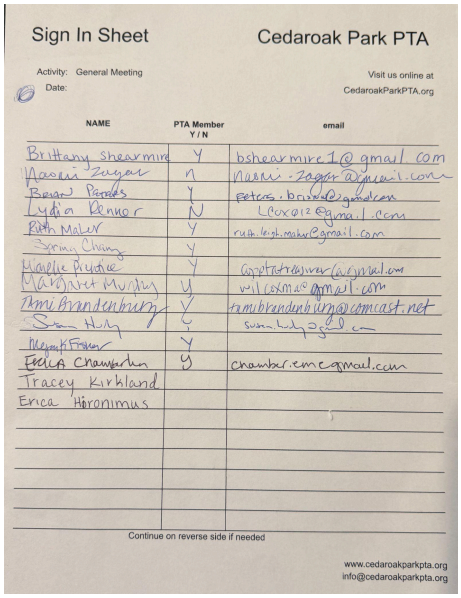
Cedaroak Park PTA Meeting Minutes

General PTA Meeting
Wednesday, February 11th, 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
Brittany Shearmire	Y	bshearmire1@gmail.com
Naomi Zagar	n	Naomi.zagar@gmail.com
Brian Peters	Y	peters.brian@gmail.com
Lydia Renner	N	Lcox012@gmail.com
Ruth Maier	Y	ruth.leigh.maier@gmail.com
Spring Chang	Y	
Maggie Prentice	Y	cappitotreasurer@gmail.com
Margaret Murphy	Y	wilcoxmd@gmail.com
Ami Brandenburg	Y	amibrandenburg@comcast.net
Susan Hurley	Y	susan.hurley@gmail.com
Meyagh Fraser	Y	
Erica Chamberlin	Y	chamber.erica@gmail.com
Tracey Kirkland		
Erica Hironimus		

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 Approval of Minutes

"The Minutes of the January 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

- PJ Party and Movie Night - the event went well and families had a great time. Feedback was that movie length should be considered next year as the movie was slightly too long for the younger kids.
- Food drive - the food drive continues through Friday this week. Thank you Ruth for your work on this and continued coordination.
- Parent social next week - Everyone grab a drink and join us in the back of the Ale & Cider House. Thanks to Josh Chamberlin for getting that organized. The event is a nonhosted bar and light appetizers.
- Upcoming Assemblies - OMSI will be coming to Cedaroak on March 2nd. The winning classes for the Squirrel Dash fundraiser will get a personal experience

with the OMSI team. Then the entire school will join for a special Motion in Commotion assembly.

- Susan Hurley, co-president, has been doing some coordination with other PTAs. Her plan is to attend the Stafford PTA meeting on March 3rd.

6:15pm Principals Report

Principal Spring Chang is happy to be back from her medical leave!

- She thanked the PTA for coordinating family movie night. She mentioned the presence of our new SRO and new Chief of Police at family movie night. She is excited for the way Cedaroak can further partner with our SRO and police department to make it fun for the students.
- Preschool Family Day will be this Friday and she plans on visiting during their special celebration.
- She discussed our upcoming staff development day that will take place on February 27th. The staff will be continuing to immerse themselves in the new math and reading curriculum during this work day.
- Rosemont Ridge counselors are going to be visiting on March 3rd to meet with our fifth graders.
- Spring highlighted Classified Appreciation Week which will take place the first Week in March. The PTA hospitality team will be partnering with Spring to celebrate all of our classified staff. She encouraged parents to support their children in writing a special note or drawing a picture for any classified staff members if they feel inclined.
- Science Fair will take place on March 4th.
- Spring discussed the goal of having 5th graders leave Cedaroak feeling empowered. She highlighted a recent experience with four 5th grade girls. They scheduled a meeting with her and came to the meeting with a written letter that discussed the inequity in the girls vs. boys bathroom in the 5th grade classroom space. She was very impressed with their professionalism and thoughtfulness. They came with concerns but also brought solutions. was professional, thoughtful.
- Volunteer opportunity: Spring is looking for a couple people interested in inventorying kitchen supplies in the small kitchen attached to the cafeteria. Crest Kitchen has sent an email with a list of supplies that they would love to donate. She would like an idea of what we have and what we still need in the kitchen.
- The district and facilities team did a walkthrough of the school to plan for growth next year while still accommodating spaces for students to take learning breaks. Spring is feeling very positive about our growth and how we will use our spaces to support all students.

- Cedaroak is offering school tours Tuesday Feb 17th from 3:30 - 4:30. Spring invites all incoming transfers, kindergarten families, people asking to transfer outside their boundaried school to come tour Cedaroak.
- The district primary principals will meet in March to discuss enrollment numbers for next year. They will then make staffing decisions to reflect each school's needs.
- Spring is hoping to partner with PTA to coordinate grade level meet ups beginning in June. She is hopeful that everyone feels welcome and already a part of the Cedaroak community when school begins in September.
- Spring introduced her two teacher guests, Tracy Kirkland (kinder) and Erica Hironimus (3rd). They thanked the PTA for their continued support and additional class budgets this year. Erica did ask if the PTA could provide additional activities for students on the playground, the older kids specifically are lacking options. The group discussed how the district could support playground improvements and how the PTA may be able to partner with the district on this.

