

**Markham Elementary PTA
PTA Meeting Minutes
Portland, OR
September 7, 2016**

The membership meeting of Markham Elementary School was called to order in the Library of our school at 6:30 p.m. on Wednesday, September 7, 2016, by President Michelle Marsden. Proper notice was given to all members through the district calendar, school newsletter and reminder flyers. A quorum of members as stated in the Standing Rules was present. A sign-in sheet is attached to these minutes. **(Attachment A)**.

Guest Speaker - Kirsten Truman, School Librarian:

Ms. Truman spoke with the membership about how happy she is to be at Markham and that she is looking for parent volunteers in the library. She passed around a sign-up sheet for volunteers.

Preliminary Business - Michelle Marsden, President:

Minutes from the last PTA meeting on June 1, 2016 were presented by Michelle Marsden. Joelle Alexander motioned to approve the minutes and Jessica Christiansen seconded the motion. The minutes were approved.

The agenda for this meeting was presented by Michelle Marsden. **(Attachment B)**. There were no changes or additions to the agenda.

Michelle Marsden presented the Standing Rules for the 2016-2017 school year. **(Attachment C)**. Jessica Christiansen motioned to approve the Standing Rules and Joelle Alexander seconded the motion. The Standing Rules were approved.

Principal's Report - Shawn Garnett, Principal:

This year's student enrollment is current at 431 students which means that we are in need of a third fourth grade class. The new 4th grade class will be in Ms. Rossitto's current classroom and Ms. Rossitto's class will move to the classroom that was previously occupied by Neighborhood House. The new 4th grade teacher and class will start on October 5th. At this time, the new 4th grade teacher will be assigned by the District. Mrs. Garnett will not get to hire the new teacher. She has put a call into the

District to find out for sure if we are just going to be assigned a new teacher or will they get a say in the process. We are still waiting on finding out if we will get a 4th kindergarten class. The District is still looking at the numbers.

The drinking fountains are still turned off throughout the school. Water dispensers are set up throughout the school and it is going well. It is best to have your child bring a water bottle to school, if possible.

We are still having transportation issues. Please continue to call if you have issues and let us know what is happening. The main concerns are keeping the students safe. Parents are also invited to call Transportation as well.

The Chromebooks and the Tablets are getting ordered the second week in September. These were the two sets that the PTA approved for the school. Mrs. Garnett is ordering another set of Chromebooks with their equity fund through the Portland Schools Foundation.

There are have been some issues with parents not following the proper protocol for dropping off their students in the turn around in the mornings. Mrs. Garnett is going to have herself or Mr. Johnson stand on the other side of the school buses to watch out and let parents know the correct protocol. Mrs. Garnett is also going to have Ms. Huber draw up a map with her letting parents know which lanes are the proper lanes to drop off their students.

Treasurer's Report - Kathy Jennings, Treasurer:

Kathy presented the membership with an Income and Expense Spreadsheet from 7/1/16 - 6/30/16. (**Attachment D**).

Kathy also presented the Budget Report for the 2016 Financial Year. (**Attachment E**). Kathy read all of the changes and additions made to the Budget Report. Jessica Christiansen motioned to approve the Budget Report for the 2016 Financial Year and Joelle Alexander seconded the motion. The Budget Report for the 2016 Financial Year was approved.

Kathy asked two non-board members to review the August 2016 checking and savings account statements and reconciliations. Dacia Johnson and John Kern reviewed the account statements.

The checking account balance is \$55,927.20 and the savings account balance is \$19,211.03

New Business:

Mission Statement for 2016-2017 review and approval - Michelle Marsden:

Michelle presented the Mission Statement for 2016 - 2017 school year. Joelle Alexander motioned to approve the Mission Statement and Shannon Kandal seconded the motion. The Mission Statement was approved. **(Attachment F)**.

New Fundraising Focus - Michelle Marsden:

Since Ms. Huber has been hired by PPS as the art teacher at Markham and the PTA will no longer be paying her contract we need to come up with a new fundraising focus. Particularly for the Auction. Michelle will write an article for the backpack bulletin and ask people to email the gmail account with any ideas they have. Michelle asked all the members to think about new focus ideas that we can discuss in the future.

