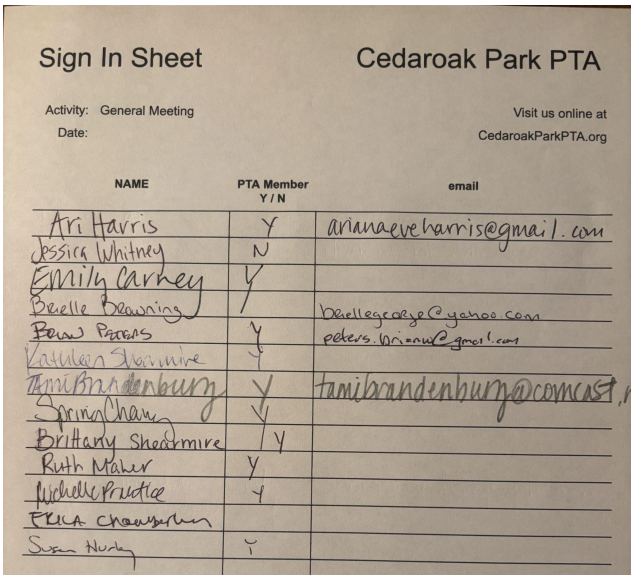
Cedaroak Park PTA Agenda

General PTA Meeting
Wednesday, November 12, 2025 | 6pm - 7:15pm
Location: Cedaroak Park Primary Library



Sign In Sheet — Cedaroak Park PTA

Activity: General Meeting
Date:

Visit us online at CedaroakParkPTA.org

NAME	PTA Member Y / N	email
Ari Harris	Y	arianaeveharris@gmail.com
Jessica Whitney	N	
Emily Carney	Y	
Brielle Browning		briellegeorge@yahoo.com
Brian Peters	Y	peters.brian@gmail.com
Kathleen Shearmire	Y	
Tami Brandenburg	Y	tamibrandenburg@comcast.n
Spring Chaney	Y	
Brittany Shearmire	Y	
Ruth Maher	Y	
Michelle Prentice	Y	
Erica Chamberlin		
Susan Hurley	Y	

6:00pm Arrive, Check In and Mingle

6:05pm Call Meeting to Order

6:05pm Approval of Minutes (October 2025)

"The Minutes of the October meeting were posted on the PTA website at cedaroakparkpta.org. Are there any corrections?"

Susan Hurley (Co-president) moves to approve the meeting minutes as presented. Brittany Shearmire (Secretary) seconds it. The minutes are approved as presented.

6:07pm Executive Board Report (President)

- Monster Mash thank you to Nicole Schulmerich and Tasha for a great event. Kids had a great time and we went through the entire candy/prize supply! We got some follow up feedback on a few things to tweak for next year and have added that to the notes. Thank you to Erica Chamberlin and Michelle Prentice for all of the last minute support. Thank you to Danielle Cassidy for organizing all the volunteers and Zeil Vanden-Heuvel for the continued advertisement for the event and the volunteers needed.
- Community coffee and dine-out at Lark Cafe last week - went well but we don't have the final fundraising earnings yet. We may give it a try to have community coffees in another location in the future.
- Megan Fisher did some fresh plantings around the sign to spruce things up, thank you! Looks great.
- Hospitality provided a baked potato bar for the teachers on Friday - thank you Michelle Prentice for doing all of that!
- Busy month with the food drive this week and next. Great opportunity to provide some support to our Cedaroak community with any extras going to the West Linn Food Pantry.

Gift cards in $20 increments are welcomed. PTA discussed donating perishable items in the form of turkeys or hams in preparation for Thanksgiving.

- And the Library Giving Tree going on 11/12-12/12. This is a great opportunity to restock the library. Sheene has been coordinating with Tara Perkins. Link went out in the connection.
- No December PTA meeting..

6:15pm Principals Report

- Spring Chang provides context on the Giving Tree initiative, explaining how students choose books to add to the library.
- Spring thanked the PTA for recognizing the teachers' furlough day and organizing a potato bar for staff appreciation.
- Spring explained the food drive setup, emphasising that food that is collected is distributed each week. She encouraged families to continue to donate weekly as they are able because all food is distributed weekly. She emphasizes the importance of $20 gift cards for equitable distribution. The week of the 17th, the school will begin accepting and storing perishable items to prepare for Thanksgiving meals. These items can be dropped off on Wednesday and Thursday that week.
- Spring discusses the most recent and upcoming staff development days and how those days are spent for more context to parents. She thanked the community for understanding the importance of such days and recognized the hardship this puts on families. She discussed the impact of the bond passing on school funding and staffing and thanked the community for their support.
- NED Assembly and Yo-Yo Sales
    - Spring introduces the NED assembly organized by a company focusing on resiliency and humor. The assembly will take place on December 8th. The school will then offer a space to sell the NED yo yos for that week (December 8th - 12th).
    - The assembly is free to the school as long as we offer a space for students to purchase yo yos for the 5 days, this is a $2000 savings to the school.
    - Spring outlined the schedule for the yo-yo sales and the need for volunteers to support a yo yo table on the 11th and 12th for 30 minutes in the afternoon. Susan will connect with Danielle Cassidy to generate a volunteer sign up to support this.

