

**Markham Elementary PTA
PTA Meeting Minutes
Portland, OR
March 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, March 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 February 7th, 2018) were presented by Kelly Skelton. 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 Kelly Skelton (**Attachment B**).

Principal's Report – Shawn Garnett, Principal:

- Last Thursday Ms. Garnett was notified that our core staffing will not be affected even though we are losing our Title I Funding next year. We will be receiving an additional .2 for Physical Education. Which translates to a full-time position for Mr. Johnson with another part-time position. We also got .5 for the learning center. We lost .5 for ESL and .5 in the office (It was 2.0 and is now 1.5). Ms. Garnett is confident we can get the office back to 2.0 with our Equity FTE. We can't maintain reading and math support, but we are maintaining music, technology and art. We also received .75 for our kindergarten EA, which is part time, but general fund equity will fill it to full time.
- March 14th around 2pm, we will be holding a presentation on caring and compassion rather than having a presentation on gun and school violence.

Treasurer's Report – Tom Simpson, Treasurer:

Tom provided an Income and Expenses Report as of March 6th, 2018 (**Attachment C**). Two PTA members reviewed and approved current bank reconciliation.

- Bank Reconciliations – Most significant item for the month was expenses and income for the Auction.
- Savings Account Options – Earning about \$12 a year in our savings account. Key Bank is offering a CD at 2.25% for 18 months. If we withdraw early we pay 6 months of interest. We would generate approximately \$560 a year. Shannon Kandel is motioning to move \$10,000 from checking to saving and allocate \$20,000 from our savings account to a purchase CD with Key Bank. Joelle Alexander seconded. Motion was approved. No one was against.

Guest Speaker – Nicole McNutt, Literacy Coach:

Our school need nonfiction books for the classrooms. She is asking for \$5,000 to cover the cost of approximately 1,000 nonfiction books. She provided a flyer with details (**Attachment D**). The books are expected to last 5 years. We need at least 500 books in order to fulfill the reading need for the student body.

A parent anonymously donated money to the literacy program but it was designated to the supplies for the program.

Jessica Christiansen motioned to approve \$5000 for nonfiction books. Motion was put on hold until later in the PTA meeting.

New Business:

Board Nominations – Kelly Skelton handed out nomination forms.

Auction Proceeds – Alissa Maxwell

The auction was very well attended. Our expenses should land around \$7,000 to \$8,000 and our income will be approximately \$46,000. Our goal was to net \$24,000 and we will approximately net \$38,000.

PTA is a nonprofit, we can't use our funds for FTE. Each school has their own foundation through PPS and that foundation can fund FTE. After the foundation receives its first \$10,000 a third of subsequent dollars goes to schools without a foundation earning funds of their own. As a PTA we can cut a check to the foundation up to \$10,000 without losing any funds and Ms. Garnett can use it to fund FTE positions. Science and Literacy night will also need to be funded, as Title I funds used to cover those costs and we no longer have Title I.

Jessica Christiansen motioned to allocate \$5,000 to Ms. Nutt for the purchase of non-fiction books to support the literacy program. Jennifer Wisher seconded. The motion was approved. No one was against.

Unfinished Business:

Committee Reports:

Food Drive – Kayleen Gamo

Food Drive is going well. We already have one barrel full of food. Barrels will be picked up on Monday.

Auction – Jessica Christiansen

We made about \$500 more than last year, the night of the event. They are still waiting for the board parties to close out. There are about 10 auction projects that we took pictures of and are selling prints. Order forms will hopefully be out before spring break.

Spring Event Volunteer Requests – Alissa Maxwell

- Volunteer Coordinator Position still needs to be filled
- Fun Run Committee and Volunteers – Committee meeting will be soon. Contact Alissa Maxwell if you would like to attend.
- Global Village – Let Shannon Kandel if you would like to help on the committee. We will get the PSU volunteers for the night of the event.
- Book Sale Volunteers needed for night of the event.
- Walk and Bike walking leader volunteers needed.
- Field Day is also coming up
- Teacher Appreciation Week, the first week of May

Backpack Bulletin – Jennifer Wisher

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

Global Village – Shannon Kandel

Nothing to report.

Dine Out Fundraisers – Ally Keo

We have one tomorrow at City Thai. We will be receiving checks for Salvador Molly's and Sasquatch. The last dine out is at McMeniman's on June 12th. We will receive 50% of the proceeds.

Announcements:

- WPPNA Food Drive backpack program collection is March 16th-18th at the Solberg's, 4215 SW Cornus St.
- PTA Board elections will be held at our April 4th meeting. You have to be present and a current PTA member to vote!
- Jackson Principal, Kevin Crockett, will be joining us for the April PTA meeting.
- At their April 3rd PTA meeting Jackson Middle School will be accepting board nominations, elections in May.
- Also, at Jackson MS PTA meeting on April 3rd there will be a "Be Smart" gun safety presentation, at 6:30pm in Jackson Library.
- April 11th Survive an active shooter Presentation with an FBI Special Agent at Jackson MS at 6:30pm in Jackson Library.
- June 9th Marcy Forbes is going hold a wine collection for Jackson Middle School fundraiser

Schedule of Upcoming Events:

- 3/8 - Dine out for Markham at City Thai
- 3/16 – Sharing with Shawn
- 3/21 – Late Start
- 3/22 – Science Night from 6pm-7:30pm
- 3/26-30 – Spring Break

Other:

