

# Cedaroak Park PTA Meeting Minutes

General PTA Meeting

Wednesday, April 8th, 2026 | 6pm - 7:15pm

Location: Cedaroak Park Primary Library

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6:00pm Arrive, Check In and Mingle

6:05pm Call Meeting to Order (Susan Hurley)

6:05pm Approval of Minutes

*"The Minutes of the March meeting were posted on the PTA website at [cedaroakparkpta.org](http://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 (Susan Hurley)

- We have a pretty quiet month after a very busy March, hope everyone had a good spring break.
- We're gearing up to support a really busy May, with teacher appreciation week, talent show, kinder open house, and racing into the end of school.
- Book Fair - we had a successful 4 days of the book fair this year. The PTA partnered with the school to have the fair given Tara being pulled to other schools. Thank you to all who volunteered each day. Special thanks to Laura MacLaughlin, Shaheen and Michelle for chairing.

6:15pm Principals Report (Spring Chang)

- The school has a very busy couple months as we finish out the school year.
  - Last week the 5th graders attended a field trip to Rosemont Ridge, everyone was very excited to learn more about middle school. Graduation for 5th graders is going to be June 4th from 12pm-2pm.
  - The 4th graders held an invention convention today, they prepared a great showcase to share with families and all students.
  - Art is back to the school in full force with art lit and artist in residency experiences this year.
  - The facility group toured Cedaroak to discuss the upcoming work Cedaroak will receive over the summer. The plan is for new fencing to be installed. This will include taller fences with secure gates for all school yards. Spring is excited that these will exclude the tennis courts and allow children more access to the school yard at recess. There is also a plan for roofing projects. The district plans to power wash and weed the black top area by the basketball hoops. Spring is hoping to

partner with PTA to paint additional game lines on the black top area once it is cleaned up.

- Human development lessons for 4th and 5th graders will be Thursday May 21st.
- Parent input surveys for classroom placement will go out next week, including new families transferring into Cedaroak.
- State testing is being conducted over next the four weeks.
- Staff development day on May 4. Teacher appreciation week is May 4th-8th. Spring looks forward to partnering with the PTA to show our teachers how much we appreciate them. The talent show will take place 6:00-7:30pm. The kindergarten open house will be May 13th 3:30-4:30pm. Field day will be May 29th and finally the last day of school will be June 5th with a 10:40am release.
- Spring discussed projections for next year. We currently have 42 registered kindergarteners. With that number and the number of transfers we will be at 400 students next year. This number could increase as additional registrations come in and families move into the district. We currently have 361 students enrolled this year. When communicating with the district, they have said they are prioritizing smaller class sizes next year as they make their staffing decisions. Spring is still waiting to receive her staffing numbers from the district.

6:30pm            Treasurer's Report (Michelle Prentice)

- Our net spend for the month was \$5000. Additional planned spending of \$40,000 between now and the end of the school year. It isn't anticipated that this will all be spent but it is budgeted. Of that \$40,000 we have planned for spending \$11,000 for teacher support. We also have spring events coming up that will have some expenses including teacher appreciation week and the talent show.
- We have \$20,460.01 remaining in our equipment and program fund that was raised at the auction last year. The school had some additional requests with the changes from the district and as supplies are being depleted at the end of the year. The board met last week and approved a budget for additional spending for teacher/staff support. See list below. This was announced to the staff today and they are very appreciative.

