA FY 2024
Treasurer's Report
07/01/2024 - 06/30/2025

	Income	Expenses	Year to Date	Net Budget	More/Less
1. Carryover					
General Fund	-	-	-	\$40,000.00	-\$40,000.00
Member Restricted Emergency Fund	-	-	-	-	-
To be carried over to 2025-2026	-	-	-	-\$10,000.00	\$10,000.00
1. Carryover Totals	-	-	-	\$30,000.00	-\$30,000.00
2. Events					
Fall Events - Monster Mash, Back to School	\$1,703.43	\$1,174.65	\$528.78	-\$500.00	\$1,028.78
STEAM Night - boards, speaker	-	-	-	-\$1,500.00	\$1,500.00
Winter Events - Missoula Children's Theater, Movie Night	-	\$1,650.00	-\$1,650.00	-\$2,500.00	\$850.00
Talent Show	-	-	-	-\$250.00	\$250.00
Spring Events - Art/Earth fair	-	-	-	-\$500.00	\$500.00
Field Day	-	-	-	-\$500.00	\$500.00
5th Grade Event	-	\$126.68	-\$126.68	-\$2,000.00	\$1,873.32
Parents Night Out	-	-	-	-	-
2. Events Totals	\$1,703.43	-\$2,951.33	-\$1,247.90	-\$7,750.00	\$6,502.10
3. Fundraising					
Fun Run, Walk and Roll	\$15,085.00	\$4,980.52	\$10,104.48	\$5,000.00	\$5,104.48
Auction	\$83,221.31	\$25,013.98	\$58,207.33	\$40,000.00	\$18,207.33
Dine Out for Cedarok	\$807.84	-	\$807.84	\$750.00	\$57.84
Shopping Rewards - Fred Meyer Rewards, Escrip	\$94.54	-	\$94.54	\$200.00	-\$105.46
Individual Donations	\$415.00	-	\$415.00	-	\$415.00
3. Fundraising Totals	\$99,623.69	-\$29,994.50	\$69,629.19	\$45,950.00	\$23,679.19
4. COPPTA Administration					
Website Fees	-	\$151.17	-\$151.17	-\$200.00	\$48.83
Communications/Signage	-	\$87.99	-\$87.99	-\$1,500.00	\$1,412.01
Administrative Expenses	-	\$269.27	-\$269.27	-\$300.00	\$30.73
Childcare for Meetings	-	-	-	-\$250.00	\$250.00
Banking Fees / Interest	\$4.32	\$1.75	\$2.57	-\$175.00	\$177.57
Insurance	-	\$560.00	-\$560.00	-\$600.00	\$40.00
Money/Minder	-	\$258.59	-\$258.59	-\$250.00	-\$8.59
Spirit Wear	-	-	-	-	-
PTA Board Training	-	\$90.00	-\$90.00	-\$150.00	\$60.00
Tax Preparation	-	-	-	-\$750.00	\$750.00
4. COPPTA Administration Totals	\$4.32	-\$1,418.77	-\$1,414.45	-\$4,175.00	\$2,760.55
5. Membership					
Membership Dues Collected	\$419.41	-	\$419.41	\$840.00	-\$420.59
Membership Dues Paid to State	-	\$389.50	-\$389.50	-\$532.00	\$142.50
5. Membership Totals	\$419.41	-\$389.50	\$29.91	\$308.00	-\$278.09
6. Learning / Program Services					
Art Literacy	-	-	-	-\$1,000.00	\$1,000.00
Assemblies / Family Education	-	-	-	-\$1,000.00	\$1,000.00
Garden Supplies	-	-	-	-\$500.00	\$500.00
Garden Food Tasting	-	\$520.87	-\$520.87	-\$700.00	\$179.13