Summer Board Meeting Topics - Michelle Marsden:

- Change to teacher classroom fund distribution: Each teacher gets a total amount of \$225 for the year for classroom parties and classroom consumables. We changed that amount to be one amount and call it teacher consumables. It was decided this year that the teachers will get this amount at the beginning of the school year. They can either chose to get a check or use some of that money on scrip.
- Event name changes: The Art Run has been changed to the Markham Fun Run. The World's Fair was part of community night and we were calling it Community Night and it has been changed to the Markham World Tour.
- We voted to give Misty money from the budget for making treats for us for the PTA meetings. It came out of the budget for PTA parties.
- PTA safe code has been changed this year. Let Michelle know if you need the new code.
- The fans that were purchased for the teachers last year a few of them went missing over the summer. The Board voted to approve to buy 10 more fans. Michelle will talk to the teachers about putting their names on their fans for the future.

Garden Security - Misty Plock:

We had a lot of problems over the summer with vandalism in the garden/courtyard area. Misty has been working with Tim Carmen about an idea of putting up a fence in the

courtyard. Misty will be contacting PPS to get an estimate on the possible cost of installing a fence and present it to the membership at a later date. It is just something for the membership to think about funding.

New Picnic Table - Michelle Marsden:

We received a free picnic table. Thank you to the parents who picked it up and took it back to the courtyard. Tim is going to chain the new picnic table to the one already back there. We are also going to ask around for someone to stain the tables.

Field Trip Backpacks - Alissa Maxwell:

Six field trip backpacks were purchased and stocked with supplies. Kathy in the office put them in an empty locker by the music room and it is locked so the teachers can use them on field trips.

Lead Paint Abatement - Michelle Marsden:

Portland Public Schools came through and did lead paint abatement on the outside of the school this summer. Tim Carmen, Head Custodian, was concerned because PPS did not finish painting. Tim said that he has heard that other schools who parents complain was able to get PPS to come out and finish painting. He asked that the parents could please start calling PPS about getting the painting finished.

Committee Reports:

Fall Event Volunteer Requests - Alissa Maxwell:

- Thank you to everyone who has started turning in your blue volunteer forms. We are still looking for people interested in co-chairs or committee's for all the following events: hospitality committee; pennies for peace; and, used book sale.
- We need volunteers for the following events: backpack bulletin assembly next Thursday after school; picture day; walk and bike to school day; back to school night; and auction basket and classroom art. Sign-up sheets were passed around for volunteers to sign-up.

Backpack Bulletin - Jennifer Wisher:

- Submissions are due today, September 7, 2016 but Jennifer is extending it until Friday, September 9, 2016.

Back to School Night - Jessica Christiansen:

- We need one or two more people to volunteer to help with the PTA 101 in the library during the second session. We still need a few more volunteers to help directing traffic. Back to School Night is on September 22, 2016.

Destination Imagination - Michelle Marsden:

- Sign-ups are going out in the backpack bulletin for teams and coaches. The deadline is September 30, 2016. Michelle is looking for someone to shadow her this year to take over next school year.

Walk and Bike to School Day - Alissa Maxwell for Julie Loveless:

- Julie is looking for a north end meeting location. Walk and Bike to School Day will be on Wednesday, October 5, 2016. We are still looking for volunteers to lead the walks, so if you are interested please contact Julie.

Fall Movie Tickets - Tricia Lewis:

- Tricia hasn't received the email from Valley Cinemas with the movie line-up and picking up tickets yet. As soon as the information is received forms will be sent home to purchase movie tickets.

Carnival - Misty Plock:

- Carnival is scheduled for October 27, 2016. The committee is meeting on October 12, 2016. Next month there will be more information. Volunteer sign-up sheets will be out in each classroom on back to school night.

Auction - Jessica Christiansen:

- The auction is scheduled for February 25, 2017. The theme this year is denim and diamonds. It will be held at Providence Park.

Garden - Misty Plock:

- The garden is pretty much done for the season. Thank you to everyone who volunteered and watered over the summer.

Scrip - Christine Stonecliffe:

- Scrip is now set up for purchase online. Online orders must be made by 10:00 p.m. on Monday night. We are looking for someone to run the scrip table on Monday at the end of the day and also someone who can come on Friday morning and deliver scrip orders.

