

**Markham Elementary PTA
PTA Meeting Minutes
Portland, OR
November 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, November 1, 2017, by President Kelly Skelton. 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 – Kelly Skelton, President:

Minutes from the last PTA meeting on October 4th were presented by Kelly Skelton. Jessica Christiansen motioned to approve the minutes and Joelle Alexander seconded the motion. The minutes were approved.

The agenda for this meeting was presented by Kelly Skelton (**Attachment B**).

Principal's Report – Kelly Skelton for Shawn Garnett, Principal:

Green Schools got a grant that they will be using at Markham to test the soil and repair or replace our planting boxes. Boxes will be replaced but compost should be saved. They are also providing a version of Green Team where they come every week and customize the kid's curriculum to match their grade and what they are learning. Will look at water issues on playground and basketball court.

Treasurer's Report – Kelly Skelton for Tom Simpson, Treasurer:

Kelly handed out an Income and Expenses Compared to Annual Budget Report as of October 31st, 2017 (**Attachment C**). Tom will have two reconciliations next month as today is the first of the month and reconciliation wasn't possible. We collected approximately \$3,600 for the Carnival, which exceeds our budget of \$3,000. We have not processed all the expense receipts, but we expect to have overall positive income from the event. Our goal is to break even.

New Business:Blazer Grant – Kelly Skelton for Alyssa Pizzuti:

Alyssa will be writing a grant for school equipment.

Unfinished Business:

Nothing to Report

Committee Reports:Carnival – Misty Plock

Carnival went really well and we had a great turn out. We had a lot of Jackson volunteers. Out of 700 tickets we sold 478. In the future, we may do a google sign-up sheet that parents can access online to sign up for shifts. Signage showing age groups are needed for the bouncy houses. We need a third person to be on the committee next year. There was a suggestion that we make a toddler area in the cafeteria.

Hospitality – Joelle Alexander

We still need a lot of volunteers for the Teacher Conferences on November 8th and 9th.

Fall Event Volunteer Requests – Alissa Maxwell:

This Friday, November 3rd, we need parents to help sort through books for the book closet. You can bring your children.

We need volunteers for Scholastic book sale and Grandparent's and Special Friends day.

Reminder that we have stickers for kids during field trips.

Art Cards – Kelly Skelton for Julie Loveless

Julie has done all the photos and needs help putting the art cards to the order form this Friday, November 3rd at 9:30am.

Destination Imagination – Julie Worley

We have 30 kids (second to fifth graders), making up 6 teams, who will start Destination Imagination after Thanksgiving. This will allow 13 weeks of practice before the tournament in March. Kindergarten and 1st grade will have 6 weeks of DI training.

Book Fair – Christine Stonecliff

Book Fair is set for November 27th through December 1st. The online order period has been extended to the maximum amount of time possible.

Grandparents & Special Friends Day – Joelle Alexander

We need lots of volunteers. Sign-ups will be going out soon. They are still figuring out times. High Five jar will be out for donations.

Backpack Bulletin – Kelly Skelton for Jennifer Wisher

Submissions are due November 8th. Email: backpackbulletin@gmail.com

Scrip – Christine Stonecliffe

We will be hanging a Chinook book poster and there will be a drawing for those who buy a Chinook book. We have had very few people buying Chinook books this year. The scrip form will be attached to future Backpack Bulletins.

Auction – Jessica Christlansen

Amina Omar volunteered to be the art coordinator for Lamana's class. All other classrooms have a coordinator. Kristin Holmberg and her parents stuffed invitation they will go out soon. Donations are already coming in. Board party recruiting is starting. Loomis' are hosting a Beer Blast Party on November 18th at 7pm. White Wine Shower is scheduled for January 20th and Red Wine Shower is scheduled for February 10th both at 6:30pm. Prep parties will be announced soon.

Yearbook – Kelly Skelton for Ally Keo

Order forms for yearbook will be coming out next week.

Announcements:

- Request for help assembling Art Card order. Julie Loveless will be working this Friday, November 3rd at 9:30am, in the art room.
- WPPNA Food Drive benefitting Markham & Jackson's food backpack programs from Friday 11/17 – 11/19. Collection bins out 8am-8pm at 4215 SW Comus. Collecting non-perishable foods and clean plastic bags for the JMS dog-walking stations.

Schedule of Upcoming Events:

11/3 – No School

11/6 & 11/7 – Eat out at Pastini Pastaria in Bridgeport Village to benefit Markham – Make sure you mention Markham for the school to receive a portion of your dinner proceeds

11/8 & 11/9 – No School for students – Conferences

11/10 – No School – Veteran's Day

11/15 – Backpack Bulletin Assembly – 3pm in the PTA Workroom/Art Room

11/17 – Sharing with Shawn – 9-10am in the Head Start classroom (translation and childcare provided)

11/17 – 11/19 WPPNA Food Drive

11/18 Beer Blast in the Loomis home 6pm – fun with Markham parents while supporting the Auction

11/22- 11/24 No School – Thanksgiving Holiday

11/27 – 12/1 Scholastic Book Fair

12/1 – Grandparents & Special Friends Day

Other:

Nothing to Report

Meeting adjourned at 7:34p.m.

