

# Cedaroak Park PTA Minutes

General PTA Meeting

Wednesday, September 10, 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
Zel VIT	Y	zelshake@gmail.com
Mary + Joe Churchill	N	Joseph.churchill
Kate Schvik-Hillen	N	kschvik1929@gmail.com
Ami Brandenburg	Y	ami.brandenburg@comcast.net
Ari Harris	Y	anahareharris@gmail.com
Megan Foster	Y	mefoster@regnum.com
Emily Carver	Y	emcarver@vahoo.com
Ronni M Comie	N	vrnicomie@gmail.com
Erica Chamberlin	Y	
ESRAH PARRAS	Y	peters.brian@gmail.com
ALLIE COMBS	Y	allie.combs@tje.com
Ruth Maher	Y	ruth.leigh.maher@gmail.com
Brittany Shearmire	Y	
Charles Hull	Y	
CLAUDE WALCHUK	N	clauwalchuk@gmail.com
AMIR FOXLEY	N	AMIR.FOXLEY@gmail.com
Kathleen Adams	N	kathleenadams@gmail.com
Danielle Cassidy	Y	
Michelle Prentice	Y	
Susan Hurley	Y	

Continue on reverse side if needed

www.cedaroakparkpta.org  
info@cedaroakparkpta.org

6:00pm Arrive, Check In and Mingle

6:05pm Call Meeting to Order

6:05pm Introductions

6:10pm EcoSchool Network introduction

- Sophie from the Eco School Network introduces the organization, which aims to make schools greener and healthier for students.
- The network supports initiatives like veggie gardens, recycling, and outdoor classrooms, and offers free resources and training.
- Sophie mentions a four-session training program starting in the fall, which will provide resources and connect participants with a network of change makers.
- The Eco School Network seeks to support sustainability projects and offers small seed funding for initiatives.
- Sophie passed a sign up sheet for people interested in more information and Cedaroak Park plans to include the Eco School Network flyer in the next Connection.

6:15pm Executive Board Report

- Susan Hurley provides an update on the Executive Board's planning session that took place in August, focusing on giving back to the community and reaching out to historically underrepresented families.
- Susan emphasizes the importance of involving all voices and bringing everyone to the table.
- The board is planning for Curriculum Night support and the Squirrel Dash fundraiser.

6:20pm Principals Report

- Spring Chang, the principal, thanks the community for the warm welcome and discusses the challenges faced due to budget cuts and staffing shortages.
- Staff were overwhelmed with gratitude when they learned of the increase in their annual classroom budget from the PTA, Spring thanked the PTA for this additional support.
- Despite these challenges, the school is working hard to ensure a positive experience for all students, with teachers thinking creatively and empowering para educators.
- Spring highlights the new math and reading curricula.
- Discussed the alignment of PTA goals with the school's objectives to bring as many people to the table as possible. And the overall goal to make Cedaroak more accessible for all families.
- The principal introduces a new open house format for Curriculum Night to make it more accessible for all families and seeks feedback on how to better support the parent community better. Curriculum Night will be student-led this year and no longer have the 30 minute presentation windows as it has in the past. The Community Fair tables will still take place in the gym from 6:00-6:30pm. More information will be provided to families in the coming days.
- Preschool teacher Kelly Sabom thanked the PTA for the additional classroom support. She asked about resources available to build out the preschool playground and make it a more enriching space. She will work with board treasurer, Michelle, to put together a proposal for the open grant funds and will present at another meeting.

#### 6:30pm Treasurer's Report and Review of Budget

- Michelle, the treasurer, presents the Treasurer's Report, noting that most spending occurs around the Squirrel Dash event.
- The report shows \$25,000 earmarked for teacher grants and programs not covered by the district.
- Michelle explains the auction funds and their use for teacher grants and other school needs.
- Michelle presents the budget for the year, with a new line item for a school directory, Konstella, to improve communication with parents. Discussed the function of the directory and how it would enhance communication. Annual cost would be \$850 and communications chair Zeil suggested we trail the program for a year and see if it is something that we are interested in continuing to use.
- Susan Hurley motioned to approve the budget, Megan Fisher seconded. Budget approved by a unanimous vote of 14 members.
- Michelle spoke about the treasurer elect position currently open. Call to anyone interested in joining the board, especially those with a financial background. Treasurer elect position would train under Michelle for the year with the intention of taking over the position next year when her term is up.