6:30pm Treasurer's Report

- There have not been a ton of expenses to come out of the budget lately. The cost of the assembly will be deducted from the squirrel dash line.
- Michelle anticipates some expenses for Classified Appreciation Week as well as Staff Development Day lunch.
- Times for Kids was approved at a prior meeting and reimbursement was just issued.

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	$1,335.71	-	$1,335.71	$750.00	$585.71
Shopping Rewards/Givebacks	$488.76	-	$488.76	$10.00	$478.76
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	**$21,630.80**	**-$3,988.26**	**$17,642.54**	**$5,160.00**	**$12,482.54**
4. Administrative Expenses	**Income**	**Expenses**	**Year to Date**	**Net Budget**	**More/-Less**
Administrative Expenses	$47.99	$918.96	-$870.97	-$300.00	-$570.97
Childcare for Meetings	-	-	-	-$250.00	$250.00
Banking Fees / Interest	$3.48	-	$3.48	-$50.00	$53.48
Insurance	-	$560.00	-$560.00	-$600.00	$40.00
MoneyMinder	-	$301.41	-$301.41	-$300.00	-$1.41
PTA Board Training	-	$60.00	-$60.00	-$150.00	$90.00
Tax Preparation	-	$4.20	-$4.20	-$250.00	$245.80
4. Administrative Expenses Totals	**$51.47**	**-$1,844.57**	**-$1,793.10**	**-$1,900.00**	**$106.90**
5. Membership	**Income**	**Expenses**	**Year to Date**	**Net Budget**	**More/-Less**

1/3

5. Membership	**Income**	**Expenses**	**Year to Date**	**Net Budget**	**More/-Less**
Membership Dues Collected	$573.67	-	$573.67	$900.00	-$326.33
Membership Dues Paid to State	-	$345.00	-$345.00	-$540.00	$195.00
5. Membership Totals	**$573.67**	**-$345.00**	**$228.67**	**$360.00**	**-$131.33**
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)	-	$302.18	-$302.18	-$600.00	$297.82
Classroom Support - K (HH)	-	$201.19	-$201.19	-$600.00	$398.81
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)	-	$325.71	-$325.71	-$600.00	$274.29
Classroom Support - 2nd (MJ)	-	$598.09	-$598.09	-$600.00	$1.91
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)	-	$456.11	-$456.11	-$600.00	$143.89
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	-$600.00	-
Classroom Support - Counselor (KF)	-	$351.16	-$351.16	-$600.00	$248.84
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)	-	$66.49	-$66.49	-$3,000.00	$2,933.51
Library Program	-	-	-	-$1,000.00	$1,000.00
Music Program	-	$192.00	-$192.00	-$500.00	$308.00
Wellness Program	-	$500.00	-$500.00	-$500.00	-
7. Teacher Support Totals	**$158.52**	**-$5,940.74**	**-$5,782.22**	**-$17,600.00**	**$11,817.78**
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	-	$118.50	-$118.50	-$750.00	$631.50
6. Curriculum Support Totals	**-**	**-$118.50**	**-$118.50**	**-$5,750.00**	**$5,631.50**
8. Hospitality	**Income**	**Expenses**	**Year to Date**	**Net Budget**	**More/-Less**
Holiday	-	$1,251.75	-$1,251.75	-$1,400.00	$148.25
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	-	$230.93	-$230.93	-$450.00	$219.07
Educator Appreciation Week	-	-	-	-$4,000.00	$4,000.00
Staff Lounge	$52.25	$190.20	-$137.95	-$800.00	$662.05
8. Hospitality Totals	**$107.25**	**-$2,595.42**	**-$2,488.17**	**-$10,000.00**	**$7,511.83**
9. Communications	**Income**	**Expenses**	**Year to Date**	**Net Budget**	**More/-Less**
School Directory	-	-	-	-$850.00	$850.00
Website Fees	-	$91.00	-$91.00	-$250.00	$159.00
Communications/Signage	-	-	-	-$500.00	$500.00