Markham PTA Meeting Agenda – November 1, 2017

<u>Introductions</u>	6:30PM
<u>Preliminary Business</u>	
Approve October meeting minutes	2 minutes
Additions/changes to this Meeting Agenda	2 minutes
<u>Principal's Report - Kelly Skelton for Shawn Garnett</u>	5 minutes
<u>Treasurer's Report - Kelly Skelton for Tom Simpson</u>	5 minutes
<u>New Business</u>	5 minutes
Blazers Grant - Alyssa Pizzuti	
<u>Unfinished Business</u>	2 minutes
<u>Committee Reports</u>	
Carnival – Misty Plock	2 minutes
Hospitality – Joelle Alexander	2 minutes
• Teacher Conference meals	
Art Cards – Kelly Skelton for Julie Loveless	2 minutes
Yearbook - Ally Keo	2 minutes
Destination Imagination - Julie Worley	2 minutes
Book Fair – Christine Stonecliffe	2 minutes
• November 27 – December 1	
Grandparents & Special Friends Day –Joelle Alexander & Eliza Bailey	5 minutes
• December 1	
Fall Event Volunteer Requests – Alissa Maxwell	5 minutes
• Book Fair	
• GSFD	
Backpack Bulletin – Jennifer Wisher	2 minutes
• Submissions due on 11/8 for next edition	
• Email address: backpackbulletin@gmail.com	
Scrip – Christine Stonecliffe	2 minutes
• No scrip week of November 20th	
Auction – Jessica Christiansen	5 minutes
<u>Announcements</u>	5 minutes
Request for help assembling Art Card orders. Julie Loveless will be working in the art room on Friday, November 3rd at 9:30 am.	
WPPNA Food Drive benefitting Markham & Jackson's food backpack programs Friday 11/17-Sunday 11/19	
• Please bring donations to Solberg's 4215 SW Comus. Bins in front of garage.	

(OVER)

Schedule of Upcoming Events

2 minutes

- 11/3 - NO SCHOOL for students - Teacher's planning day
- 11/6 & 11/7 - Eat out at Pastini Pastaria in Bridgeport Village to benefit Markham - Make sure you mention MARKHAM for the school to receive a portion of your dinner proceeds.
- 11/8 & 11/9 - NO SCHOOL for students - Conferences
- 11/10 - NO SCHOOL - Veteran's Day
- 11/15 - Backpack Bulletin Assembly -- 3PM in the PTA Workroom/Art Room
- 11/17 - Sharing with Shawn 9-10AM in the Head Start classroom (translation and childcare provided)
- 11/17-19 -- WWPPNA Food Drive
- 11/18 - Beer Blast in the Loomis home 6pm - fun with Markham parents while supporting the Auction
- 11/22-24 -- NO SCHOOL -- Thanksgiving holiday
- 11/27-12/1 -- Scholastic Book Fair
- 12/1 = Grandparents & Special Friends Day

Meeting adjourned.

Markham Elementary PTA
Income & Expenses Compared to Annual Budget
2017 - 2018 Fiscal Year - As of October 31, 2017

