

**Markham Elementary PTA
PTA Meeting Minutes
Portland, OR
December 6, 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, December 6th, 2017, by Alissa Maxwell, Vice President for Kelly Skelton, President. 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**).

Introductions:

Alissa Maxwell asked everyone to introduce themselves.

Preliminary Business:

Minutes from the last PTA meeting (on November 1, 2017) were presented by Alissa Maxwell. Joelle Alexander motioned to approve the minutes. The motion was seconded by Jessica Christiansen and the minutes were approved.

The agenda for this meeting was presented by Alissa Maxwell. No changes were requested to the agenda. (**Attachment B**).

Principal's Report – Shawn Garnett, Principal:

We are losing our Title I status and funding next year. Our Title I Funds pay for our Kindergarten EA's to work full time, as the District only supports them half-time. Mr. Kertay, Technology, and Ms. Stonecliff, our Math Support, are completely funded by Title I funds. Ms. Rozman, our Reading Specialist, is partially funded by Title I funds. We also receive approximately \$3,000 for Family Engagement Nights (Literacy and Science Nights) for guests and refreshments. Mrs. Garnett will keep us updated.

School Secretary interviews are concluding and we should know who the new secretary is soon.

Principals within the Wilson cluster met to discuss space as we are the fastest growing area in Portland. The principals are preparing a document clarifying their concerns and what they would like to see happen.

Treasurer's Report – Tom Simpson, Treasurer:

Tom Simpson presented two months of bank reconciliations which John Kern and Alissa Pizzuti reviewed and approved. Tom passed out an Income and Expense Report as of December 4, 2017 (**Attachment C**). We received \$280 from the Pastini Night, and \$160 from Kroger as a donation. We received \$500 each from OnPoint and Ross for Auction donations. \$750 came in for High Five donations this month including \$588 from Grandparents day. Art Cards and Scrip are bringing in additional income. A few hundred dollars went out to the Oregon PTA for their portion of the PTA dues.

New Business:

Field Trips – Alissa Maxwell

Our PTA typically donates enough money to cover the cost of transportation and the actual field trip event is left for the student, and family, to cover. Teachers can request more funds from our PTA for field trips.

Unfinished Business:

Blazers Grant – Alyssa Pizzuti

We requested \$1,500 for inside recess activities. She will keep us updated.

Committee Reports:

Art Cards – Alissa Maxwell for Julie Loveless

Julie Loveless sent out a delivery on Monday, and another delivery is going out tomorrow. We are going to make approximately \$2,400. There were suggestions to provide more variety of items to purchase and to use Artsonia.

Yearbook – Alissa Maxwell for Ally Keo

Order forms went out last week and are due January 18th, 2018. A cover art contest is being held and two fifth graders will be chosen to provide the artwork. The entire Board should review the yearbook before it goes to print.

Destination Imagination – Alissa Maxwell for Julie Worley

The new DI club, for Kindergarteners and 1st graders, costs \$20. Registration forms are going out next week.

Pennies for Peace – Alissa Maxwell for Julie Loveless

We need to set dates. Julie would like to run the event from January 15th through February 2nd. Our Key Bank branch no longer has a coin counting machine so Julie will have to use her personal bank to deposit coins and she will write a check to PTA.

Book Fair – Christine Stonecliff

Online sales are still open. The total, before online sales, is approximately \$8,344.

Grandparents & Special Friends Day – Joelle Alexander

Next year we need to make sure:

- Classes aren't going to recess while the grandparents are parking
- The school schedule will state 1:30pm as start time
- During the welcome talk at the beginning of the event, we inform the group of our community composition and ask for donations.

Fall Event Volunteer Requests – Alissa Maxwell:

We have a Clothing Closet date set for January 18th. Sign-up sheet will go out soon.

We also need help with Pennies for Peace.

Backpack Bulletin – Alissa Maxwell for Jennifer Wisher

Submissions are due today. Email backpackbulletin@gmail.com

Scrip – Christine Stonecliffe

We have made approximately \$1,000. Which is not good in comparison to past years. Christine is thinking about having someone being here on Mondays to sell scrip on campus. We would need to have an inventory that we keep in the PTA safe. We are no longer going to provide an online option so we need to take the web URL off of all backpack bulletin and emails.

Auction – Jessica Christiansen

Jessica and Susan will be meeting with the staff to discuss board parties. We need wine and beer.

Announcements:

- WPPNA Food Drive benefitting Markham and Jackson's food backpack programs Friday 12/8 through Sunday 12/10
 - Please bring donations to Solberg's 4215 SW Comus. Bins in front of garage.
 - Extra is appreciated this month as the kids will be out of school for two weeks.
- Please check lost and found.

Schedule of Upcoming Events:

- 12/8-10 WWPPNA Food Drive
- 12/13 Backpack Bulletin Assembly – 3pm in the PTA Workroom/Art Room
- 12/14 Dine out at Chipotle on Hall Blvd. in Tigard from 4-8pm, they will donate 50% of every sale that mentions Markham or shows the flyer
- 12/15 – Sharing with Shawn at 9:00am
- 12/18 – January 1 – No School Winter Break

Other:

Parents need to stay in their car when dropping their kids at the wrap around during the morning drop off. Ms. Garnett will inform the kids that their parents can't get out of the car at drop off.