6:30pm Treasurer’s Report

- Michelle Prentice reports on the financial status, noting the largest expense for the month was the Monster Mash event. She noted that we will need a larger budget for candy and prizes next year.
- OMSI night with Botlon is scheduled for January 13th 2026 and has been paid for.
- Teacher reimbursements are coming in and she encouraged all teachers to continue to submit those as they spend their money.
- She mentions the upcoming holiday gift for staff and will let the group know how to assist with packaging and distribution as we get closer.
- Discusses the $500 charitable donation to the Dolly Parton Imagination Library at the end of the calendar year and the need for membership renewals.
- Michelle highlighted the importance of the audit process and the collaboration with Trillium for the audit.
- Briefly discussed potential to move PTA money with higher interest earning account, board will address at a later date.

Cedaroak Park PTA FY 2025

Treasurer's Report

07/01/2025 - 06/30/2026

1. Carryover	Income	Expenses	Year to Date	Net Budget	More/-Less
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
1. Carryover Totals	**-**	**-**	**-**	**$20,674.82**	**-$20,674.82**
2. Events	**Income**	**Expenses**	**Year to Date**	**Net Budget**	**More/-Less**
Fall					
Monster Mash	-	$665.34	-$665.34	-$450.00	-$215.34
Open House	-	$32.10	-$32.10	-$50.00	$17.90
Fall Totals	**-**	**-$697.44**	**-$697.44**	**-$500.00**	**-$197.44**
Winter					
OMSI Night	-	$1,650.00	-$1,650.00	-$2,250.00	$600.00
Parent Social	-	-	-	-$1,000.00	$1,000.00
Movie Night	-	-	-	-$250.00	$250.00
Winter Totals	**-**	**-$1,650.00**	**-$1,650.00**	**-$3,500.00**	**$1,850.00**
Spring					
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
Spring Totals	**-**	**-**	**-**	**-$4,250.00**	**$4,250.00**
2. Events Totals	**-**	**-$2,347.44**	**-$2,347.44**	**-$8,250.00**	**$5,902.56**
3. Fundraising	**Income**	**Expenses**	**Year to Date**	**Net Budget**	**More/-Less**
Squirrel Dash	$18,706.33	$3,988.26	$14,718.07	$5,000.00	$9,718.07
Dine Out	$100.00	-	$100.00	$750.00	-$650.00
Shopping Rewards/Givebacks	$443.83	-	$443.83	$10.00	$433.83
Spiritwear	-	-	-	-	-
Yearbook	-	-	-	-$600.00	$600.00
Individual Donations	$1,100.00	-	$1,100.00	-	$1,100.00
Auction (2026-2027 placeholder)	-	-	-	-	-
Spirit Wear	-	-	-	-	-
3. Fundraising Totals	**$20,350.16**	**-$3,988.26**	**$16,361.90**	**$5,160.00**	**$11,201.90**
4. Administrative Expenses	**Income**	**Expenses**	**Year to Date**	**Net Budget**	**More/-Less**
Administrative Expenses	$47.99	$718.96	-$670.97	-$300.00	-$370.97
Childcare for Meetings	-	-	-	-$250.00	$250.00
Banking Fees / Interest	$1.99	-	$1.99	-$50.00	$51.99
Insurance	-	-	-	-$600.00	$600.00
MoneyMinder	-	$301.41	-$301.41	-$300.00	-$1.41
PTA Board Training	-	$60.00	-$60.00	-$150.00	$90.00
Tax Preparation	-	-	-	-$250.00	$250.00
4. Administrative Expenses Totals	**$49.98**	**-$1,080.37**	**-$1,030.39**	**-$1,900.00**	**$869.61**

