

**Markham Elementary PTA
PTA Meeting Minutes
Portland, OR
January 3, 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, January 3, 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 December 6, 2017) 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. Jessica Christiansen requested the schedule for board member nominations be added to the agenda (**Attachment B**).

Principal's Report – Shawn Garnett, Principal:

Literacy night is on Thursday, January 25th from 6pm-7:30pm. Connect to Kindergarten is on Thursday, February 8th, 6:30-7:30pm in the Auditorium. We will do another Connect to Kindergarten in the spring.

Our new school secretary, Leah Harrison, started yesterday, January 2nd. We are glad to have her.

Drains in the large parking lot are being repaired by the district because overflow water was causing damage to a neighboring apartment building.

Treasurer's Report – Tom Simpson, Treasurer:

Tom provided an Income and Expenses Report as of January 3, 2018 (**Attachment C**). Nothing to report except aged checks that were written off.

New Business:

Markham Student Directory – Kelly Skelton

Markham Directory is done. The membership agreed to not print copies of the directory and only distribute via email.

Funding for 4th Grade Field Trip – Shawn Garnett

Due to substantial cost increases to the Oregon Trail overnight field trip, the 4th grade teaching staff is thinking about skipping the overnight field trip and going on a day trip to Oregon Trail Interpretive Center in Oregon City instead. The membership agreed, the \$1,000 PTA budget for the 4th grade field trip is for the overnight field trip only. Should the 4th grade team decide to skip the overnight trip, the \$1,000 budget will go back into the PTA budget for other uses.

Board Elections – Jessica Christiansen

Jessica suggested board nominations be moved to the March PTA meeting, and the vote for board members be moved to the April PTA meeting. This suggestion correlates with our Standing Rules.

Unfinished Business:

Nothing to report.

Committee Reports:

Yearbook – Ally Keo

Cover contest is due to Mr. Stafford tomorrow, January 4th. Yearbook orders are due on January 18th. Ally will re-send the order form.

Destination Imagination – Julie Worley

Instant Challenge night, for 2nd to 5th graders, is in about two weeks. This will be a practice night. DI Club, for Kindergarten and 1st graders, has had a great turnout.

Pennies for Peace – Alissa Maxwell for Julie Loveless

Dates of event are January 15th through February 2nd. Julie needs at least two additional parent volunteers. Contact Julie if you are interested.

Connect to Kindergarten – Kelly Skelton for Sarah Black

Morgan Prather got the request for coffee. Sarah will be submitting information for the backpack bulletin. Sarah needs 5-6 volunteers for the event.

Hospitality – Joelle Alexander

Wednesday, February 14th we will be bringing food for the staff. Instead of chili and potatoes the staff has requested salad, meat and cheese items.

Winter Event Volunteer Requests – Alissa Maxwell:

- Clothing Closet on January 18, 2018 from 9am to 2pm
- Connect to Kindergarten on February 8, 2018
- Volunteer Coordinator position is open to replace Alissa Maxwell
- Food Drive Coordinator position is also open

Backpack Bulletin – Jennifer Wisher

- Submissions are due on January 10th for next edition.
- Email backpackbulletin@gmail.com

Scrip – Christine Stonecliffe

Christine sold several hundred dollars the last Monday she sat in the hallway during after school pick up. She will continue to sell every Monday afternoon to increase sales.

Auction – Jessica Christiansen

Buy tickets in advance. Bring friends and family. We need larger items for the catalog. Suggestions are weekend getaways, foursomes at high end golf club or sports packages. Classroom basket communication will start this week. Classroom art projects schedule will be created and start next week. Jessica will also be communicating with the staff for board parties. Sue Wold will start contacting parents for their board parties. Our goal is to make budget before we get to auction night. We have one keg coming from Raccoon Lodge, we may get a second from Sasquatch Brewery. If not, we may need an additional keg. Ally Keo secured the venue and the

caterer. Joelle Alexander has secured the OLCC license. Auction prep party is on January 30th at Jessica Christiansen's home. White Wine Shower is on January 20th at 7pm at Kim & Brian Sage's home. We are in need of red tissue paper for the prep parties. We also need clean auction baskets of all sizes, sharpies, double-sided tape, tape, pens, scissors and helium.

Announcements:

- WPPNA Food Drive benefitting Markham and Jackson's food backpack programs Friday 1/12 through Sunday 1/14
 - Please bring donations to McNamara's 4035 SW Comus. Bins in front of garage.