Other Business:

K-2 assemblies will be from 10:15 to 10:45 a.m. The wrong time was listed on the school calendar.

The labels for education program has been discontinued. We are still collecting box tops.

Eco-School Network is having Dessert Meet-Up on September 29, 2016, at 7:00 p.m. for parents in the Wilson and Lincoln cluster.

Please remember to renew your volunteer background check with PPS. They are good for three years.

Art class sign-ups are in the front hall and your child's class schedule should have been sent home as well.

If you pick up your child from school, please remember to keep the center of the hallway clear for the teachers and students walking to the buses.

Schedule of Upcoming Events:

9/14/16 Backpack Bulletin Assembly

9/22/16 Back to School Night

9/23/16 Picture Day

10/5/16 Walk and Bike to School Day

<u>Introductions</u>	6:30PM
<u>Guest Speaker</u> New Markham Librarian, Kirsten Truman	5 minutes
<u>Preliminary Business</u> Approve June meeting minutes Additions/changes to this Meeting Agenda Review & approve PTA Standing Rules for 2016-17	2 minutes 2 minutes 2 minutes
<u>Principal's Report</u>	10 minutes
<u>Treasurer's Report</u> 2015-16 Proposed Budget Discuss and vote to approve (if membership agrees) Audit to be presented next meeting	10 minutes
<u>New Business</u> Mission Statement review & approval for 2016-17 – Michelle Marsden New Fundraising Focus – Michelle Marsden Summer Board Meeting topics – Michelle Marsden <ul style="list-style-type: none"> • Change to teacher classroom funds distribution • Event name changes • PTA safe code has been changed Garden security – Misty Plock New picnic table – Michelle Marsden Field trip backpacks – Alissa Maxwell Lead paint abatement – Michelle Marsden	10 minutes
<u>Committee Reports</u> Fall Event Volunteer Requests – Alissa Maxwell <ul style="list-style-type: none"> • Backpack Bulletin assembly – 9/14 • Back to School Night/PTA 101 – 9/22 • Picture Day – 9/23 • Bike & Walk to School Day – 10/5 • PTA Clothing Closet – 10/27 • Carnival – 10/27 Backpack Bulletin – Jennifer Wisher <ul style="list-style-type: none"> • Submissions due on 9/8 for next edition • Email address: backpackbulletin@gmail.com Back to School Night/PTA 101 – Jessica Christiansen & ? Markham High \$5 – Kathy Jennings Destination Imagination – Michelle Marsden <ul style="list-style-type: none"> • Deadline to sign up 9/30 • Team information going out in October • Coaches & New Coordinator needed Bike & Walk to School Day – Andrea Metheney & Julie Loveless Fall Movie Tickets – Tricia Lewis Carnival – Misty Plock	5 minutes 2 minutes 5 minutes 2 minutes 2 minutes 2 minutes 2 minutes

Committee Reports (Con't)

Auction – Jessica Christiansen	5 minutes
Scrip – Christine Stonecliffe	2 minutes
Green Team – Natalie Loomis	2 minutes
Garden – Misty Plock	2 minutes

Other Business

5 minutes

K-2 Assemblies will be from 10:15-10:45AM. Wrong time listed on school calendar

Labels for Education program discontinued

Eco-School Network “Dessert Meet-Up” Invitation

- For parents seeking to “green” their children’s school experience
- Thursday, September 29 at 7PM
- RSVP to Jeanne Roy 503-244-0026 or Jeanne@earthleaders.org

Please do/renew your Volunteer Background check

- Good for 3 years
- Volunteer.pps.net
- Please check in at the office when you come to volunteer
- Art class sign ups are in the front hall and posted outside the classrooms

If you pick up your child after school, please keep the center of the hallway clear for teachers and students heading to the buses.

Schedule of Upcoming Events

2 minutes

9/14/16 – Backpack Bulletin assembly

9/22/16 – Back to School Night (parents only!)

9/23/16 – Picture Day

10/7/16 – Bike & Walk to School Day

**MARKHAM ELEMENTARY SCHOOL PTA
STANDING RULES 2016-2017**

Name of Unit: Markham Elementary PTA

Federal ID#: 93-6031747

National PTA #: 00027805

State Affiliation: The Markham PTA is affiliated with the National PTA and Oregon PTA and as such is governed by the Unified Unit bylaws and the Oregon State PTA bylaws.