5. Membership	Income	Expenses	Year to Date	Net Budget	More/-Less
Membership Dues Collected	$429.25	-	$429.25	$900.00	-$470.75
Membership Dues Paid to State	-	-	-	-$540.00	$540.00
5. Membership Totals	**$429.25**	**-**	**$429.25**	**$360.00**	**$69.25**
7. Teacher Support	**Income**	**Expenses**	**Year to Date**	**Net Budget**	**More/-Less**
Classroom Support - Pre K (KS)	-	$245.90	-$245.90	-$600.00	$354.10
Classroom support - K (TK)	-	-	-	-$600.00	$600.00
Classroom Support - K (HH)	-	-	-	-$600.00	$600.00
Classroom Support - 1st (RS)	-	$600.00	-$600.00	-$600.00	-
Classroom Support - 1st (HS)	$158.52	$158.52	-	-$600.00	$600.00
Classroom Support - 2nd (AMC)	-	$211.54	-$211.54	-$600.00	$388.46
Classroom Support - 2nd (MJ)	-	$533.01	-$533.01	-$600.00	$66.99
Classroom Support - 3rd (EH)	-	$433.06	-$433.06	-$600.00	$166.94
Classroom Support - 3rd (SJ)	-	$197.20	-$197.20	-$600.00	$402.80
Classroom Support - 4th (JO)	-	-	-	-$600.00	$600.00
Classroom Support - 4th (HB)	-	$347.54	-$347.54	-$600.00	$252.46
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)	-	$316.41	-$316.41	-$600.00	$283.59
Classroom Support -Specialist (TW)	-	-	-	-$600.00	$600.00
Classroom Support -Specialist (NP)	-	$49.99	-$49.99	-$600.00	$550.01
Classroom Support -Specialist (MH)	-	-	-	-$600.00	$600.00
Classroom Support -Specialist (LB)	-	-	-	-$600.00	$600.00
Classroom Support -Specialist (JK)	-	$346.73	-$346.73	-$600.00	$253.27
Classroom Support - Paraeducators (20)	-	-	-	-$3,000.00	$3,000.00
Library Program	-	-	-	-$1,000.00	$1,000.00
Music Program	-	$192.00	-$192.00	-$500.00	$308.00
Wellness Program	-	$254.63	-$254.63	-$500.00	$245.37
7. Teacher Support Totals	**$158.52**	**-$3,886.53**	**-$3,728.01**	**-$17,600.00**	**$13,871.99**
6. Curriculum Support	**Income**	**Expenses**	**Year to Date**	**Net Budget**	**More/-Less**
Art Literacy	-	-	-	-$4,000.00	$4,000.00
Assemblies	-	-	-	-$1,000.00	$1,000.00
Garden Food Tasting	-	$108.50	-$108.50	-$750.00	$641.50
6. Curriculum Support Totals	**-**	**-$108.50**	**-$108.50**	**-$5,750.00**	**$5,641.50**
8. Hospitality	**Income**	**Expenses**	**Year to Date**	**Net Budget**	**More/-Less**
Holiday	-	-	-	-$1,400.00	$1,400.00
Classified Staff Appreciation Week	-	-	-	-$1,500.00	$1,500.00
No School Lunch	-	$880.56	-$880.56	-$1,250.00	$369.44
Retirement	$55.00	$41.98	$13.02	-$600.00	$613.02
Community Coffee	-	$213.95	-$213.95	-$450.00	$236.05
Educator Appreciation Week	-	-	-	-$4,000.00	$4,000.00
Staff Lounge	$52.25	$107.25	-$55.00	-$800.00	$745.00
8. Hospitality Totals	**$107.25**	**-$1,243.74**	**-$1,136.49**	**-$10,000.00**	**$8,863.51**
9. Communications	**Income**	**Expenses**	**Year to Date**	**Net Budget**	**More/-Less**
School Directory	-	-	-	-$850.00	$850.00
Website Fees	-	$52.00	-$52.00	-$250.00	$198.00
Communications/Signage	-	-	-	-$500.00	$500.00

9. Communications	Income	Expenses	Year to Date	Net Budget	More/-Less
9. Communications Totals	**-**	**-$52.00**	**-$52.00**	**-$1,600.00**	**$1,548.00**
10. Community Outreach	**Income**	**Expenses**	**Year to Date**	**Net Budget**	**More/-Less**
Counselor Led Family Support	-	-	-	-$500.00	$500.00
Sustainability/TREX	-	-	-	-	-
Dolly Parton Imagination Library	-	-	-	-$500.00	$500.00
Local Charity	-	-	-	-$500.00	$500.00
10. Community Outreach Totals	**-**	**-**	**-**	**-$1,500.00**	**$1,500.00**
11. Special Expenditures	**Income**	**Expenses**	**Year to Date**	**Net Budget**	**More/-Less**
Equipment and Program Fund	-	$200.00	-$200.00	-$25,000.00	$24,800.00
11. Special Expenditures Totals	**-**	**-$200.00**	**-$200.00**	**-$25,000.00**	**$24,800.00**
Grand Totals					
	$21,095.16	**-$12,906.84**	**$8,188.32**	**-$45,405.18**	**$53,593.50**

Bank Account Balances	07/01/2025	06/30/2026	Last reconciled
Checking	$65,375.74	$73,562.07	10/31/2025
Savings	$19,809.94	$19,811.93	10/31/2025
Totals	**$85,185.68**	**$93,374.00**	

Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.