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	Income	Expenses	Year to Date	Net Budget	More/Less
6. Learning / Program Services					
Daily Farton Imagination Library	-	\$500.00	-\$500.00	-\$500.00	-
Local Charity	-	\$500.00	-\$500.00	-\$500.00	-
6. Learning / Program Services Totals	-	-\$1,020.87	-\$1,020.87	-\$4,200.00	\$2,679.13
7. School Support (stays with the school)					
Counselor Led Family Support	-	-	-	-\$500.00	\$500.00
Library Program	-	\$333.49	-\$333.49	-\$500.00	\$166.51
Music Program	-	-	-	-\$500.00	\$500.00
Wellness Program	-	\$367.70	-\$367.70	-\$500.00	\$132.30
Hospitality	-	\$6,353.13	-\$6,353.13	-\$7,500.00	\$1,146.87
Sustainability/TREX	\$145.42	\$58.95	\$86.47	-	\$86.47
School Directory	-	-	-	-	-
Yearbook	-	-	-	-\$600.00	\$600.00
7. School Support (stays with the school) Totals	\$145.42	-\$7,113.27	-\$6,967.85	-\$10,100.00	\$3,132.15
8. Teacher Support					
Classroom Support - Pre K (KS)	-	\$110.11	-\$110.11	-\$400.00	\$289.89
Classroom support - K (TK)	-	-	-	-\$400.00	\$400.00
Classroom Support - K (RS)	-	\$399.91	-\$399.91	-\$400.00	\$50.09
Classroom Support - K (HH)	-	-	-	-\$400.00	\$400.00
Classroom Support - 1st (MF)	-	\$219.97	-\$219.97	-\$400.00	\$180.03
Classroom Support - 1st (HS)	-	-	-	-\$400.00	\$400.00
Classroom Support - 2nd (KG)	-	-	-	-\$400.00	\$400.00
Classroom Support - 2nd (LF)	-	-	-	-\$400.00	\$400.00
Classroom Support - 2nd (MJ)	-	\$399.21	-\$399.21	-\$400.00	\$60.79
Classroom Support - 3rd (HB)	-	\$400.00	-\$400.00	-\$400.00	-
Classroom Support - 3rd (S)	-	-	-	-\$400.00	\$400.00
Classroom Support - 3rd (H4B)	-	\$212.99	-\$212.99	-\$400.00	\$187.01
Classroom Support - 4th (CW)	-	-	-	-\$400.00	\$400.00
Classroom Support - 4th (HS)	-	-	-	-\$400.00	\$400.00
Classroom Support - 4th/5th (DR)	-	-	-	-\$400.00	\$400.00
Classroom Support - 5th (TM)	-	\$400.00	-\$400.00	-\$400.00	-
Classroom Support - 5th (MQ)	-	-	-	-\$400.00	\$400.00
Classroom Support - Counselor (KF)	-	\$179.99	-\$179.99	-\$400.00	\$220.01
Classroom Support -Specialist (RK)	-	-	-	-\$400.00	\$400.00
Classroom Support -Specialist (TW)	-	-	-	-\$400.00	\$400.00
Classroom Support -Specialist (NP)	-	\$191.78	-\$191.78	-\$400.00	\$208.22
Classroom Support -Specialist (MH)	-	-	-	-\$400.00	\$400.00
Classroom Support -Specialist (LB)	-	\$73.69	-\$73.69	-\$400.00	\$326.31
Classroom Support -Specialist (JK)	-	\$394.28	-\$394.28	-\$400.00	\$5.72
Classroom Support -Paraeducators (20)	-	-	-	-\$2,000.00	\$2,000.00
8. Teacher Support Totals	-\$2,981.93	-\$2,981.93	-\$11,600.00	-\$8,618.07	\$8,618.07
9. Special Expenditures					
Restricted Garden KP Thrive Fund (carryover from 2021-2022)	-	-	-	-\$9,325.18	\$9,325.18
Equipment and Programs Fund	-	\$156.60	-\$156.60	-\$10,000.00	\$9,843.40
9. Special Expenditures Totals	-	-\$156.60	-\$156.60	-\$19,325.18	\$19,168.58
Grand Totals	\$101,896.27	-\$46,526.77	\$55,369.50	\$19,107.82	\$36,261.68

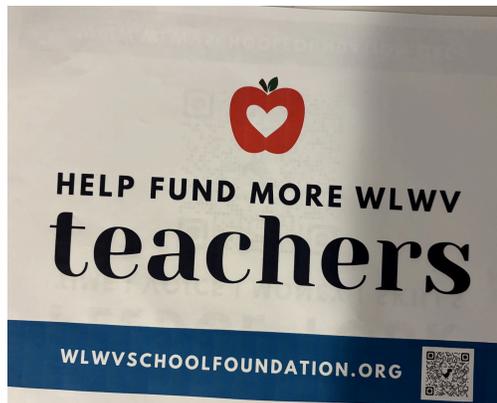
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Bank Account Balances	07/01/2024	06/30/2025	Last reconciled	Summary for the Period	
Checking	\$21,427.63	\$76,792.81	04/30/2025	Starting Total	\$41,232.29
Savings	\$19,804.66	\$19,808.98	04/30/2025	Income	\$101,896.27
Totals	\$41,232.29	\$96,601.79		Expenses	-\$46,526.77
<i>Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.</i>				Ending Total	\$96,601.79

Submitted by:

Name: _____ Signature: _____ Date: _____

6:19pm West Linn/Wilsonville Foundation: looking for the community to help fund teaching positions.