Annual Local Unit Dues: Dues are \$20.00. This includes \$9.50 to the Oregon and National PTA's. The remainder of funds collected will be used for local unit operating expenses.

Fiscal Year: The fiscal year shall run from July 1 to June 30.

Quorum: Quorum for the PTA Board meetings shall be 2 (two) Board members. Quorum for the PTA General meetings shall be three (3) active members.

Meeting Schedules: PTA General Meetings – dates and times of general meetings shall be set by the school Steering Committee (Principal, PTA President[s] and Site Council Chair). The PTA Board meeting schedule shall be set by the PTA Officers. A general schedule of PTA meetings shall be set by September 30, and all PTA meeting dates shall be posted and publicized in advance for the benefit of all Markham families.

Expenditures: The PTA Board shall have the right to authorize unbudgeted expenditures of \$500.00 or less.

Officers: The officers of the association are: President, Vice President, Member-at-Large, Secretary and Treasurer.

PTA Board Membership: The PTA Board shall consist of the elected officers and up to six (6) members of PTA standing and special committees. Committee board members are appointed by the PTA Officers. All Board members must be current members in good standing of the Markham, Portland Council and Oregon PTA's.

Markham Elementary PTA
 Income & Expense
 07/01/2016 - 06/30/2017

Attachment D

1 Donations	Actual Income	Actual Expense	Net
Business Donations	\$ 250.15	-	\$ 250.15
Directed/Corp Match Funds	-	-	-
Markham High \$5 Donations	\$ 645.00	-	\$ 645.00
Total	\$ 895.15	-	\$ 895.15

2 Fundraisers	Actual Income	Actual Expense	Net
Art Cards	-	-	-
Auction Event	\$ 10.00	-	\$ 10.00
Box Tops/Toner/Etc	-	-	-
Movie Tickets	-	-	-
Run	-	-	-
Scrip	\$ 9,051.42	\$ 6,064.74	\$ 2,986.68
Spirit Wear	\$ 226.00	-	\$ 226.00
Total	\$ 9,287.42	\$ 6,064.74	\$ 3,222.68

3 Other Income	Actual Income	Actual Expense	Net
Interest Income	\$ 12.42	-	\$ 12.42
Misc income	-	-	-
Total	\$ 12.42	-	\$ 12.42

4 Arts Education	Actual Income	Actual Expense	Net
Art Supplies	\$ 620.00	\$ 2,500.00	\$ (1,880.00)
Art Teacher Continuing Education	-	\$ 1,680.00	\$ (1,680.00)
Artist-in-Residence	-	-	-
Total	\$ 620.00	\$ 4,180.00	\$ (3,560.00)

6 Classroom Support	Actual Income	Actual Expense	Net
Auction Paddle Raise Promised	-	-	-
Classroom Teacher Support	-	-	-
Field Day	-	-	-
Field Trip Backpack Maintenance	-	\$ 203.38	\$ (203.38)
Field Trips (18 @ \$200)	\$ 445.00	-	\$ 445.00
PTA parties	-	\$ 145.97	\$ (145.97)
Total	\$ 445.00	\$ 349.35	\$ 95.65

7 Events	Actual Income	Actual Expense	Net
Carnival	-	-	-
Destination Imagination Scholars	-	-	-
Family Day/Grandparents Day	-	-	-
Fifth Grade Promotion	-	-	-
Markham Global Village	-	-	-
Pennies for Peace	-	-	-
Walk/Bike to School	-	-	-
Total	-	-	-

8 Communications	Actual Income	Actual Expense	Net
Directories	-	-	-
Memory Book	-	-	-
Web Site	-	-	-
Total	-	-	-

9 Hospitality	Actual Income	Actual Expense	Net
Kindergarten Ice Cream Social	-	\$ 72.36	\$ (72.36)
Kindergarten Round Up	-	-	-
Kindergarten Welcome Night	-	-	-
Other Hospitality/Vol. Appreciat	-	-	-
Teacher Appreciation	-	-	-
Total	-	\$ 72.36	\$ (72.36)