Meeting adjourned at 8:01pm

Markham PTA Meeting Agenda – March 7, 2018

<u>Introductions</u>	6:30PM
<u>Guest Speakers</u> Nicole McNutt, Literacy Coach	10 minutes
<u>Preliminary Business</u> Approve February meeting minutes Additions/changes to this Meeting Agenda	2 minutes 2 minutes
<u>Principal's Report - Shawn Garnett</u>	5 minutes
<u>Treasurer's Report - Tom Simpson</u> Bank Reconciliations Savings account options	5 minutes
<u>New Business</u> Board nominations - Kelly Skelton Auction proceeds - Alissa Maxwell	15 minutes
<u>Unfinished Business</u>	2 minutes
<u>Committee Reports</u> Auction – Jessica Christiansen Spring Event Volunteer Requests – Alissa Maxwell <ul style="list-style-type: none"> ● Fun Run Committee ● Global Village Committee ● Spring event summary Backpack Bulletin – Jennifer Wisher <ul style="list-style-type: none"> ● Submissions due today for next edition ● Email address: backpackbulletin@gmail.com Food Drive - Kayleen Gamo Global Village - Shannon Kandel Dine Out Fundraisers - Ally Keo Scrip – Christine Stonecliffe	20 minutes 5 minutes 2 minutes 2 minutes 2 minutes 2 minutes 2 minutes

(OVER)

Announcements

2 minutes

- WPPNA Food Drive food backpack program collection for March is the 16-18 at the Solberg's, 4215 SW Comus St.
- PTA Board elections at April 4th meeting. You have to be present and a current PTA member to vote!
- Jackson Principal Kevin Crockett will be joining us for the April PTA meeting
- At their April 3rd PTA meeting Jackson MS will be accepting board nominations, elections in May.
- Also at the April 3rd meeting there will be a "Be Smart" gun safety presentation. All are welcome.

Schedule of Upcoming Events

2 minutes

3/8 - Dine out for Markham at City Thai

3/16 - Sharing with Shawn

3/21 - Late Start

3/22 - Science Night from 6:00-7:30 pm

3/26-30 - Spring Break

4/4 - PTA Meeting

Meeting adjourned.

Markham Elementary PTA
Income & Expenses Compared to Annual Budget
2017 - 2018 Fiscal year - As of March 6, 2018

1 Donations	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
Business Donations / Corp Match	1,337.40	950.00	-	-	1,337.40	950.00	387.40
Markham High \$5 Donations	1,521.00	2,000.00	-	-	1,521.00	2,000.00	-479.00
Total	2,858.40	2,950.00	-	-	2,858.40	2,950.00	-91.60
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	44,861.54	35,000.00	5,063.21	11,000.00	39,798.33	24,000.00	15,798.33
Box Tops/Toner/Etc	-	-	-	-	-	-	-
Markham Fun Run	100.00	10,000.00	-	2,000.00	100.00	8,000.00	-7,900.00
Scrip	35,248.58	50,000.00	35,461.01	47,000.00	-212.43	3,000.00	-3,212.43
Spirit Wear	546.00	1,000.00	1,323.25	2,000.00	-777.25	-1,000.00	222.75
Total	85,750.12	98,500.00	44,419.34	63,300.00	41,330.78	35,200.00	6,130.78
3 Other Income	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
Interest Income	44.46	50.00	-	-	44.46	50.00	-5.54
Misc income	273.81	-	-	-	273.81	-	273.81
Total	318.27	50.00	-	-	318.27	50.00	268.27
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	630.00	250.00	241.19	250.00	388.81	-	388.81
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	590.00	500.00	590.00	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	4,800.00	3,900.00	3,145.79	4,375.00	1,654.21	-475.00	2,129.21

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	1,257.00	2,500.00	-	3,000.00	1,257.00	-500.00	1,757.00
Web Site	-	-	-	-	-	-	-
Total	1,257.00	2,600.00	-	3,150.00	1,257.00	-650.00	1,907.00
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	-	-	230.00	350.00	-230.00	-350.00	120.00
Bank Charges	-	-	313.93	500.00	-313.93	-500.00	186.07
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	1,540.00	1,000.00	332.50	450.00	1,207.50	550.00	657.50
Supplies/Paper Order	-	-	332.97	300.00	-332.97	-300.00	-32.97
Treasury Software	-	-	135.00	135.00	-135.00	-135.00	-
Total	1,540.00	1,000.00	1,641.20	2,285.00	-101.20	-1,285.00	1,183.80
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	-	-	750.00	1,000.00	-750.00	-1,000.00	250.00
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	-	-	3,507.55	17,990.00	-3,507.55	-17,990.00	14,482.45
GRAND TOTALS	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
	100,138.79	110,200.00	68,425.72	110,200.00	31,713.07	-	31,713.07

Proposal for Funding from Markham PTA 3/7/18

With the new literacy program this year, we were excited to provide more choice to students to read independently. We were hoping that by dismantling the old bookroom and leveling the old Scott Foresman books, teachers would have enough classroom resources to add to the new classroom materials. Unfortunately, the district did not supply the classroom leveled libraries for independent reading that we expected and this left all classrooms short on books for students. We have found that classrooms are especially lacking a variety of non-fiction books for independent reading specifically at levels D-M. We have utilized all new book sets from the bookroom and put them into classroom bins, however multiple grade levels need the same level non-fiction books at the same time during the units of study.

I am asking on behalf of the teachers and their students for the money to purchase more non-fiction books for the classrooms to share during their non-fiction units of study. The average non-fiction paperback book is \$4. I would use feedback from teachers, student interest surveys and current bookroom titles to choose books for purchase. I will research the cheapest prices for the titles.

I am asking for \$5000 and know this is a big ask. This would bring at least 1000 books into the non-fiction libraries for the over 450 students we have at Markham.

Examples:

Booksource	Booksource	Booksource	Scholastic	Scholastic
\$4.56	\$2.99	\$5.21	\$3	\$4
Level D	Level K	Level P	Level N	Level L