**CedarOak Park PTA FY 2025**  
**Treasurer's Report**  
07/01/2025 - 06/30/2026

	Income	Expenses	Year to Date	Net Budget	More/Less
<b>1. Carryover</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>\$20,674.82</b>	<b>-\$20,674.82</b>
<b>2. Events</b>					
<b>Fall</b>					
Monster Mash	-	\$665.34	-\$665.34	-\$450.00	-\$215.34
Open House	-	\$32.10	-\$32.10	-\$50.00	\$17.90
<b>Fall Totals</b>	-	<b>-\$697.44</b>	<b>-\$697.44</b>	<b>-\$500.00</b>	<b>-\$197.44</b>
<b>Winter</b>					
OMSI Night	-	\$1,650.00	-\$1,650.00	-\$2,250.00	\$600.00
Parent Social	-	\$800.00	-\$800.00	-\$1,000.00	\$200.00
Movie Night	-	-	-	-\$250.00	\$250.00
<b>Winter Totals</b>	-	<b>-\$2,450.00</b>	<b>-\$2,450.00</b>	<b>-\$3,500.00</b>	<b>\$1,050.00</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>-\$4,250.00</b>	<b>\$4,250.00</b>
<b>2. Events Totals</b>	-	<b>-\$3,147.44</b>	<b>-\$3,147.44</b>	<b>-\$8,250.00</b>	<b>\$5,102.56</b>
<b>3. Fundraising</b>					
Squirrel Dash	\$18,706.33	\$4,813.26	\$13,893.07	\$5,000.00	\$8,893.07
Dine Out	\$1,594.71	-	\$1,594.71	\$750.00	\$844.71
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	-	-	-	-	-
<b>3. Fundraising Totals</b>	<b>\$21,889.80</b>	<b>-\$4,813.26</b>	<b>\$17,076.54</b>	<b>\$5,160.00</b>	<b>\$11,916.54</b>
<b>4. Administrative Expenses</b>					
Administrative Expenses	\$47.99	\$1,057.95	-\$1,009.96	-\$300.00	-\$709.96
Childcare for Meetings	-	-	-	-\$250.00	\$250.00
Banking Fees / Interest	\$4.44	-	\$4.44	-\$50.00	\$54.44
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
<b>4. Administrative Expenses Totals</b>	<b>\$52.43</b>	<b>-\$1,983.56</b>	<b>-\$1,931.13</b>	<b>-\$1,900.00</b>	<b>-\$31.13</b>
<b>5. Membership</b>					

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	Income	Expenses	Year to Date	Net Budget	More/Less
<b>5. Membership</b>					
Membership Dues Collected	\$591.67	-	\$591.67	\$900.00	-\$308.33
Membership Dues Paid to State	-	\$345.00	-\$345.00	-\$540.00	\$195.00
<b>5. Membership Totals</b>	<b>\$591.67</b>	<b>-\$345.00</b>	<b>\$246.67</b>	<b>\$360.00</b>	<b>-\$113.33</b>
<b>7. Teacher Support</b>					
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)	-	\$378.45	-\$378.45	-\$600.00	\$221.55
Classroom Support - 2nd (MJ)	-	\$598.09	-\$598.09	-\$600.00	\$1.91
Classroom Support - 3rd (EH)	-	\$476.71	-\$476.71	-\$600.00	\$123.29
Classroom Support - 3rd (SJ)	-	\$197.20	-\$197.20	-\$600.00	\$402.80
Classroom Support - 4th (JO)	-	-	-	-\$600.00	\$600.00
Classroom Support - 4th (HB)	-	\$600.00	-\$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	-\$600.00	-
Classroom Support - Counselor (KF)	-	\$351.16	-\$351.16	-\$600.00	\$248.84
Classroom Support -Specialist (RK)	-	\$578.82	-\$578.82	-\$600.00	\$21.18
Classroom Support -Specialist (TW)	-	-	-	-\$600.00	\$600.00
Classroom Support -Specialist (NP)	-	\$85.99	-\$85.99	-\$600.00	\$514.01
Classroom Support -Specialist (MH)	-	-	-	-\$600.00	\$600.00
Classroom Support -Specialist (LB)	-	-	-	-\$600.00	\$600.00
Classroom Support -Specialist (JK)	-	\$453.72	-\$453.72	-\$600.00	\$146.28
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	-
<b>7. Teacher Support Totals</b>	<b>\$158.52</b>	<b>-\$6,586.42</b>	<b>-\$6,427.90</b>	<b>-\$17,600.00</b>	<b>\$11,172.10</b>
<b>6. Curriculum Support</b>					
Art Literacy	-	-	-	-\$4,000.00	\$4,000.00
Assemblies	-	-	-	-\$1,000.00	\$1,000.00
Garden Food Tasting	-	\$202.50	-\$202.50	-\$750.00	\$547.50
<b>6. Curriculum Support Totals</b>	-	<b>-\$202.50</b>	<b>-\$202.50</b>	<b>-\$5,750.00</b>	<b>\$5,547.50</b>
<b>8. Hospitality</b>					
Holiday	-	\$1,251.75	-\$1,251.75	-\$1,400.00	\$148.25
Classified Staff Appreciation Week	\$5.99	\$1,474.60	-\$1,468.61	-\$1,500.00	\$31.39
No School Lunch	-	\$1,169.51	-\$1,169.51	-\$1,250.00	\$80.49
Retirement	\$55.00	\$41.98	\$13.02	-\$600.00	\$613.02
Community Coffee	-	\$315.93	-\$315.93	-\$450.00	\$134.07
Educator Appreciation Week	-	-	-	-\$4,000.00	\$4,000.00
Staff Lounge	\$52.25	\$394.15	-\$341.90	-\$800.00	\$458.10
<b>8. Hospitality Totals</b>	<b>\$113.24</b>	<b>-\$4,647.92</b>	<b>-\$4,534.68</b>	<b>-\$10,000.00</b>	<b>\$5,465.32</b>
<b>9. Communications</b>					
School Directory	-	-	-	-\$850.00	\$850.00
Website Fees	-	\$120.00	-\$120.00	-\$250.00	\$130.00
Communications/Signage	-	\$198.99	-\$198.99	-\$500.00	\$301.01