1 Donations	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/Less
Business Donations / Corp Match	-	950.00	-	-	-	950.00	-950.00
Markham High \$5 Donations	968.00	2,000.00	-	-	968.00	2,000.00	-1,032.00
Total	968.00	2,950.00	-	-	968.00	2,950.00	-1,982.00
2 Fundraisers	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/Less
Art Cards	-	2,500.00	-	1,300.00	-	1,200.00	-1,200.00
Auction Event	-	35,000.00	664.74	11,000.00	-664.74	24,000.00	-24,664.74
Box Tops/Toner/Etc	-	-	-	-	-	-	-
Markham Fun Run	100.00	10,000.00	-	2,000.00	100.00	8,000.00	-7,900.00
Scrip	11,612.86	50,000.00	13,837.40	47,000.00	-2,224.54	3,000.00	-5,224.54
Spirit Wear	398.00	1,000.00	-	2,000.00	398.00	-1,000.00	1,398.00
Total	12,110.86	98,500.00	14,502.14	63,300.00	-2,391.28	35,200.00	-37,591.28
3 Other Income	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/Less
Interest Income	18.22	50.00	-	-	18.22	50.00	-31.78
Misc Income	-	-	-	-	-	-	-
Total	18.22	50.00	-	-	18.22	50.00	-31.78
4 Arts Education	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/Less
Art Supplies	1,685.00	500.00	2,500.00	2,500.00	-815.00	-2,000.00	1,185.00
Other Art Support	-	-	-	-	-	-	-
Total	1,685.00	500.00	2,500.00	2,500.00	-815.00	-2,000.00	1,185.00
6 Classroom Support	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/Less
Auction Paddle Raise Promised	-	-	1,350.00	4,000.00	-1,350.00	-4,000.00	2,650.00
Classroom Teacher Support	565.00	300.00	6,350.00	6,300.00	-5,785.00	-6,000.00	215.00
Field Day	-	-	-	150.00	-	150.00	150.00
Field Trip Backpack Maintenance	-	-	-	50.00	-	-50.00	50.00
Field Trips (19 @ \$200)	1,315.00	500.00	4,000.00	3,800.00	-2,685.00	-3,300.00	615.00
PTA parties	50.00	-	-	250.00	50.00	-250.00	300.00
4th Grade Field trip	-	-	1,000.00	1,000.00	-1,000.00	-1,000.00	-
Total	1,930.00	800.00	12,700.00	15,550.00	-10,770.00	-14,750.00	3,980.00
7 Events	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/Less
Carnival	3,580.00	3,000.00	1,708.17	2,500.00	1,871.83	500.00	1,371.83
Destination Imagination Scholars	250.00	250.00	-	250.00	250.00	-	250.00
Family Day/Grandparents Day	-	-	-	150.00	-	-150.00	150.00
Fifth Grade Promotion	-	-	-	350.00	-	-350.00	350.00
Markham Global Village	-	-	-	500.00	-	-500.00	500.00
Pennies for Peace	-	500.00	-	500.00	-	-	-
Walk/Bike to School	-	-	55.71	125.00	-55.71	-125.00	69.29
Used book sale	-	150.00	-	-	-	150.00	-150.00
Total	3,830.00	3,900.00	1,763.88	4,375.00	2,066.12	-475.00	2,541.12

8 Communications	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
Directories	-	-	-	150.00	-	-150.00	150.00
Year Book	-	2,500.00	-	3,000.00	-	-500.00	500.00
Web Site	-	-	-	-	-	-	-
Total	-	2,500.00	-	3,150.00	-	-650.00	650.00

9 Hospitality	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
Kindergarten Ice Cream Social	-	-	-	100.00	-	-100.00	100.00
Kindergarten Round Up	-	-	-	200.00	-	-200.00	200.00
Kindergarten Welcome Night	-	-	-	200.00	-	-200.00	200.00
Other Hospitality/Ad. Appreciat	-	-	188.01	200.00	-188.01	-200.00	11.99
Teacher Appreciation	-	-	-	350.00	-	-350.00	350.00
Total	-	-	188.01	1,050.00	-188.01	-1,050.00	861.99

10 PTA Overhead	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
Babysitting	-	-	149.09	359.09	-149.09	-359.09	210.00
Bank Charges	-	-	165.23	500.00	-165.23	-500.00	334.77
Corporation Fees	-	-	146.80	-	-146.80	-	-146.80
Insurance	-	-	150.00	150.00	-150.00	-150.00	-
Other PTA Overhead	-	-	-	400.00	-	-400.00	400.00
PTA Dues	1,520.00	1,000.00	-	450.00	1,520.00	550.00	970.00
Supplies/Paper Order	-	-	332.97	200.00	-332.97	-200.00	-132.97
Treasury Software	-	-	135.00	135.00	-135.00	-135.00	-
Total	1,520.00	1,000.00	1,070.00	2,285.00	450.00	-1,285.00	1,735.00

11 School Support	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
Garden Grant	-	-	-	500.00	-	-500.00	500.00
Green Team	-	-	-	100.00	-	-100.00	100.00
IXL Licenses	-	-	-	-	-	-	-
Library support	-	-	-	1,000.00	-	-1,000.00	1,000.00
Music Program Support	-	-	-	150.00	-	-150.00	150.00
Other Support/teacher grants	-	-	100.00	2,290.00	-100.00	-2,290.00	2,190.00
PTA Charges Closet	-	-	50.00	50.00	-50.00	-50.00	-
Playground/Johnson Support	-	-	-	250.00	-	-250.00	250.00
Scholastic News	-	-	2,607.55	3,200.00	-2,607.55	-3,200.00	592.45
School Counselor	-	-	-	100.00	-	-100.00	100.00
Shadow Project	-	-	-	200.00	-	-200.00	200.00
Technology Teacher Support	-	-	-	150.00	-	-150.00	150.00
Technology-Computers	-	-	-	10,000.00	-	-10,000.00	10,000.00
Total	-	-	2,767.55	17,990.00	-2,757.55	-17,990.00	15,232.45

GRAND TOTALS	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
	22,062.08	110,200.00	35,481.58	110,200.00	-13,419.50	-	-13,419.50