

**Markham Elementary PTA
PTA Meeting Minutes
Portland, OR
February 1, 2017**

The membership meeting of Markham Elementary School was called to order in the Library of our school at 6:30 p.m. on Wednesday, February 1, 2017, by President Michelle Marsden. Proper notice was given to all members through the district calendar, school newsletter and reminder emails and posts. 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 January 4, 2017 were presented by Michelle Marsden. Joelle Alexander motioned to approve the minutes and Jennifer Wisher seconded the motion. The minutes were approved.

The agenda for this meeting was presented by Michelle Marsden. **(Attachment B).** There were two additions to the agenda under New Business. There is also one typo in the agenda under Unfinished Business, it should read Yearbook printing bills, not Yearbook inting bills. Also, under Announcements Michelle has one addition. Alissa Maxwell requested to move Volunteer Requests to the top of the Committee Reports after Auction. There were no other changes or additions to the agenda.

Principal's Report - Shawn Garnett, Principal:

Literacy Night had over 380 people attend. It was a big success!

We are getting a .5 FTE for EFL from the EFL Department because of our ELL (English Language Learners) numbers increased. We are at 434 or 436 students. So, Rochelle Von Ahn who was part time ESL and part time reading support is moving to full time ESL. Erin Altz, who is filling in for Katie Clem, is part time and wanted a 1.0 and so she is taking the other .5 and will be doing reading support for grades 1-5. We have 84 ELL students, but we had 12 students exit out of ELL this year, which is unprecedented. That is a lot of the reason why we are getting the extra support.

Marci Forbes asked what is the population amount that we need to have support for a vice principal. Mrs. Garnett said she has heard it is anywhere between 450 to 500 students.

Joelle Alexander asked at what percentage are we at for building capacity. Mrs. Garnett answered that Markham can go to a capacity of up to 600 students. But every room would have to be used as a classroom.

Treasurer's Report - Kathy Jennings, Treasurer:

Since Kathy was in Italy during the last PTA meeting she presented treasurer reports for December 2016 and January 2017.

Kathy asked two non-board members to review the December 2016 and January 2017 checking and savings account statements and reconciliations.

Kathy presented the checking and savings account balances for December 2016 and January 2017.

December:

Saving account balance - \$19,215.05

Checking account balance - \$16,947.96

January:

Saving account balance - \$19,215.87

Checking account balance - \$19,569.17

New Business:

New CUB Fees - Michelle Marsden:

Starting July 1st, PPS has a new CUB fee schedule. CUB is civic use of buildings permits so the custodians know we are in the building. So for every PTA event we have to get a CUB permit. Michelle called Patty Christiansen, who works at the PPS Civic Use of Building office about the new fee schedule. Patty let Michelle know that PTA pays for nothing. There is a place on the form where you mark for PTA event.

Food Drive - Kelly Skelton:

Kelly would like to switch the food drive from benefitting the Oregon Food Drive and benefitting Neighborhood House. Part of this thought is that when Kelly talked to Emily Neve, the Sun School Coordinator and who also runs Markham's Food Shelf, she found out that Emily does not receive any of our food drive collections from Oregon Food Drive. Kelly talked to Mrs. Garnett to make sure that there weren't any agreements or contracts through the District to use Oregon Food Drive and she said there wasn't and it would be fine. Kelly wants to keep it similar to the Oregon Food Drive. The Food Drive will run through the first full week of March, which is March 6th.

Unfinished Business:

Yearbook Printing Bills - Michelle Marsden & Kathy Jennings:

Kathy went back and looked and the last bill we received from PPS print shop and 2013 was the last year they billed us. They asked Kathy Lippincott, in the Markham office, to look through their records and see if they paid the printing bills. Hopefully, by the March meeting will have some answer about if and when these bills appeared and have a solution. Kathy has not gotten an answer back from the PPS print shop. Markham gets billed in a lump sum from the PPS print shop and they don't get a break out and our yearbook print bill could have been sent to the office instead of to PTA.

Emergency Preparedness Seminar - Michelle Marsden & Jessica Christiansen:

Michelle and Jessica exchanged emails about partnering with Jackson Middle School on the Emergency Preparedness Seminar. They are trying to find an April date and invite all of the feeder schools.

Committee Reports:

DENIM & Diamonds Auction - Jessica Christiansen:

There is going to be a photo booth, three silent closings, we are going to have a couple of actual desserts in the silent auction. The auction starts at 5:00 p.m. on February 25th at Providence Park. We are looking for parents with younger students who are interested in learning the checkout process on the computers at the auction. Set-up at the venue will be at 9:00 a.m. on February 25th. There will be another prep party at Jessica's house on February 13, 2017.

