

**Markham Elementary PTA
PTA Meeting Minutes
Portland, OR
February 7, 2018**

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 7th, 2018, by 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:

Kelly Skelton asked everyone to introduce themselves.

Preliminary Business:

Minutes from the last PTA meeting (on January 3rd, 2018) were presented by Kelly Skelton. Jessica Christiansen motioned to approve the minutes. The motion was seconded by Joelle Alexander and 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:

There were 445 attendees at Literacy Night. Chromebooks have been ordered.

Treasurer's Report – Tom Simpson, Treasurer:

Tom provided an Income and Expenses Report as of February 7th, 2018 (**Attachment C**). Two PTA members reviewed and approved bank reconciliations for one month.

Highlights for the month:

- Auction funds are picking up.
- The first Box Top deposit came in at \$793.
- Received \$224 check from Chipotle for dine out fundraiser.
- Destination Imagination has brought in a total of \$630 and \$380 this month.
- Pennies for Peace brought in \$243, and another couple hundred is coming in.

Tom will draw out the overage from Destination Imagination and designate in our next year's budget.

New Business:

Nothing to Report

Unfinished Business:

Nothing to report.

Committee Reports:Auction – Jessica Christiansen

We have one keg of beer and Dan Forbes is trying to get a second keg. We are running out of time for beer donations and may need to purchase a keg. If we purchase a keg, we need to transport it to and from the auction. We also need people to set up the venue and event night volunteers. There were suggestions to send out emails and/or flyers to ask parents to help volunteer. There was a suggestion to add nametags to the tables for everyone to write their name and their kid's names and grades on. We rented a tent with lights, and heaters, as well as linens and tables. We need helium. Kelly Skelton, PTA President, will need to do a welcome before John Kern starts the auction. Ally Keo may do the print catalog. Heather Rawlins and Shannon Kendal will be learning check in and check out. We need 3 laptops and 3 printers for the check in and check out station. There are board parties for sale. We have 127 tickets sold and Jessica would like to sell 50 more. Next work party will be on the 20th of February at 5:30pm and the 26th at 5:30pm. Catalogs need to be done by the 26th to go to print. Run of Show will be on March 1st at 7pm.

Pennies for Peace – Alissa Maxwell for Julie Loveless

We will have grand total next month.

Connect to Kindergarten – Kelly Skelton for Sarah Black

Event will be tomorrow night. She has enough volunteers but can always use more.

Hospitality – Joelle Alexander

Valentine's Lunch is next week, and we need volunteers.

Winter Event Volunteer Requests – Alissa Maxwell:

We need someone to take over the Volunteer Coordination position. We filled the Food Drive Coordinator position. We also need volunteers for:

- Art Run, if you want to be part of the committee let Alissa know.
- Global Village Planning Committee, please contact Shannon Kandel

Backpack Bulletin – Jennifer Wisler

- Submissions are due today for next edition
- Email backpackbulletin@gmail.com

Food Drive – Kelly Skelton for Kayleen Gamo

First week of March we will hold our food drive.

Scrip – Christine Stonecliffe

Chinook book winner is Alissa Maxwell. Scrip orders are down. Membership agreed Christine should look into the Benefit program.

Announcements:

- WPPNA Food Drive backpack program collection for February has been cancelled.
- Nominations for 2018-2019 PTA Board happening at our March meeting. Nominations will be accepted at the meeting or via email. You have to be present at the April meeting and a paid PTA member to vote.
- Jackson Principal, Kevin Crockett, will be joining us for the April PTA meeting.

Schedule of Upcoming Events:

- 2/8 – Kindergarten Connect
- 2/10 – Red Wine Shower at the home of Stephanie and Taylor von Ahlefeld (5451 SW Orchid St)
- 2/16 – Chinese Dragon New Year Parade, 2:35pm
- 2/19 – No School
- 2/19 – Dine Out for Markham at Salvador Molly's
- 2/21 – 2 Hour Late Start
- 3/3 – Markham Nerds Rule Auction

- 3/5-3/9 Markham Food Drive benefitting Neighborhood House

Other:

- April 3rd at 6:30pm Moms Demand Action will hold a 30-minute presentation in regard to firearms in the Jackson Library.
- April 11th at 7pm an FBI Special Agent will hold a 90-minute active shooter presentation in the Jackson Library.
- May 24th 6pm or 6:30pm screening of Screenagers for all interested parents.

Meeting adjourned at 7:58p.m.