Budget:

Cedaroak Park PTA FY 2025  
Budget Report

Funds available at beginning of financial year (07/01/2025)				\$85,185.48
<b>1. Carryover</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>	
General Fund	\$40,000.00	-	\$40,000.00	
Restricted Garden KP Thrive Fund (carryover from 2021-2022)	-	-\$9,325.18	-\$9,325.18	
To be carried over to 2026-2027	-	-\$10,000.00	-\$10,000.00	
<b>1. Carryover Totals</b>	<b>\$40,000.00</b>	<b>-\$19,325.18</b>	<b>\$20,674.82</b>	
<b>2. Events</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>	
<b>Fall</b>				
Monster Mash	\$1,000.00	-\$1,450.00	-\$450.00	
Open House	-	-\$50.00	-\$50.00	
<b>Fall Totals</b>	<b>\$1,000.00</b>	<b>-\$1,500.00</b>	<b>-\$500.00</b>	
<b>Winter</b>				
OMSI Night	-	-\$2,250.00	-\$2,250.00	
Parent Social	-	-\$1,000.00	-\$1,000.00	
Movie Night	-	-\$250.00	-\$250.00	
<b>Winter Totals</b>	<b>-</b>	<b>-\$3,500.00</b>	<b>-\$3,500.00</b>	
<b>Spring</b>				
STEAM Fair	-	-\$500.00	-\$500.00	
Field Day	-	-\$500.00	-\$500.00	
5th Grade Celebration	-	-\$2,500.00	-\$2,500.00	
Talent Show	-	-\$250.00	-\$250.00	
Earth Day Art Fair	-	-\$500.00	-\$500.00	
<b>Spring Totals</b>	<b>-</b>	<b>-\$4,250.00</b>	<b>-\$4,250.00</b>	
<b>2. Events Totals</b>	<b>\$1,000.00</b>	<b>-\$9,250.00</b>	<b>-\$8,250.00</b>	
<b>3. Fundraising</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>	
Squirrel Dash	\$12,500.00	-\$7,500.00	\$5,000.00	
Dine Out	\$750.00	-	\$750.00	
Shopping Rewards/Givebacks	\$10.00	-\$10.00	-	
Spiritwear	-	-	-	
Yearbook	-	-\$600.00	-\$600.00	
Individual Donations	-	-	-	
Auction (2026-2027 placeholder)	-	-	-	
Spirit Wear	\$1,000.00	-\$1,000.00	-	
<b>3. Fundraising Totals</b>	<b>\$14,260.00</b>	<b>-\$9,100.00</b>	<b>\$5,160.00</b>	
<b>4. Administrative Expenses</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>	
Administrative Expenses	-	-\$300.00	-\$300.00	
Childcare for Meetings	-	-\$250.00	-\$250.00	
Banking Fees / Interest	-	-\$50.00	-\$50.00	
Insurance	-	-\$600.00	-\$600.00	
MoneyMinder	-	-\$300.00	-\$300.00	
PTA Board Training	-	-\$150.00	-\$150.00	
Tax Preparation	-	-\$250.00	-\$250.00	
<b>4. Administrative Expenses Totals</b>	<b>-</b>	<b>-\$1,900.00</b>	<b>-\$1,900.00</b>	
<b>5. Membership</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>	