Summary for the Period		
Starting Total		$85,185.68
Income	$21,095.16	
Expenses	-$12,906.84	$8,188.32
Ending Total		$93,374.00

Submitted by:

Name: _____ Signature: _____ Date: _____

6:45pm Committee News

- Library Giving Tree - kicking off today! November 12- December 12. This is a great chance to restock the library. Thank you to Tara Perkins and Shaheen Munir-McHill for coordinating!
-
- Food Drive – thank you for all the donations so far, keep them coming! Next week we are able to use the school refrigerators Wed/Thurs to collect perishables. Thank you to Melissa Gianotti and Katie Flaker for all their work on this! **Volunteers** - needed for this Thursday and next packaging up bags after school for an hour or so.
- Dine out –
    - December - Killer Burger, flyers coming soon.
    - Maple Boutique is confirmed for February (Shop Out)
    - Dairy Hill will be in June
    - Margaret is coresponding with Willamette Garages to confirm a dine out.
    - Margaret has reached out to Taste for an Adults Evening out as well.
- Volunteer opportunities:
    - Ms Hironimus: 8:45-9:30am every weekday morning. This year she only has 2 parents volunteering and needs at least 2 more volunteers that could consistently read with kids one morning per week. (3rd grade)
    - Food drive packing bags (next two Thursdays)
    - Yo yo sales to support NED assembly on Resilience Dec 11th and 12th.
    - Website support: Susan asked for any interested and skilled volunteers to help manage the website.
- Membership - 26 members currently,Brian and Ruth are thinking about next opportunities to keep pushing involvement and participation. Parent Social would be an opportunity as well as Movie Night. Open discussion on how this would be staffed.

7:00pm New Business

- Discussed opportunities for Monster Mash next year.

2025-2026 Planning Calendar

November

- 11/12 PTA Meeting
- 11/12-12/12 Library Book Drive
- 11/24-11/28 No School Thanksgiving Break

December

- 12/5 Community Coffee (Caffeteria)
- 12/22-1/5 No School

January

- 1/13 OMSI Night
- 1/14 PTA Meeting
- 1/19 No School, MLK Day
- 1/26 No School
-

7:15 Meeting Adjourned - Thank you!

Committees and Chairs

Garden Tastings
Kate Gales
kateg70@gmail.com

Recycling Chair
Replacement Needed
Emily Silverstein
esilverstein3@gmail.com

Art Literacy Chair
Vacant

Hospitality Co-Chairs
Michelle Prentice and Susan Hurley
mlrprentice@gmail.com
susan.hurley@gmail.com

Membership Chair
Ruth Maher and Brian Peters
ruth.leigh.maher@gmail.com
peters.brianw@gmail.com

Yearbook Chair
Neely Daggett
neely.daggett@gmail.com

Communications Chair
Ari Harris (interm)

Dine Out Chair
Margaret Murphy and Lauren Kimmel
wilcoxma@gmail.com
laurenmkimmel@gmail.com

Squirrel Dash Co-Chairs
Liz Johnson and Michelle Prentice
elizabethjohnson.mail@gmail.com
mlrprentice@gmail.com
Erica Chamberlin 2026-2027

Halloween Costume Swap Chair
Tasha Phillips
drtashaphillips@gmail.com

Monster Mash Chair
Nicole Schulmerich
Nicoleschulmerich@gmail.com

Food Drive Coordinator
Vacant

STEAM / Science Fair Chair
Susan Hurley
Looking for co-chair

5th Grade Graduation Chair
Jessica Whitney and Emily Carney

Chipper Chair
5ft, 8in Height Limit
Erin Keller, Joe Churchville, Jay Dekker

Library Giving Tree Chair
Shaheen Munir-McHill
snmunir@gmail.com

Volunteer Chair
Danielle Cassidy
cassidydanielle@gmail.com

2026 Parent Social
Josh Chamberlin
josh@joshchamberlin.com\