2/3

9. Communications	**Income**	**Expenses**	**Year to Date**	**Net Budget**	**More/-Less**
9. Communications Totals	**-**	**-$91.00**	**-$91.00**	**-$1,600.00**	**$1,509.00**
10. Community Outreach	**Income**	**Expenses**	**Year to Date**	**Net Budget**	**More/-Less**
Counselor Led Family Support	-	$397.48	-$397.48	-$500.00	$102.52
Sustainability/TREX	-	-	-	-	-
Dolly Parton Imagination Library	-	$500.00	-$500.00	-$500.00	-
Local Charity	-	$500.00	-$500.00	-$500.00	-
10. Community Outreach Totals	**-**	**-$1,397.48**	**-$1,397.48**	**-$1,500.00**	**$102.52**
11. Special Expenditures	**Income**	**Expenses**	**Year to Date**	**Net Budget**	**More/-Less**
Equipment and Program Fund	-	$3,800.00	-$3,800.00	-$25,000.00	$21,200.00
11. Special Expenditures Totals	**-**	**-$3,800.00**	**-$3,800.00**	**-$25,000.00**	**$21,200.00**
Grand Totals					
	$22,521.71	**-$22,468.41**	**$53.30**	**-$45,405.18**	**$45,458.48**

Bank Account Balances	**07/01/2025**	**06/30/2026**	**Last reconciled**
Checking	$65,375.74	$65,425.56	01/31/2026
Savings	$19,809.94	$19,813.42	01/31/2026
Totals	**$85,185.68**	**$85,238.98**	

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	$22,521.71	
Expenses	-$22,468.41	$53.30
Ending Total		$85,238.98

Submitted by:

Name: _____ Signature: _____ Date: _____

6:45pm Committee News

Science Fair

- March 4th, 5:30-6:30pm
- PTA will provide the tri-fold display boards once students register.
- Sign up for volunteers should be coming out soon.

Art literacy

- Kathleen Shearmire is working on scheduling a unit in 3-4 classrooms this spring, the subject is Alma Thomas (artist).
    - Will put a call out for volunteers shortly.
- Next year could be a much bigger offering with additional coordination.

- Megan Fisher presented three artists in residency projects contracting with Little Monet. There is a clay project and a water color project costing $2,100 per project. Additionally a mural project that can take place next October and would cost $1,500. The PTA agreed to move forward with scheduling the projects for this year and that we can vote for additional funds should we go beyond the $4,000 budget.

Parent Social

- Willamette Ale and Cider House booked from 6-10pm on 2/20. Grab a drink and join us in the reserved back room (Cider Hall)! No host bar and light appetizers will be available.

Dine out –

- Mapel Boutique hosting a shopping experience February 26th. 20% of all sales will be donated to Cedaroak when you shop at any Mapel Boutique location from 11am-7pm and mention “Cedaroak Gives Back” at checkout. If you are shopping online just add the “Cedaroak Gives Back” in the order notes and your purchase will count toward the 20% donation! We must complete a total of $500 in sales in order to activate the 20% donation.

Garden tasting

- Tasting is Friday Feb. 11th and the kids are tasting kalettes - a brussel sprout/kale hybrid.

Sustainability/Recycling -

- Looking for a new chair/co-chairs
- Grab a blue bottle drop bag from the front vestibule!

Yearbooks

- The ordering link is live, the access code is 5620226. Flyers will be loaded in backpacks at the end of the month.
-
- Also - dropbox link to add photos - especially needed from spirit days, movie night, classroom volunteering and other school events.

Upcoming volunteer opportunities:

- Classified appreciation week, 3/2-3/6
- Science fair, sign up coming out soon
- Art literacy, sign up coming out soon

7:00pm New Business

<u>2025-2026 Planning Calendar</u>

February

- 2/6 Community Coffee
- 2/6 PJ Party and Movie Night
- 2/9-2/13 Friendship Week and Food Drive
- 2/11 PTA Meeting
- 2/16 No School, Presidents Days
- 2/20 Parent and Caregiver Night Out
- 2/26 Shop and Giveback at Mapel Boutique
- 2/27 No School, Staff Development

March

- 3/2-3/6 Classified Appreciation Week
- 3/4 Science Fair
- 3/11 PTA Meeting 6pm
- 3/12 District Science Fair 6:30pm
- TBD 4th and 5th grade concert
- 3/23-3/27 Spring Break

7:15 Meeting Adjourned - Thank you!

Committees and Chairs

Garden Tastings
Kate Gales, Danielle Cassidy, Emily Harris
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Cassidydanielle@gmail.com
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Recycling Chair
Replacement Needed
Emily Silverstein
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Art Literacy Chair
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Hospitality Co-Chairs
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Membership Chair
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Yearbook Chair
Neely Daggett
neely.daggett@gmail.com

Communications Chair
Vacant - Replacement Needed

Dine Out Chair
Margaret Murphy and Lauren Kimmel
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Squirrel Dash Co-Chairs
Liz Johnson and Michelle Prentice
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Erica Chamberlin 2026-2027

Halloween Costume Swap Chair
Tasha Phillips
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Monster Mash Chair
Nicole Schulmerich
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Food Drive Coordinator
Vacant

STEAM / Science Fair Chair
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5th Grade Graduation Chair
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Chipper Chair
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Library Giving Tree Chair
Shaheen Munir-McHill
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Volunteer Chair
Danielle Cassidy
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2026 Parent Social
Josh Chamberlin
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