Meeting adjourned at 8:01p.m.

Markham PTA Meeting Agenda – December 6, 2017

<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 - Shawn Garnett</u>	5 minutes
<u>Treasurer's Report - Tom Simpson</u>	5 minutes
<u>New Business</u>	5 minutes
Field Trip funding - Alissa Maxwell	
<u>Unfinished Business</u>	2 minutes
Blazers Grant - Alyssa Pizzuti	
<u>Committee Reports</u>	
Art Cards – Kelly Skelton for Julie Loveless	2 minutes
Yearbook - Ally Keo	2 minutes
Destination Imagination - Julie Worley	2 minutes
Pennies for Peace - Alissa Maxwell	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
• Clothing Closet, 1/18/18	
Backpack Bulletin – Jennifer Wisher	2 minutes
• Submissions due today, 12/6 for next edition	
• Email address: backpackbulletin@gmail.com	
Scrip – Christine Stonecliffe	2 minutes
Auction – Jessica Christiansen	5 minutes
<u>Announcements</u>	5 minutes
WPPNA Food Drive benefitting Markham & Jackson's food backpack programs Friday 12/8-Sunday 12/10	
• Please bring donations to Solberg's 4215 SW Comus. Bins in front of garage.	
• Extra is appreciated this month as the kids will be out of school for two weeks.	

Please check lost and found on your way out!

(OVER)

Schedule of Upcoming Events

2 minutes

12/8-10 – WWPPNA Food Drive

12/13 - Backpack Bulletin Assembly – 3PM in the PTA Workroom/Art Room

12/14 - Dine out at Chipotle on Hall Blvd. in Tigard from 4-8 pm, they will donate 50% of every sale that mentions Markham or shows the flyer

12/15 - Sharing with Shawn at 9:00 am

December 18-January 1 - NO SCHOOL Winter Break

Meeting adjourned.

Markham Elementary PTA
Income & Expenses Compared to Annual Budget
2017 - 2018 Fiscal Year - As of December 4, 2017

1 Donations	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/Less
Business Donations / Corp Match	939.54	950.00	-	-	939.54	950.00	-10.46
Markham High \$5 Donations	1,541.00	2,000.00	-	-	1,541.00	2,000.00	-459.00
Total	2,480.54	2,950.00	-	-	2,480.54	2,950.00	-469.46
2 Fundraisers	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/Less
Art Cards	4,715.00	2,500.00	2,507.30	1,300.00	2,207.70	1,200.00	1,007.70
Auction Event	801.70	35,000.00	714.74	11,000.00	86.96	24,000.00	-23,913.04
Box Tops/Toner/Etc	-	-	-	-	-	-	-
Markham Fun Run	100.00	10,000.00	-	2,000.00	100.00	8,000.00	-7,900.00
Scrip	20,286.86	50,000.00	19,292.90	47,000.00	993.96	3,000.00	-2,006.04
Spirit Wear	526.00	1,000.00	1,323.25	2,000.00	-797.25	-1,000.00	202.75
Total	26,429.56	98,500.00	23,838.19	63,300.00	2,591.37	35,200.00	-32,608.63
3 Other Income	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/Less
Interest Income	28.03	50.00	-	-	28.03	50.00	-21.97
Misc Income	64.05	-	-	-	64.05	-	64.05
Total	92.08	50.00	-	-	92.08	50.00	42.08
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	6,573.83	6,300.00	-6,008.83	-6,000.00	-8.83
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	12,923.83	15,550.00	-10,993.83	-14,750.00	3,756.17
7 Events	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/Less
Carnival	3,580.00	3,000.00	2,082.24	2,500.00	1,497.76	500.00	997.76
Destination Imagination Scholars	250.00	250.00	-	250.00	250.00	-	250.00
Family Day/Grandparents Day	-	-	63.95	150.00	-63.95	-150.00	86.05
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	2,201.90	4,375.00	1,628.10	-475.00	2,103.10

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/Vol. Appreciat	-	-	288.01	200.00	-288.01	-200.00	-88.01
Teacher Appreciation	-	-	-	350.00	-	-350.00	350.00
Total	-	-	288.01	1,050.00	-288.01	-1,050.00	761.99
10 PTA Overhead	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
Babysitting	-	-	140.00	350.00	-140.00	-350.00	210.00
Bank Charges	-	-	195.23	500.00	-195.23	-500.00	304.77
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	1,551.50	1,000.00	332.50	450.00	1,219.00	550.00	669.00
Supplies/Paper Order	-	-	332.97	300.00	-332.97	-300.00	-32.97
Treasury Software	-	-	135.00	135.00	-135.00	-135.00	-
Total	1,551.50	1,000.00	1,432.50	2,285.00	119.00	-1,285.00	1,404.00
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 Clothes 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	-	-	2,757.55	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
	37,998.68	110,200.00	45,941.98	110,200.00	-7,943.30	-	-7,943.30