As a side note when setting our budget for next year, we need to discuss increasing our budget amount for expenses to put on the auction. Our current budgeted amount is \$8,000 for expenses and we are going to run over budget this year.

Winter Event Volunteer Requests - Alissa Maxwell:

Being passed around are sign-up sheets for the Food Drive, Green Team. Also, a form stating what events you would like to volunteer for the spring events. The events we have coming up are the Art Run, Walk and Bike to School, and World's Fair and book sale.

Pennies for Peace - Julie Loveless & Ally Keo:

Pennies for Peace raised so far \$338.20 and they are finishing up and collecting the rest of the pennies.

Connect to Kindergarten - Alissa Maxwell for Sarah Black:

Connect to Kindergarten is February 9, 2017 at 6:30 p.m. in the Auditorium and is a parents night only. We could use some additional volunteers to greet and direct traffic.

Hospitality - Joelle Alexander:

The Valentine's Day Lunch for the staff will be on February 14, 2017. Sign-ups are on Volunteer Sign-up and the link is on Facebook and also in the email flashes.

Backpack Bulletin - Jennifer Wisher:

Submissions are due on February 8, 2017. Send your email submissions to: backpackbulletin@gmail.com

Scrip - Christine Stonecliffe:

Buy Scrip!

Markham World Tour - Shannon Kandel:

We are looking for a committee to assist Shannon in planning this event please sign up or contact Shannon. It will take place in the gym again with the same countries. We are always looking to add more countries.

Announcements:

All late starts have been cancelled for the rest of the year. Last day of school is now June 14.

WPPNA Food Drive benefitting Markham and Jackson's food backpack programs Friday, 2/10 - Sunday, 2/12. Please bring donations to 4035 SW Comus Street. Bins in front of garage from 8AM - 8PM.

Jackson Principal Kevin Crotchett will be joining us for the April 5th PTA meeting.

The Oregon PTA Conference is in Eugene April 15 and 16, 2017.

Schedule of Upcoming Events:

- 2/3 Last day of Pennies for Peace
- 2/4 NO SCHOOL - Rescheduled Teacher Planning Day
- 2/8 Destination Imagination Instant Challenge Night - 6:30-8PM in the cafeteria
- 2/9 Connect to Kindergarten - 6:30PM in the auditorium. Parents only.
- 2/10 - 2/12 WPPNA Food Drive
- 2/11 Auction Red Wine Shower - 7-10PM at the Kruegers' Home
- 2/14 Valentine Staff Lunch
- 2/15 Backpack Bulletin Assembly - 3PM in the PTA Workroom/Art Room
- 2/17 Sharing with Shawn 9-10AM in the MCCA room (translation and childcare provided)
- 2/20 NO SCHOOL - Presidents Day
- 2/25 DENIM & *Diamonds* Auction - 5PM at Providence Park

Meeting adjourned at 7:45 pm

Markham PTA Meeting Agenda – February 1, 2017

<u>Introductions</u>	6:30PM
<u>Preliminary Business</u>	
Approve January 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>	10 minutes
New CUB fees – Michelle Marsden	
Food Drive – Kelly Skelton	
<u>Unfinished Business</u>	10 minutes
Yearbook printing bills – Michelle Marsden & Kathy Jennings	
Emergency Preparedness Seminar – Michelle Marsden & Jessica Christiansen	
<u>Committee Reports</u>	
DENIM & <i>Diamonds</i> Auction – Jessica Christiansen	10 minutes
Pennies for Peace – Julie Loveless & Ally Keo	5 minutes
Connect to Kindergarten – Alissa Maxwell for Sarah Black	5 minutes
Hospitality – Joelle Alexander	2 minutes
Winter Event Volunteer Requests – Alissa Maxwell	5 minutes
Backpack Bulletin – Jennifer Wisher	2 minutes
• Submissions due February 8th for next edition	
• Email address: backpackbulletin@gmail.com	
Scrip – Christine Stonecliffe	2 minutes
Markham World Tour – Shannon Kandel	2 minutes
<u>Announcements</u>	5 minutes
• All late starts have been cancelled for the rest of the year. Last Day of school is now June 14.	
• WPPNA Food Drive benefitting Markham & Jackson's food backpack programs Friday 2/10-Sunday 2/12. Please bring donations to 4035 SW Comus Street. Bins in front of garage from 8AM -8PM.	
• Jackson Principal Kevin Crockett will be joining us for the April 5 th PTA meeting.	
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