<b>5. Membership</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>	
Membership Dues Collected	\$900.00	-	\$900.00	
Membership Dues Paid to State	-	-\$540.00	-\$540.00	
<b>5. Membership Totals</b>	<b>\$900.00</b>	<b>-\$540.00</b>	<b>\$360.00</b>	
<b>7. Teacher Support</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>	
Classroom Support - Pre K (KS)	-	-\$600.00	-\$600.00	
Classroom Support - K (TK)	-	-\$600.00	-\$600.00	
Classroom Support - K (HH)	-	-\$600.00	-\$600.00	
Classroom Support - 1st (HS)	-	-\$600.00	-\$600.00	
Classroom Support - 1st (HS)	-	-\$600.00	-\$600.00	
Classroom Support - 2nd (AMC)	-	-\$600.00	-\$600.00	
Classroom Support - 2nd (MJ)	-	-\$600.00	-\$600.00	
Classroom Support - 3rd (EH)	-	-\$600.00	-\$600.00	
Classroom Support - 3rd (LS)	-	-\$600.00	-\$600.00	
Classroom Support - 4th (J2)	-	-\$600.00	-\$600.00	
Classroom Support - 4th (HB)	-	-\$600.00	-\$600.00	
Classroom Support - 4th/5th (MQ)	-	-\$600.00	-\$600.00	
Classroom Support - 5th (CW)	-	-\$600.00	-\$600.00	
Classroom Support - 5th (DR)	-	-\$600.00	-\$600.00	
Classroom Support - Counselor (KF)	-	-\$600.00	-\$600.00	
Classroom Support - Specialist (RK)	-	-\$600.00	-\$600.00	
Classroom Support - Specialist (TW)	-	-\$600.00	-\$600.00	
Classroom Support - Specialist (NP)	-	-\$600.00	-\$600.00	
Classroom Support - Specialist (MH)	-	-\$600.00	-\$600.00	
Classroom Support - Specialist (LB)	-	-\$600.00	-\$600.00	
Classroom Support - Specialist (JK)	-	-\$600.00	-\$600.00	
Classroom Support - Paraeducators (20)	-	-\$3,000.00	-\$3,000.00	
Library Program	-	-\$1,000.00	-\$1,000.00	
Music Program	-	-\$500.00	-\$500.00	
Wellness Program	-	-\$500.00	-\$500.00	
<b>7. Teacher Support Totals</b>	<b>-</b>	<b>-\$17,600.00</b>	<b>-\$17,600.00</b>	
<b>6. Curriculum Support</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>	
Art Literacy	-	-\$4,000.00	-\$4,000.00	
Assemblies	-	-\$1,000.00	-\$1,000.00	
Garden Food Tasting	-	-\$750.00	-\$750.00	
<b>6. Curriculum Support Totals</b>	<b>-</b>	<b>-\$5,750.00</b>	<b>-\$5,750.00</b>	
<b>8. Hospitality</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>	
Holiday	-	-\$1,400.00	-\$1,400.00	
Classified Staff Appreciation Week	-	-\$1,500.00	-\$1,500.00	
No School Lunch	-	-\$1,500.00	-\$1,500.00	
Retirement	-	-\$1,000.00	-\$1,000.00	
Community Coffee	-	-\$600.00	-\$600.00	
Educator Appreciation Week	-	-\$4,000.00	-\$4,000.00	
<b>8. Hospitality Totals</b>	<b>-</b>	<b>-\$10,000.00</b>	<b>-\$10,000.00</b>	
<b>9. Communications</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>	
School Directory	-	-	-	
Website Fees	-	-\$250.00	-\$250.00	
Communications/Signage	-	-\$500.00	-\$500.00	
<b>9. Communications Totals</b>	<b>-</b>	<b>-\$750.00</b>	<b>-\$750.00</b>	

<b>10. Community Outreach</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>
Counselor Led Family Support	-	-\$500.00	-\$500.00
Sustainability/TREX	\$250.00	-\$250.00	-
Dolly Parton Imagination Library	-	-\$500.00	-\$500.00
Local Charity	-	-\$500.00	-\$500.00
<b>10. Community Outreach Totals</b>	<b>\$250.00</b>	<b>-\$1,750.00</b>	<b>-\$1,500.00</b>
<b>11. Special Expenditures</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>
Equipment and Program Fund	-	-\$25,000.00	-\$25,000.00
<b>11. Special Expenditures Totals</b>	<b>-</b>	<b>-\$25,000.00</b>	<b>-\$25,000.00</b>
<b>Grand Totals</b>			
	<b>\$56,410.00</b>	<b>-\$100,965.18</b>	<b>-\$44,555.18</b>
<b>Projected bank balance if on budget</b>			<b>\$40,630.50</b>

6:40pm

Squirrel Dash

- The Squirrel Dash event is explained in detail, including its purpose, format, and fundraising elements.
- The event involves students running laps around the grounds, fun music and family experience while cheering on students.
- The fundraising competition aspect of the event is highlighted, with each class competing to raise the most funds and earn a special experience.
- The importance of parent participation and the logistics of the event are discussed, including volunteer sign-ups and student safety.