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	Income	Expenses	Year to Date	Net Budget	More/Less
<b>9. Communications</b>					
<b>9. Communications Totals</b>	-	<b>-\$318.99</b>	<b>-\$318.99</b>	<b>-\$1,600.00</b>	<b>\$1,281.01</b>
<b>10. Community Outreach</b>					
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	-
<b>10. Community Outreach Totals</b>	-	<b>-\$1,397.48</b>	<b>-\$1,397.48</b>	<b>-\$1,500.00</b>	<b>\$102.52</b>
<b>11. Special Expenditures</b>					
Equipment and Program Fund	-	\$4,539.99	-\$4,539.99	-\$25,000.00	\$20,460.01
<b>11. Special Expenditures Totals</b>	-	<b>-\$4,539.99</b>	<b>-\$4,539.99</b>	<b>-\$25,000.00</b>	<b>\$20,460.01</b>
<b>Grand Totals</b>					
	<b>\$22,805.66</b>	<b>-\$27,982.56</b>	<b>-\$5,176.90</b>	<b>-\$45,405.18</b>	<b>\$40,228.28</b>

Bank Account Balances	07/01/2025	06/30/2026	Last reconciled	Summary for the Period	
Checking	\$65,375.74	\$60,194.40	03/31/2026	Starting Total	\$85,185.68
Savings	\$19,809.94	\$19,814.38	03/31/2026	Income	\$22,805.66
<b>Totals</b>	<b>\$85,185.68</b>	<b>\$80,008.78</b>		Expenses	-\$27,982.56
				Ending Total	\$80,008.78

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

Submitted by: \_\_\_\_\_  
Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Equipment and Programs Fund Spend	
Demco Die Cuts	\$3,900.00
Ukuleles for Music class (\$69 ea, 7 pieces + S	\$513.00
Laminate for laminator	\$650.00
K-1 Headphones (\$27.95 each, 30 pieces)	\$840.00
Printer Toner (12 @ 135 each)	\$1,620.00
Construction Paper (estimate)	\$500.00
Color Card Stock (estimate)	\$500.00
School Supplies (pencils, paint, markers)	\$250.00
Band-aids (Costco)	\$170.00
Clorox Wipes (Costco)	\$220.00
Kleenex (Costco)	\$170.00
Additional Stipend to Teachers	\$3,500.00
Additional Stipend to Learning Specialists	\$1,750.00
Additional Stipend to Paras	\$2,000.00
Additional Stipend to Library	\$500.00
Additional Stipend to PE	\$500.00
Kindergarten Supply Restock Request	\$420.00
1st-5th Supply Restock	\$2,100.00
Colton Request	\$300.00
Ball Inflator	\$120.00
<b>Total Spend</b>	<b>\$20,523.00</b>
<b>Current Balance</b>	<b>\$20,460.01</b>
<b>Variance</b>	<b>-\$62.99</b>

