

**Markham Elementary PTA
PTA Meeting Minutes
Portland, OR
December 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, December 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)**.

Preliminary Business - Michelle Marsden, President:

Minutes from the last PTA meeting on November 2, 2016 were presented by Michelle Marsden. Joelle Alexander motioned to approved the minutes and Heather Rawlins seconded the motion. The minutes were approved.

The agenda for this meeting were presented by Michelle Marsden. **(Attachment B)**. There was one addition to the agenda. The new addition was added to unfinished business, Misty Plock regarding updated information for gate in the courtyard. There were no other changes or additions to the agenda.

Principal's Report - Shawn Garnett, Principal:

One of the nighttime half time custodians is now full time at Capitol Hill Elementary. Our new nighttime custodian is named Todd.

Portland Public Schools' Human Resources Department is moving up the date to begin the hiring process which means getting FTEs to schools as early as January and having the schools submit in early February. In looking at the numbers we are going to need three fifth grade classes for the next school year. Mrs. Garnett just wants to let us know that things are going to be moving real fast after the first of the year. Mrs. Garnett is hoping that our FTE is not affected to the point that they are looking at some major adjustments because Measure 97 did not pass. A question was asked about the possibility of a 4th Kindergarten class as well. Because we have full time EAs and that's why the decision was made to not add an additional kindergarten classroom this past fall, and probably not next year either. Another question was presented where a new 5th grade classroom would go. The ESL room would use the MCCA classroom during the day and the new classroom will go in the ESL room.

Treasurer's Report - Kathy Jennings, Treasurer:

Kathy asked two non-board members to review the November 2016 checking and savings account statements and reconciliations.

The checking account balance is \$11,095.98 and the savings account balance is \$19,214.24.

New Business:

Possible Emergency Preparedness Seminar - Michelle Marsden:

Mrs. Garnett received an email about emergency preparedness seminars. Mercy Corps is helping parents and communities prepare by offering presentations and links to community resources during the 2016-2017 school year. It usually takes place at the school if the principal approves the request. The question is whether we as a PTA are willing to host this community event at Markham. We would reserve the auditorium, provide childcare, advertise for the event and provide snacks. Michelle and Mrs. Garnett will work together to find a date and we will move forward with scheduling a seminar.

Unfinished Business:

Garden Gate Fundraising - Misty Plock:

In a follow-up email with Steve Simonson at Portland Public Schools he informed Misty that \$10,000 would be a good goal for a fundraising amount for the materials and installation of a gate in the courtyard. He also let Misty know that PPS is not a position to fund a gate at this time.

Fundraising Goal Decisions - Jessica Christiansen:

Jessica would like to advertise that the PTA is fundraising for art, technology, capital improvements, field trips, and other classroom support. Kathy Jennings pointed out that with a PTA you can't move funds around when it has been designated to a specific category. If it is designated as an "other" category we can move those funds where we need them. So, the final decision is our auction goal for this year is going to be \$45,000. This does not change our budget amount at all, this is only a goal!

Committee Reports:

Fall Movie Tickets - Tricia Lewis:

There are two movies left in the season and we have 7 packs left. We still have no word on whether they are going to be running the program again in the spring.

Art Cards - Michelle Marsden for Julie Loveless:

Art cards are done and we made at last count \$1,677. It was about \$50 less than last year, but we also ran it a little bit shorter this year.

Book Fair - Christine Stonecliffe:

It went well. Christine and Ms. Truman are already brainstorming for ideas for next year. It was suggested that next year we advertise for online ordering as well.

Grandparents & Special Friends Day - Joelle Alexander & Eliza Bailey:

It was a success!

Winter Event Volunteer Requests - Alissa Maxwell:

There are no events to report at this time.

Backpack Bulletin - Jennifer Wisher:

Submissions are due on December 7, 2016. Email submissions to backpackbulletin@gmail.com

Scrip - Christine Stonecliffe:

There are four Chinook books left. If you want one you can put your money in the safe in the office and Michelle will deliver the books to you.

Pennies for Peace - Alissa Maxwell & Ally Keo:

Alissa is trying to shift Pennies for Peace to Ally Keo and possibly Julie Loveless. They need to schedule a date. Tentative dates are January 11th to January 26th. More details to come.

Auction - Jessica Christiansen:

The white wine shower is going to be on January 14th at 6:00 p.m. at the Maxwell home. The red wine shower is going to be on February 11th at 6:00 p.m. at the Kruger's home. The price of admission went up, no more couple discount. It is two bottles of wine per person valued at \$10.00 or more a bottle. All the classroom baskets have a coordinator and flyers are being sent home in backpacks. The basket deadline is generally the end of

January beginning of February. We still need bigger donations for the live auction and board parties. We are still looking for a couple of people to take over decorations as this is Michelle and Kathy's last year at Markham. We are in talks to do a volunteer swap with Maplewood. The only concern is that if they volunteer six people we would need to have six people from Markham volunteer at their auction.

Announcements:

December is Markham month at Salvador Molly's

- Monday December 19th is our designated day for Salvador Molly's to donate 20% of the net events proceeds to Markham.
- Additionally, all month long they will donate 10% of any check when friends and family tell their server they are supporting Markham.
- Proceeds go to the 1st and 4th grade field trip funds.

Please check lost and found on your way out. It is overflowing! Everything left there when school closes for Winter Break will be donated to the PTA Clothes Closet.

WPPNA Food Drive benefitting Markham and Jackson's food backpack programs Friday 12/9 - Sunday 12/11

- Please bring donations to 4035 SW Comus Street. Bins in front of garage from 8AM - 8PM.
- Extra is appreciated this month as the kids will be out of school for two weeks.

Schedule of Upcoming Events:

12/7 Backpack Bulletin assembly - 3PM in the PTA Workroom/Art Room

12/9 Sharing with Shawn 9-10AM in the MCCA room (translation and childcare provided)

12/9-12/11 WPPNA Food Drive

12/19-1/3/17 No School - Winter Break

Meeting adjourned at 7:35 p.m.

<u>Introductions</u>	6:30PM
<u>Preliminary Business</u>	
Approve November meeting minutes	2 minutes
Additions/changes to this Meeting Agenda	2 minutes
<u>Principal's Report</u>	10 minutes
<u>Treasurer's Report</u>	2 minutes
<u>New Business</u>	5 minutes
Possible Emergency Preparedness Seminar - Michelle Marsden	5 minutes
<u>Unfinished Business</u>	15 minutes
Fundraising goal decisions – Jessica Christiansen	
<u>Committee Reports</u>	
Fall Movie Tickets – Tricia Lewis	2 minutes
Art Cards – Michelle Marsden for Julie Loveless	2 minutes
Book Fair – Christine Stonecliffe	2 minutes
Grandparents & Special Friends Day –Joelle Alexander & Eliza Bailey	5 minutes
Winter Event Volunteer Requests – Alissa Maxwell	5 minutes
Backpack Bulletin – Jennifer Wisher	2 minutes
• Submissions due TODAY for next edition	
• Email address: backpackbulletin@gmail.com	
Scrip – Christine Stonecliffe	2 minutes
Pennies for Peace – Alissa Maxwell & Ally Keo	5 minutes
Auction – Jessica Christiansen	10 minutes
<u>Announcements</u>	5 minutes

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12/19/16 – 1/3/17 – NO SCHOOL – Winter Break