- Discussed future participating in Squirrel Dash from preschool students with the idea of creating a smaller running loop for the younger runners.

6:45pm            Review of standing rules (vote to approve)

- Susan Hurley reviewed the standing rules, noting that they have remained unchanged for several years. The only update this year is an increase in annual dues—from \$15 to \$18—to reflect recent adjustments made by the National and Oregon PTAs.
- Susan motions to approve the current standing rules, Zeil seconds. Standing rules approved by a unanimous vote of 14 members.

6:50pm            Committee News

- Garden Tastings
  - Reaching out to Helena to identify fall crops for the first tasting of the year. Looking into donations/partnerships with local grocery stores that source regional farms.
- Recycling
  - TREX recycling and all other categories are live for collecting! See full list on the PTA website.
  - Emily Silverstein is looking for a co-chair or replacement chair, for recycling and sustainability.
- Yearbook
  - Asked to provide a parent volunteer at each event to act as photographer.
  - Coordinate with Danielle to add to the volunteer list for each event.
- Dine out
  - Emails out to several restaurants asking to partner for Dine Out events. Application has been submitted to McMenamin's for a 2026 Dine Out. October 2025 Dine Out will be finalized in the next week or two.
- Membership
  - Letter for backpacks drafted, go out in the next week hopefully.
  - Doing a quick "about the PTA" video to go with principal Chang's introduction video
  - Kindergarten meet up before school started was well-attended. Evening time better attended, recommend two evenings meet ups next year.
  - Membership expressed an intent to make an effort at every event to market PTA participation.
- Communications
  - Lots of great updates to the PTA website.
  - Mr Q to act as PTA liaison with teachers.
  - Currenting working to bring the website up to date with all the links and information families need.
- Volunteer coordination
  - Ask for committee descriptions to help with recruitment and what each committee needs.
  - Discussed the Help Counter application and approval timeline.
  - Danielle discussed the idea of matching volunteer interests and time availability with specific committee needs to better pair up volunteers..

- She requested everyone fill out the PTA volunteer interest form (different from the district Help Counter form).
- Discussed district help counter volunteer form vs. PTA volunteer interest form.

7:00pm          New Business

- West Linn Wilsonville Foundation - Megan Fisher
  - In response to the \$15 million budget cut, West Linn-Wilsonville families are relaunching the WLWV Foundation. A new board has been elected, along with representatives from each school. The necessary paperwork has been submitted, and the Foundation is now entering a 6–8 month waiting period for state approval of its 501(c)(3) nonprofit status.
  - Community support for the relaunch has been overwhelmingly positive. Each school has designated a PTA liaison (Zeil) to serve as a vital communication link—sharing updates from the Foundation and bringing feedback from individual school communities back to the board.
  - The group discussed how different funding sources are used, including the PTA budget, bonds, levies, and Foundation funds. It was clarified that while PTA funds typically support individual schools, bond and levy dollars are allocated by the district for broader infrastructure and staffing needs. Foundation funds, on the other hand, will be used to support district-wide classroom priorities in partnership with the district.
  - Megan shared that the Foundation is currently covering startup costs such as technology and legal fees—expenses that have so far been paid out-of-pocket by Foundation members. She encouraged donations to help cover these initial costs.

WLWV SCHOOL FOUNDATION:  
Building a Stronger Future Together



Our mission is to empower every student in the West Linn–Wilsonville School District by working to ensure access to highly trained and effective teachers, enriching student learning year over year, and filling critical funding gaps that PTAs and tax dollars cannot.

WHERE WE ARE NOW

- The WLWV School Foundation is officially launching this school year.
- Our early efforts have already begun connecting with families, staff, and community members to share the vision and build momentum.
- With your help, we are laying the foundation for sustainable support that will directly benefit classrooms and programs across our district.