6:45pm

## Committee News

### Garden Tastings

- The next garden tasting is on April 17 (arugula). The garden tasting committee is looking for more volunteers who are available for the occasional (once a month) 9:30-1 stint at the school for tastings (typically Monday or Friday). Emily Harris and Danielle Cassidy will be the committee chairs next year (planning/communication and volunteer recruitment). They are looking for an additional chair who would reach out to teachers for class poster-making and deliver supplies. This is a great chance to talk to classes about the food of the month!

### Sustainability/Recycling

- Emily is looking for a new chair/co-chairs to have a transition year. Next year will be her last year chairing the recycling program and she is looking for a parent to help take that over.
- Grab a blue bottle drop bag from the front vestibule!

### Auction

- OGC is confirmed for April 16th 2027. I have given them all the information needed for our contract, just waiting to receive it back from them as well as the portal info to pay our deposit of \$2,518.75.

### Missoula Children's Theater and Biztown

- Biztown: I plan to meet with Spring tomorrow to sign up for a date in March 2027. We will need a \$500 deposit but will not be due till 90 prior to our field trip. Need to coordinate with WLWV to discuss bus availability and costs.
- MCT: I requested a residency week the 1st, 2nd and 4th weekend of February, I'm waiting to hear back on the date we are scheduled. We will need a \$500 deposit once we sign a contract. We will also need to book the gym space and that will be available in May.

### Art literacy and Artist in Residency

- The trial run in 3 classes went great with very positive feedback. Teachers hung the artwork in the hallway/library. Spring is presenting the option to have art lit in the classes next year. Waiting to hear if teachers want this and if they can fit 5 units in their schedules. We will need A LOT of volunteers for this next year. Great opportunity to be in the classroom with the kids! The hope is to host an art gallery walk through next year.
- The Art with Mrs. Fox school wide project is scheduled for the end of April and May with Allison Fox. All teachers have signed up for their slots (still waiting on Mr. Q). We will need 1-2 parent volunteers for each slot to help as needed (likely 1 for the older kids and 2 for the younger kids). Brittany to coordinate with Danielle Cassidy to get a sign up genius out to everyone. Ideally we would love to prioritize the parents

of each class and then open volunteer registration up to everyone. Brittany is open to suggestions on how to communicate this to classrooms first.

#### WLWV Foundation

- Brian Peters and Megan Fisher provided an update on the foundation activities, including the upcoming gala on May 1st and the Give \$5 Campaign.
  - Gala: Tickets are currently on sale for \$125/ticket. The early bird rate ends next Wednesday and ticket prices will increase to \$150. Monday April 20th at 10am ticket sales will end. The event is going to be a lot of fun with a special guest performance from the Wilsonville Acapella Team. Sponsorship has gone so well that all money raised at the event will go directly to support teachers. The foundation is looking for 6 people to volunteer to run the cash registers at check in and check out. Volunteers receive a free ticket to the event and dinner. There will be a small silent auction, live auction and special appeal
  - Give \$5 Campaign: If every family donated \$5 a week, it would raise over a million dollars and would support 4 additional teacher roles for a year. Need volunteers the night of. State reps, DA, School board members, great auction items.
  - The foundation's goal is for more sustainable funding moving forward so that they can begin planning to support teachers for multiple years.
  - A question was asked "How do you work with the district to plan on spending?" Megan explained that funds are restricted to educator roles. The foundation board sat down with the district to discuss how their partnership would work and it is very complicated. They will work with the district, the teachers union rep and abide by union laws to determine the best use of funds. Everything is very fluid right now. The foundation board appreciates the district coming forward with ideas on ways to fund various roles depending on how much the foundation is able to raise so that they can be successful in the first year. At this point the foundation is only set up to accept cash gifts and company matching.

