

Cedaroak Park PTA Meeting Minutes

General PTA Meeting
 Wednesday, June 4, 2025 | 6pm - 7:15pm
 Location: Cedaroak Park Primary Library

Name	Email	PTA Member?
Susan Haly	susan.haly@gmail.com	✓
Demi Brandenburg	demi.brandenburg@comcast.net	yes
Michelle Russell	michelle.knoosre74@gmail.com	no.
Mia Leonard		yes
Spring Chang		
Brian Peres	peterc.brison@gmail.com	yes
Ruth Maher	ruth.leigh.maher@gmail.com	yes
Zeil Vanden Herval	zeilshah@gmail.com	yes
Erica Chamberlain		yes
Jessica Whitney		yes
Emily Carney	emcarney@yahoo.com	yes
Brittany Shearmire	bshearmire1@gmail.com	yes
Ney Fisher		
Nicole Prater		
Mike Quiring		

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- 6:00pm Arrive, Check In and Mingle
 - 6:05pm Call Meeting to Order
 - 6:05pm Approval of Minutes (May 2025 posted on the PTA website), Susan motions to approve, Emily seconds
 - 6:06pm Executive Board Report
 - 6:10pm Principals Report
- Field day was smooth sailing today! Amber Dawn did a great job and the students were very prepared. Kids felt the success and celebration of their classroom and their community. Spring is amazing and we are thrilled that she will be our upcoming principal at COPP. We are so lucky to have this PTA. We all share the goal of wanting to lift our students. We have done a lot in the past six years, growing the PTA to what it is today.
- 6:30pm Treasurer's Report
 - Review and approval of 2025/2026 budget - see Treasurer Documents. Top highlights: PTA taking on the expense of Monster Mash no longer making it a

revenue driving event. OMSI night is budgeted to be scheduled with Bolton again. Field Day budget for replacing items that break during the event. 5th grade carnival was increased to \$2500 in anticipation of rising costs. Parent Social will be a no cost event, non revenue driving event and more accessible to the community. Squirrel Dash will be our largest financial raising event. Dine out has raised \$808 so far (sans Dairy Hill - still waiting on their contribution).

Communications budget was decreased to \$500. We want to centralize the directory next year, which could require some funding and investigation platform. We are striving for 58 PTA members for next year, \$9 out of the \$15 of the membership fee goes to Oregon PTA. Explore ideas of a parent helper per grade or per classroom to help with special events or Art Literacy. Create clear expectations per classroom to help parents and caregivers understand how to help. Perhaps a PTA representative meets with teachers/staff at the beginning of the year to discover the parent volunteer needs. Outline the commitment needs and a better understanding of the time. Maybe we have a background check station for volunteering at Toolkit supply drop off and Curriculum night. Teachers could email a survey to the classroom to gather and share information on what is needed at the beginning of the school year. Perhaps there are meetings specific to the volunteer event to gather information. Mr. Q will reach out to teachers to gain the staff interest in how they would utilize parent help (classroom parent). A classroom parent could really help with communication and be the bridge between PTA and classroom. We increased the budget for teachers, counselors, para educators etc. The staff is very appreciative to the catered events, supplies, etc. We have \$88k, but won't be making much money next year so we want to make sure we are spending to support our teachers as best as possible.

- As we get closer to the first week with teachers at the end of August, let's have a meeting with staff and PTA.
- A few teacher expenses are still outstanding.
- We went over budget with hospitality, and had three staff members retiring that we did not plan for.
- Special request for \$150.00 for preschool tee shirts, Michelle motioned, Zeil and Megan Fisher second
- Susan motioned to approve the budget and Megan Fisher seconded and all PTA members present agreed.

6:50pm

Committee News

- Sustainability
 - We need a new committee chair! Emily S. will continue to handle the recycling in the front vestibule.
 - Be sure to bring in your recycling items to the front vestibule before the last day of school.