Markham PTA Meeting Agenda – February 7, 2018

<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 - Shawn Garnett</u>	5 minutes
<u>Treasurer's Report - Tom Simpson</u>	5 minutes
<u>New Business</u>	5 minutes
<u>Unfinished Business</u>	2 minutes
<u>Committee Reports</u>	
Auction – Jessica Christiansen	15 minutes
Pennies for Peace - Julie Loveless	2 minutes
Connect to Kindergarten - Sarah Black	2 minutes
Hospitality - Joelle Alexander	2 minutes
• Valentine's Day lunch	
Winter/Spring Event Volunteer Requests – Alissa Maxwell	5 minutes
• Volunteer Coordinator position	
• Food Drive volunteers	
• Art Run Committee	
Backpack Bulletin – Jennifer Wisher	2 minutes
• Submissions due today for next edition	
• Email address: backpackbulletin@gmail.com	
Food Drive - Kayleen Gamo	2 minutes
Scrip – Christine Stonecliffe	2 minutes
<u>Announcements</u>	2 minutes
• WPPNA Food Drive food backpack program collection for February cancelled	
• Nominations for 2018-2019 PTA Board happening at March meeting. Nominations will be accepted at the meeting or via email. You have to present to vote in April	
• Jackson Principal Kevin Crockett will be joining us for the April PTA meeting	
<u>Schedule of Upcoming Events</u>	2 minutes
2/8 - Kindergarten Roundup, 6:30-7:30 pm	
2/10 - Red wine shower at home of Stephanie & Taylor von Ahlefeld (5451 SW Orchid St)	
2/16 - Chinese Dragon New Year Parade, 2:35 pm	
2/19 - NO SCHOOL	
2/19 - Dine out for Markham at Salvador Molly's	
2/21 - 2 hour late start	
3/3 - Markham Nerds Rule! Auction	
3/5-3/9 - Markham Food Drive benefiting Neighborhood House	

Meeting adjourned.

Markham Elementary PTA
Income & Expenses Compared to Annual Budget
2017 - 2018 Fiscal Year - As of February 7, 2018

1 Donations	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
Business Donations / Corp Match	1,177.30	950.00	-	-	1,177.30	950.00	227.30
Markham High \$5 Donations	1,521.00	2,000.00	-	-	1,521.00	2,000.00	-479.00
Total	2,698.30	2,950.00	-	-	2,698.30	2,950.00	-261.70
2 Fundraisers	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
Art Cards	4,994.00	2,500.00	2,571.87	1,300.00	2,422.13	1,200.00	1,222.13
Auction Event	3,818.57	35,000.00	2,134.88	11,000.00	1,683.69	24,000.00	-22,316.31
Box Tops/Toner/Etc	-	-	-	-	-	-	-
Markham Fun Run	100.00	10,000.00	-	2,000.00	100.00	8,000.00	-7,900.00
Scrip	31,309.86	50,000.00	31,191.22	47,000.00	118.64	3,000.00	-2,881.36
Spirit Wear	526.00	1,000.00	1,323.25	2,000.00	-797.25	-1,000.00	202.75
Total	40,748.43	98,500.00	37,221.22	63,300.00	3,627.21	35,200.00	-31,672.79
3 Other Income	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
Interest Income	39.23	50.00	-	-	39.23	50.00	-10.77
Misc Income	273.81	-	-	-	273.81	-	273.81
Total	313.04	50.00	-	-	313.04	50.00	263.04
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	15,650.00	-10,993.83	-14,750.00	3,766.17
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	630.00	250.00	65.00	250.00	565.00	-	565.00
Family Day/Grandparents Day	-	-	176.65	150.00	-176.65	-150.00	-26.65
Fifth Grade Promotion	-	-	-	350.00	-	-350.00	350.00
Markham Global Village	-	-	-	500.00	-	-500.00	500.00
Pennies for Peace	243.00	500.00	-	500.00	243.00	-	243.00
Walk/Bike to School	-	-	55.71	125.00	-55.71	-125.00	69.29
Used book sale	-	150.00	-	-	-	150.00	-150.00
Total	4,463.00	3,900.00	2,379.60	4,375.00	2,073.40	-475.00	2,548.40

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	772.00	2,500.00	-	3,000.00	772.00	-500.00	1,272.00
Web Site	-	-	-	-	-	-	-
Total	772.00	2,500.00	-	3,150.00	772.00	-650.00	1,422.00
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. Apprecial	-	-	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	-	-	200.00	350.00	-200.00	-350.00	150.00
Bank Charges	-	-	282.43	500.00	-282.43	-500.00	217.57
Corporation Fees	-	-	-	-	-146.80	-	-146.80
Insurance	-	-	150.00	50.00	-150.00	-150.00	-
Other PTA Overhead	-	-	-	400.00	-	-400.00	400.00
PTA Dues	1,540.00	1,000.00	332.50	450.00	1,207.50	550.00	657.50
Supplier Paper Order	-	-	332.97	300.00	-332.97	-300.00	-32.97
Treasury Software	-	-	135.00	135.00	-135.00	-135.00	-
Total	1,540.00	1,000.00	1,579.70	2,285.00	-39.70	-1,285.00	1,245.30
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	16,232.45
GRAND TOTALS	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
	54,139.77	110,200.00	59,649.91	110,200.00	-5,510.14	-	-5,510.14