#### 5th Grade Graduation Party

- The original plan was a carnival at school on June 3rd with a \$2500 budget. The planning committee discussed what the graduation party used to be, what it was post COVID, and what it was like last year. The celebration after COVID the majority of vendors were donated, making the celebration very affordable for the PTA. Unfortunately, the planning chairs are not getting much support from vendors this year with little to no response back. The planning committee propose the following changes:
  - Proposal to:
    - Shift date to May 15
    - Shift to Bullwinkle's

- \$45/student x 74 students (\$3,330)
- Buses \$1000-\$1500?
- Insurance - probably \$100-\$300
- No fee for chaperones
- Unlimited play, private room and unlimited pizza, 20 arcade chips, and up to 4 hours of play. (9:30-1:30)

*Susan Hurley "Before we make a motion to approve, does anyone have any remaining questions?"*

*Emily Carney motions to vote "I make a motion to approve the proposal of increasing the budget by \$2,630 dollars and change the date to May 15th"*

*Jessica Whitney seconds.*

*All in favor 13*

*All against 0*

*Abstain from voting 5*

*Motion passed*

#### Nomination Committee

- If you are potentially interested in a board position for next year talk to Brittany or Brian! Especially looking for co-president and secretary.

#### Dine Out

- Dairy Hill Dine Out is May 12th.
- Margaret is working to finalize a stay and play at Cedaroak that will include invites to the families joining our school next year. There will be a Kona Shaved Ice truck there, Spring has ok'd the truck parking in the parking lot and will help to invite the incoming families. This will occur in June, the week before the last day of school.

#### Upcoming volunteer opportunities:

- School Wide Art with Mrs. Fox - sign up genius to go out.
- Teacher Appreciation Week
  - May 4-8, help plan meals and gifts! Please reach out to [copptapresident@gmail.com](mailto:copptapresident@gmail.com) if you're interested in helping!
  - Planning session next week.

7:00pm

#### New Business

- Clap out with the grads walking the Cedaroak halls to occur the last week of school, just on an update on date and time from the high school contact .
- Yard sign: discussed purchasing vs. renting a yard sign for the end of school. Jessica Whitney and Megan Fisher to get additional numbers to the membership to discuss what option we want to go with.

### 2025-2026 Planning Calendar

#### May

- 5/01 Community Coffee
- 5/04 No School
- 5/04-5/08 Teacher Appreciation Week

- 5/07 Cedaroak Park Talent Show
- 5/13 Kinder Open House
- 5/13 PTA Meeting, elections
- 5/25 No School, Memorial Day
- 5/29 Field Day

June

- *6/03 5th Grade Carnival, during school*
- 6/03 PTA Meeting
- *6/TBD Grads Walk the Halls*
- 6/04 5th Grade Recognition Ceremony
- 6/05 Last Day of School

7:15 Meeting Adjourned - Thank you!

## Committees and Chairs

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### **Garden Tastings**

Kate Gales, Danielle Cassidy, Emily Harris  
kateg70@gmail.com  
Cassidydanielle@gmail.com  
emily.kane@gmail.com

### **Recycling**

#### **Replacement Needed**

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

### **Sustainability**

Vacant

### **Art Literacy**

Kathleen Shearmire  
[kathleenshearmire@gmail.com](mailto:kathleenshearmire@gmail.com)

### **Hospitality**

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

### **Membership**

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)

### **Yearbook**

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

### **Communications**

Vacant

### **Dine Out**

Margaret Murphy  
[wilcoxma@gmail.com](mailto:wilcoxma@gmail.com)

### **Squirrel Dash**

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**

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

### **Monster Mash**

Nicole Schulmerich  
[Nicoleschulmerich@gmail.com](mailto:Nicoleschulmerich@gmail.com)

### **Food Drive Coordinator**

Vacant

### **STEAM / Science Fair**

Susan Hurley  
Margaret Murphy

### **5th Grade Graduation**

Jessica Whitney and Emily Carney

### **Chipper**

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

Erin Keller, Joe Churchville, Jay Dekker

### **Library Giving Tree**

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

### **Volunteer Coordinator**

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

### **2026 Parent Social**

Josh Chamberlin  
[josh@joshchamberlin.com](mailto:josh@joshchamberlin.com)