- Chipper Chair
 - Costume has 5'8" height limit
- PTA Board Search
 - **Note that we are seeking a Treasurer Elect.** We are also looking for a Communications Chair – Zeil requested to be the communications chair next year.
- **Volunteer opportunities for June and the summer months:**
 - 6/6 5th grade carnival needs a few more volunteers, please go to the sign up sheet link below:
(<https://signup.com/client/invitation2/secure/98495240107/false#/invitation>)
 - 8/15 Kindergarten meet and greet (4-6pm, Robinwood) - Zeil will take the August 15th event
 - 8/21 Tool drop off and popsicles - needs three people to bring scissors and cut the top off of popsicles to pass out (bring wet wipes for your hands). Brian Peters will take on this event

7:10 pm

New Business

- Mr. Q appreciates the PTA and feels supported by the community and is sharing this sentiment on the behalf of all the staff. Can we do COPP tee shirts for the squirrel dash in classroom or grade level colors? Or baseball ringer tee shirts where the sleeves are a different color.
- Each time a parent volunteers they get their name drawn for a raffle. Perhaps it's a lunch with a principle.
- Girls on the Run! Can we do that at COPP? Michelle would take this on but would need another parent to co-chair.

Planning Calendar

June

- 6 - 5th Grade Carnival
- 10 - 5th grade recognition ceremony at 9am
- 10 - Last Day of School! (**early release at 10:40am**)

Review of 2025/2026 Calendar - PTA meetings will continue to be the second Wednesday each month at 6pm.

2025/2026 YEAR AT A GLANCE

JUL / AUG

7/16: Kinder Meet & Greet: 9-11am (Cedaroak)
 8/15: Kinder Meet & Greet: 4-6pm (Robinwood)
 8/21: Tool Drop Off & Popsicles
 8/26: First Day of School
 8/26: Preschool Open House

SEP

9/1: No School - Labor Day
 9/5: Community Coffee PTA*
 9/10: PTA Meeting 6pm
 TBD: Curriculum Night 6pm
 TBD: Picture Day
 9/25: Squirmal Dash
 9/26: No School

OCT

10/3: Costume Swap
 10/8-10/9: School Conferences (no school)
 10/10: No School
 10/15: PTA Meeting 6pm
 10/17: Community Coffee hosted by 5th Grade*
 10/24: Monster Mash
 10/31 No school

NOV

TBD: Picture Retakes
 11/7: Community Coffee hosted by 4th Grade*
 11/10-11: No School, Veterans Day
 11/12: PTA Meeting
 11/12-12/12: Library Book Drive
 11/24-11/28: No School Thanksgiving Break

DEC

12/05: Community Coffee hosted by 3rd Grade*
 12/22-1/5: No School, Winter Break

JAN

1/14: PTA Meeting 6pm
 1/19: No School, MLK Day
 1/26: No School
 TBD: OMSI Family Science Night

FEB

2/6: Community Coffee hosted by 1st Grade*
 2/6 PJ Party and Movie Night
 2/9-2/13: Friendship Week & Food Drive
 2/11: PTA Meeting
 2/16: No School, Presidents' Day
 2/20: Placeholder for parent social
 2/27: No School, Staff Development

MAR

3/02-3/06: Classified Appreciation
 3/11: PTA Meeting 6pm
 TBD: 4th and 5th Grade Concert
 3/23-3/27: No School Spring Break

APR

4/03: Community Coffee hosted by Kindergarten*
 4/06: No School
 4/08: PTA Meeting 6pm

MAY

5/01: Community Coffee
 5/04: No School
 5/04-5/06: Teacher Appreciation Week
 TBD: Cedaroak Park Talent Show
 TBD: Kinder Open House
 5/13: PTA Meeting/Elections 6pm
 5/22: Furlough Day, No School
 5/25: No School, Memorial Day

JUN

6/03: PTA Meeting
 TBD: Field Day
 TBD: 5th Grade Carnival
 TBD: 5th Grade Recognition Ceremony
 TBD: Last Day of School

We're so glad you are here!



Calendar subject to change and update, get more info at CedaroakParkPTA.Org
 *Community Coffees: Each month the PTA or a specific grade will host but ALL grades are welcome to attend every event.

Version 3/11/2025

7:22pm Meeting Adjourned

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
embork@yahoo.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