Schedule of Upcoming Events:

- 1/15 – No School
- 1/17 – Backpack Bulletin Assembly – 3pm in PTA Workroom / Art Room
- 1/19 – Sharing with Shawn at 9:00am
- 1/20 – White wine shower at Kim and Brian Sage's 7731 SW Hunt Club Place
- 1/29 – No School
- 1/30 – Auction prep at Jessica Christiansen's house

Other:

Used Book Sale - Sue Wold

Sue is going to start campaigning for children's book donations because we are running low. Bring any donated books to the Art Room / PTA counter.

Meeting adjourned at 7:55p.m.

Markham PTA Meeting Agenda – January 3, 2018

<u>Introductions</u>	6:30PM
<u>Preliminary Business</u>	
Approve December 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
Markham student directory	
Funding for 4th grade overnight field trip	
<u>Unfinished Business</u>	2 minutes
<u>Committee Reports</u>	
Yearbook - Ally Keo	2 minutes
Destination Imagination - Julie Worley	2 minutes
Pennies for Peace - Alissa Maxwell	2 minutes
Connect to Kindergarten - Sarah Black	2 minutes
Hospitality - Joelle Alexander	2 minutes
• Valentine's Day lunch	
Winter Event Volunteer Requests – Alissa Maxwell	5 minutes
• Clothing Closet, 1/18/18	
• Connect to Kindergarten 2/8/18	
• Volunteer Coordinator position	
• Food Drive Coordinator position	
Backpack Bulletin – Jennifer Wisher	2 minutes
• Submissions due 1/10 for next edition	
• Email address: backpackbulletin@gmail.com	
Scrip – Christine Stonecliffe	2 minutes
Auction – Jessica Christiansen	15 minutes
<u>Announcements</u>	2 minutes

WPPNA Food Drive benefiting Markham & Jackson's food backpack programs Friday 1/12-Sunday 1/14

- Please bring donations to McNamara's 4035 SW Comus. Bins in front of garage.

(over)

Schedule of Upcoming Events

2 minutes

1/15 - NO SCHOOL

1/17 - Backpack Bulletin Assembly – 3PM in the PTA Workroom/Art Room

1/19 - Sharing with Shawn at 9:00 am

1/20 - White wine shower at home of Kim & Brian Sage. 7731 SW Hunt Club Place

1/29 - NO SCHOOL

1/30 - Auction prep at Jessica Christiansen's house

1/30 - Dine out for Markham at Sasquatch Brewery from 3-10pm (all open hours). Markham will receive 10% of all proceeds, no flyer required.

Meeting adjourned.

Markham Elementary PTA
Income & Expenses Compared to Annual Budget
2017 - 2018 Fiscal Year - As of January 3, 2018

1 Donatons	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/Less
Business Donations / Corp Malch	439.54	950.00	-	-	439.54	950.00	-510.46
Markham High \$5 Donations	1,541.00	2,000.00	-	-	1,541.00	2,000.00	-459.00
Total	1,980.54	2,950.00	-	-	1,980.54	2,950.00	-969.46
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	2,878.57	35,000.00	714.74	11,000.00	2,163.83	24,000.00	-21,836.17
Box Tops/Toner/Etc	-	-	-	-	-	-	-
Markham Fun Run	100.00	10,000.00	-	2,000.00	100.00	8,000.00	-7,900.00
Scrip	28,912.86	50,000.00	28,001.40	47,000.00	911.46	3,000.00	-2,088.54
Spirit Wear	526.00	1,000.00	1,323.25	2,000.00	-797.25	-1,000.00	202.75
Total	37,411.43	98,500.00	32,611.26	63,300.00	4,800.17	35,200.00	-30,399.83
3 Other Income	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/Less
Interest Income	33.58	50.00	-	-	33.58	50.00	-16.42
Misc Income	273.81	-	-	-	273.81	-	273.81
Total	307.39	50.00	-	-	307.39	50.00	257.39
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	-10,893.83	-14,750.00	3,756.17
7 Events	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/Less
Camival	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	-	-	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	-	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	2,314.60	4,375.00	1,515.40	-475.00	1,990.40

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	-	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	-	-	170.00	350.00	-170.00	-350.00	180.00
Bank Charges	-	-	251.23	500.00	-251.23	-500.00	248.77
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	1,571.50	1,000.00	332.50	450.00	1,239.00	550.00	689.00
Supplies/Paper Order	-	-	332.97	300.00	-332.97	-300.00	-32.97
Treasury Software	-	-	135.00	135.00	-135.00	-135.00	-
Total	1,571.50	1,000.00	1,518.50	2,285.00	53.00	-1,285.00	1,338.00
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
	48,715.86	110,200.00	54,913.75	110,200.00	-6,197.89	-	-6,197.89