6:30pm Committee News
● Book Fair - waiting on results

- Hospitality: teachers appreciation was last week. All the teachers got COPP hats, breakfast, lunch, snack restock, school supplies.
- Sustainability
 - We need a new committee chair! Emily S. will continue to handle the recycling in the front vestibule.
- Chipper Chair
 - Costume has 5'8" height limit
- PTA Board Search
 - Note that we are seeking replacements for Treasurer and Secretary board positions for next year. We are also looking for a Communications Chair.
- **Volunteer opportunities for May/June:**
 - Field day (sign-up genius coming out soon - requires a LOT of volunteers)
 - 5th grade carnival (sign-up in 5/12 connection)
 - 5th grade recognition ceremony - 3-4 people needed from about 8:45 am to 11:00 am Emily Carney, Jessica Whitney, Megan Fisher volunteer!
 - Scholastic Book Fair: Volunteer sign-ups were a success. Follow-up thank-you emails were sent to all Book Fair volunteers.
 - School Auction: Handwritten, personalized thank-you cards were mailed to the principal, teachers, and Charles Hull in appreciation of their generous contributions.
 - Summer Garden Care: At CREST's request, I sent out a volunteer recruitment email to individuals who had previously expressed interest in garden activities to generate more interest in this summer activity
 - One idea has been to have our annual events assigned to grade levels to provide volunteers. Another idea was to have a quarterly prize raffle, so that every parent that volunteers gets a raffle ticket submitted for a prize such as principal for a day, etc. Great way to get students to peer pressure their parents to volunteer.
 - Goals for 2025–2026:
 - Increase the number of non-PTA volunteers through focused recruitment
 - Update volunteer sign-up forms to include more detailed descriptions of available roles
 - Continue advocating for the WLWV District to remove volunteer committees from the district application form, as the PTA does not have access to this information and it can cause confusion.

6:40pm

New Business

- **2025/26 Board Elections: Committee to present nominations** Open Positions Secretary, Treasurer
 - Secretary Role - takes notes in meetings, withhold our bylaws, making sure we get signatures on things each month and saved on Google Drive (we went paperless in 2023) for submission to the committee, record keeper for membership. Brittany Shearmire is nominated by Susan Hurley, seconded by Emily Carney and everyone present voted unanimously! Welcome Brittany!

- Treasurer - Vote to extend treasurer for one year. Recruit and find a treasurer elect to join in. If Michelle Prentice stays in treasurer role, vote to extend Susan Hurley as co-president with Tasha Phillips for one more year. Let's send a dedicated email for recruiting. Susan nominated, Emily seconded and everyone present voted unanimously.
- **Open Committee Roles for 2025/26** - grab a friend it's the perfect way to start to get involved!
 - These can be volunteered for tonight, or feel free to follow up with anyone on the board in the coming weeks/months.

2024-2025 Planning Calendar

May

- 14 - Kinder Open House
- 14 - PTA meeting/elections
- 14- Dine Out at Dairy Hill
- 26 - No School

June

- 4 - PTA Meeting (this is where PTA members vote on next year's budget)
- 4 - Field Day
- 6 - 5th Grade Carnival
- 10 - 5th grade recognition ceremony
- 10 - Last Day of School! (**early release at 10:40am**)

7:05pm

Meeting Adjourned - Thank you!

Committees and Chairs

Garden Chair

To work in collaboration with Helena Kilstrom at CREST.

Ashley Quach
hello.ashleyquach@gmail.com

Garden Tastings

Kate Gales
kateg70@gmail.com

Sustainability Chair

Chair Needed for 25-26 school year

Emily Silverstein
esilverstein3@gmail.com

Art Literacy Chair - on hold '24-25

Emily Carney and Tami Brandenburg
copptasecretary@gmail.com,

tamibrandenburg@comcast.net

Chair Needed for 25-26 school year

Hospitality Co-Chairs

Michelle Prentice
mlrprentice@gmail.com
Susan Hurley
susan.hurley@gmail.com

Membership Chair '25-26

Ruth Maher and Brian Peters

Directory Chair

Zeil Vanden Heuvel
zeilshah@gmail.com

Spirit Wear Chair

Cassie Holliday
cholliday3030@gmail.com

Yearbook Chair

Neely Daggett
neely.daggett@gmail.com

Communications Chair

Chair(s) needed for 25-26 school year

Allie Coombs

Dine Out Chair

Margaret Murphy & Lauren Kimmel
laurenmkimmel@gmail.com

2025 Auction (no auction in 2026)

Matt DeWolf
matthew.dewolf@gmail.com

Megan Fisher
mkfisher04@gmail.com

Squirrel Dash Co-Chairs

Liz Johnson
elizabethjohnson.mail@gmail.com

Michelle Prentice
mlrprentice@gmail.com

Erica Chamberlin will for 25'-26

Halloween Costume Swap Chair

Tasha Phillips
drtashaphillips@gmail.com

Monster Mash Co-Chairs

Ashley Quach
hello.ashleyquach@gmail.com

Nicole Schulmerich
Nicoleschulmerich@gmail.com

Food/Community Drive Chair

Chair(s) Needed for 24-25 school year

STEAM / Science Fair Chair

Chair(s) Needed for 24-25 school year

5th Grade Graduation Chair 25'-26

Jessica Whitney and Emily Carney

Chipper Chair

5'5" -5'8" High Requirement

Chair(s) Needed for 24-25 school year

Erin Keller

Library Giving Tree Chair

Shaheen Munir-McHill
snmunir@gmail.com

Volunteer Chair

Danielle Cassidy cassidydanielle@gmail.com

2026 Parent Social Chair

Chair(s) Needed for 24-25 school year - if this is approved for next year's budget