HOW YOU CAN HELP

- **Pledge Your Future Support** – Every commitment, big or small, ensures ongoing funding for student success.
- **Get Involved** – Volunteer, share the mission, or join our events to make a difference.
- **Spread the Word** – Help us grow by encouraging friends, neighbors, and local businesses to join in.

If each student gave up one \$5 coffee a week we could raise over \$2.4M and save 18 teachers. Together we can make an impact.



## 2025-2026 Planning Calendar

### September

- 9/18 Curriculum Night (open house format)
- 9/23 Picture Day
- 9/25 Squirrel Dash
- 9/26 No School

### October

- 10/3 Costume Swap (bins out at Squirrel Dash and out front during the school week).
- 10/8-10/9 School Conferences (no school)
- 10/10 No School
- 10/15 PTA Meeting 6pm
- 10/17 Community Coffee
- 10/24 Monster Mash (big volunteer opportunity)
- 10/31 No School

7:25 Meeting Adjourned - Thank you!

## Committees and Chairs

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### **Garden Tastings**

Kate Gales  
kateg70@gmail.com

### **Recycling Chair**

#### **Replacement Needed**

Emily Silverstein  
[esilverstein3@gmail.com](mailto:esilverstein3@gmail.com)

### **Art Literacy Chair - on hold**

Emily Carney and Tami Brandenburg  
[copptasecretary@gmail.com](mailto:copptasecretary@gmail.com),  
[tamibrandenburg@comcast.net](mailto:tamibrandenburg@comcast.net)

### **Hospitality Co-Chairs**

Michelle Prentice and Susan Hurley  
[mlrprentice@gmail.com](mailto:mlrprentice@gmail.com)  
[susan.hurley@gmail.com](mailto:susan.hurley@gmail.com)

### **Membership Chair**

Ruth Maher and Brian Peters  
[ruth.leigh.maher@gmail.com](mailto:ruth.leigh.maher@gmail.com)  
[peters.brianw@gmail.com](mailto:peters.brianw@gmail.com)

### **Spirit Wear Chair**

Vacant

### **Yearbook Chair**

Neely Daggett  
[neely.daggett@gmail.com](mailto:neely.daggett@gmail.com)

### **Communications Chair**

Zeil Vanden Heuvel  
[zeilshah@gmail.com](mailto:zeilshah@gmail.com)

### **Dine Out Chair**

Margaret Murphy and Lauren Kimmel  
[wilcoxma@gmail.com](mailto:wilcoxma@gmail.com)  
[laurenkimmel@gmail.com](mailto:laurenkimmel@gmail.com)

### **Squirrel Dash Co-Chairs**

Liz Johnson and Michelle Prentice  
[elizabethjohnson.mail@gmail.com](mailto:elizabethjohnson.mail@gmail.com)  
[mlrprentice@gmail.com](mailto:mlrprentice@gmail.com)  
Erica Chamberlin 2026-2027

### **Halloween Costume Swap Chair**

Tasha Phillips  
[drtashaphillips@gmail.com](mailto:drtashaphillips@gmail.com)

### **Monster Mash Co-Chairs**

Ashley Quach and Nicole Schulmerich  
[hello.ashleyquach@gmail.com](mailto:hello.ashleyquach@gmail.com)  
[Nicoleschulmerich@gmail.com](mailto:Nicoleschulmerich@gmail.com)

### **Food Drive Coordinator**

Vacant

### **STEAM / Science Fair Chair**

Vacant

### **5th Grade Graduation Chair**

Jessica Whitney and Emily Carney

### **Chipper Chair**

#### **5ft, 8in Height Limit**

Erin Keller  
Joe Churchville (new chair)

### **Library Giving Tree Chair**

Shaheen Munir-McHill  
[snmunir@gmail.com](mailto:snmunir@gmail.com)

### **Volunteer Chair**

Danielle Cassidy  
[cassidydanielle@gmail.com](mailto:cassidydanielle@gmail.com)

### **2026 Parent Social**

Vacant