10 PTA Overhead	Actual Income	Actual Expense	Net
Babysitting	-	\$ 50.00	\$ (50.00)
Bank Charges	-	\$ 61.70	\$ (61.70)
Corporation Fees	-	-	-
Insurance	-	-	-
Other PTA Overhead	-	\$ 357.06	\$ (357.06)
PTA Dues	\$ 500.00	-	\$ 500.00
Supplies/Paper Order	-	-	-
Treasury Software	-	\$ 135.00	\$ (135.00)
Total	\$ 500.00	\$ 603.76	\$ (103.76)

11 School Support	Actual Income	Actual Expense	Net
Classroom Fans	-	\$ 339.53	\$ (339.53)
Garden - grant	-	-	-
Green Team	-	-	-
IXL Licenses	-	\$ 3,500.00	\$ (3,500.00)
Library	-	-	-
Music Program Support	-	-	-
Other School Support	-	-	-
PTA Clothes Closet	-	-	-
Playground/Johnson Support	-	-	-
Scholastic News	-	\$ 2,400.00	\$ (2,400.00)
School Counselor	-	-	-
Shadow Project	-	-	-
Technology Classroom Support	\$ 255.00	-	\$ 255.00
Technology-Computers, etc	-	\$ 22,882.80	\$ (22,882.80)
Total	\$ 255.00	\$ 29,122.33	\$ (28,867.33)

GRAND TOTAL	Actual Income	Actual Expense	Net
	\$ 12,014.99	\$ 40,392.54	\$ (28,377.55)

Decrease in Funds \$ (28,377.55)

Markham Elementary PTA
Budget Report 2016 Financial Year

	Budget/Income	Budget Expense	Net	
1. Donations:				
Directed/Corp Match Funds	\$ 200	\$ -	\$ 200	Lowered due to prior year actuals
Business Donations	\$ 750	\$ -	\$ 750	Raised due to actuals
Markham High \$5 Donations	\$ 2,000	\$ -	\$ 2,000	No change
Total	\$ 2,950	\$ -	\$ 2,950	

	Budget/Income	Budget Expense	Net	
2. Fundraisers:				
Art Run	\$ 9,000	\$ 2,000	\$ 7,000	No change
Auction Event	\$ 32,000	\$ 8,000	\$ 24,000	No change
Box Tops/Toner/Etc	\$ 500	\$ -	\$ 500	Lowered due to prior year actuals
Movie Tickets	\$ 750	\$ 525	\$ 225	No change
Art Cards	\$ 2,500	\$ 1,500	\$ 1,000	No change
Scrap	\$ 13,000	\$ 11,000	\$ 2,000	Lowered due to prior year actuals
Spirit Wear	\$ 800	\$ 343	\$ 457	Purchasing 100 water bottles
Total	\$ 58,550	\$ 23,368	\$ 35,182	

	Budget/Income	Budget Expense	Net	
3. Other Income:				
Interest Income	\$ 50	\$ -	\$ 50	No change
Misc Income	\$ -	\$ -	\$ -	
Total	\$ 50	\$ -	\$ 50	

	Budget/Income	Budget Expense	Net	
4. Arts Education:				
Art Supplies	\$ 500	\$ 2,500	\$ (2,000)	Approved prior year
Artist-in-Residence	\$ -	\$ -	\$ -	Funded by School
Art Teacher Continuing Education	\$ -	\$ 3,360	\$ (3,360)	Approved prior year
Total	\$ 500	\$ 5,860	\$ (5,360)	

	Budget/Income	Budget Expense	Net	
5. Classroom Support:				
Field Day	\$ -	\$ 150	\$ (150)	No change
Field Trips (19 @ \$200)	\$ 510	\$ 3,800	\$ (3,290)	Add new teacher
Classroom Backpack Maintenance	\$ -	\$ 350	\$ (350)	Approved prior year
Classroom Teacher Support (\$725 per, 2 @150)	\$ 290	\$ 6,225	\$ (5,935)	Add new teacher
PTA parties	\$ -	\$ 250	\$ (250)	No change-covers treats too
Auction Paddle Raise promised	\$ 3,500	\$ 3,505	\$ (5)	Adjusted to prior year actuals
Total	\$ 4,300	\$ 14,280	\$ (9,980)	

	Budget/Income	Budget Expense	Net	
7. Events:				
Carnival	\$ 2,000	\$ 1,500	\$ 500	No change
Family Day/Grandparents Day	\$ -	\$ 150	\$ (150)	No change
Fifth Grade Promotion	\$ -	\$ 350	\$ (350)	Assume no income per prior year
Destination Imagination Scholarship	\$ -	\$ 200	\$ (200)	Approved prior year
Spaghetti Dinner	\$ -	\$ -	\$ -	
Markham Global Village	\$ -	\$ 400	\$ (400)	No change
Pennies for Peace	\$ 500	\$ 500	\$ -	No change
Walk/Bike to School	\$ -	\$ 125	\$ (125)	No change
Total	\$ 2,500	\$ 3,225	\$ (725)	

	Budget/Income	Budget Expense	Net	
8. Communications:				
Directories	\$ -	\$ 150	\$ (150)	No change
Memory Book	\$ 850	\$ 1,000	\$ (150)	No change
Web Site	\$ -	\$ -	\$ -	
Total	\$ 850	\$ 1,150	\$ (300)	

	Budget Income	Budget Expense	Net
9 Hospitality			
Kindergarten Ice Cream Social	\$ -	\$ 100	\$ (100) Requested \$50 inc per Jessica
Other Hospitality/Vol. Appreciat	\$ -	\$ 300	\$ (300) No change
Teacher Appreciation	\$ -	\$ 350	\$ (350) No change
Kindergarten Welcome Night	\$ -	\$ 200	\$ (200)
Kindergarten Round-Up	\$ -	\$ 200	\$ (200)
Total	\$ -	\$ 1,150	\$ (1,150)

	Budget Income	Budget Expense	Net
10 PTA Overhead			
Babysitting	0	350	(350) For PTA Workday
Bank Charges	0	1,000	(1,000) Lowered due to actuals
Corporation Fees	0	100	(100) No change
Insurance	0	150	(150) No change
Other PTA Overhead	0	400	(400) No change
PTA Dues	0	350	(350) No change
Supplies/Paper Order	0	300	(300) No change
Treasury Software	0	135	(135) Actual cost
Translator	0	-	-
Total	\$ -	\$ 2,785	\$ (2,785)

	Budget Income	Budget Expense	Net
11 School Support			
PTA Clothes Closet	-	\$ 50	\$ (50) No change
Library	-	\$ 250	\$ (250) No change
Music Program Support	-	\$ 150	\$ (150) No change
IXL Licenses	\$ 3,500	\$ 3,500	\$ - Carryover from P/Y surplus
Scholastic News	\$ 2,400	\$ 2,400	\$ -
Shadow Project	\$ -	\$ 200	\$ (200) No change
Other School Support	\$ 3,400	\$ 3,900	\$ (500) C/O from P/Y for window film
Playground/Johnson Support	\$ -	\$ 250	\$ (250) No change
Garden - grant	\$ -	\$ 488	\$ (488) Remaining balance from grant
Technology Classroom Support	\$ -	\$ 150	\$ (150) No change
Technology-Computers/Cart	\$ -	\$ 22,883	\$ (22,883) Approved last year
Classroom Fans -new staff /replacements	\$ -	\$ 400	\$ (400) Approved Aug 2016
Foundation Contribution	\$ -	\$ -	\$ -
Green Team	\$ -	\$ 100	\$ (100) No change
School Counselor	\$ -	\$ 100	\$ (100) No change
Total	\$ 9,300	\$ 34,821	\$ (25,521)

BUDGET TOTALS	Budget Income	Budget Expense	Net
	\$ 79,000	\$ 86,638	\$ (7,638)

Carryover from P/Y not included above \$ 1,615

**MARKHAM ELEMENTARY SCHOOL PTA
MISSION STATEMENT 2016-2017**

Markham Elementary School's PTA strives to create an atmosphere where every child can succeed and thrive.

To accomplish this goal, the PTA endeavors to enhance each student's academic experience through two primary functions:

1. Provide consistent opportunities and variety through each student's elementary career with enrichment in areas such as art, music, technology and field trips.
2. Support school staff through a wide variety of activities to enable them to be more creative and innovative in their engagement with students.