

**Markham Elementary PTA  
PTA Meeting Minutes  
Portland, OR  
May 2, 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, May 2, 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 April 4, 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**).

Mr. Erikson was added to the agenda. He needs volunteers for the Spring Music Program.

**Principal's Report – Shawn Garnett, Principal:**

- Thanked the PTA for the Chromebook Carts that PTA has purchased. She really believes the Chromebooks help the kids.
- She attended School Climate today. They worked on our behavior plan for next year and she feels good about it. Jeremy Geshwin, our PBIS contact who comes into our school and collects the data for School Climate, says all of the data shows positive results.
- Kathy Lippincott, Principal's Secretary, will not be returning. Leah Harrison will take the Principal's Secretary position and the district will post a position for School Secretary.
- Grace Groom is our new Reading Specialist.
- Catherine Greenfield will be taking the Learning Center teacher position.

### **Treasurer's Report – Tom Simpson, Treasurer:**

Tom provided an Income and Expenses Report as of May 2nd, 2018 (**Attachment C**). Two PTA members reviewed and approved current bank reconciliations.

There hasn't been much activity this month. A couple more deposits for the Auction and Scrip have been processed. Upcoming expenses include the yearbook, art card project and reprint order forms and potential expenses for the Fun Run.

Still no check from Pot Belly.

Signers for PTA bank accounts will be Evan Smith, Treasurer, Alissa Maxwell, President, and Stephanie von Ahlefeld, Vice President.

### **Teacher Requests:**

Ming Hom, Counselor, requested \$257 for books and puzzles. Jessica Christiansen motioned to approve Ms. Hom's request of \$257 for books and puzzles, Jennifer Wisner seconded, and PTA members approved the motion.

Paula Weidner, 4<sup>th</sup> Grade Teacher, requested \$1,000 for window film. Jessica Christiansen motioned to approve Ms. Weidner's request of \$1,000 for window film, Joelle Alexander seconded, and PTA members approved the motion.

Kirsten Truman, Librarian, requested \$567 for books. Ally Keo motioned to approve Ms. Truman's request of \$567 for books, Heather Rawlins seconded, and PTA members approved the motion.

Grace Groom, Reading Specialist, requested \$1,300 for books. Susan Wold motioned to approve Ms. Groom's request of \$1,300 for books, Jessica Christiansen seconded, and PTA members approved the motion.

Kyle Kertay, Technology Teacher, requested \$200 for 30 keyboard covers, plus shipping. Alissa Maxwell motioned to fund Mr. Kertay's request of \$200 for 30 keyboards plus an additional \$200 for replacement keyboard covers, Jessica Christiansen seconded, and PTA members approved the motion.

Erica Huber, Art Teacher, requested \$1,000 for art supplies. Jessica Christiansen motioned to approve Ms. Huber's request of \$1,000 for art supplies, Joelle Alexander seconded, and PTA members approved the motion.

## **New Business:**

Alissa Maxwell motioned to purchase another Chromebook cart for \$10,000 and fund Imagine Learning Licenses (approximately 90 licenses) for \$8,000. Jessica Christiansen seconded, and PTA members approved.

## **Unfinished Business:**

Lynn Miller will be retiring this year. On Tuesday, June 5<sup>th</sup> there will be afternoon tea and cookies in the Library to celebrate her retirement.

## **Committee Reports:**

### Board Parties – Susan Wold

There are still 3 board parties available for purchase.

### Fun Run – Jennifer Wisler

No final numbers yet. Shirts are in process, they are waiting on artwork.

### Hospitality – Joelle Alexander

Teacher Appreciation Week is going great. A couple volunteers are needed in morning. 5<sup>th</sup> Grade Barbeque is on May 11<sup>th</sup>, not the 26<sup>th</sup>.

### Backpack Bulletin – Jennifer Wisler

- Submissions are due May 9th for next edition
- Email address: [backpackbulletin@gmail.com](mailto:backpackbulletin@gmail.com)
- No June Backpack Bulletin

### Bike and Roll Month – Charles Radosta

The bike and roll to school days have moved to Fridays in May. We need safety patrol earlier on the days we have Bike and Roll.

### Garden – Misty Plock

She is having a hard time reaching Lauren.

### Connect to Kindergarten – Kelly Skelton for Sarah Black

We have another Connect to Kindergarten on May 24<sup>th</sup>.

### Global Village – Heather Rawlins

Teachers have requested that the night be called Community Night. Heather is working on getting tables set up for that evening. PSU Students/Capstone will be there to help again.

### Used Book Sale – Susan Wold

We have such a large inventory of adult books we are going to offer a bag of adult books for \$1.

### Yearbook – Ally Keo

Yearbooks will be delivered the last three days of school. Ally will follow up on payment.

### Field Day – Sarah Simons

Sarah Simons is taking over Field Day.

### Scrip – Christine Stonecliffe

We are looking for a new Scrip coordinator.

### **Announcements:**

#### **Schedule of Upcoming Events:**

- 5/1-5/4 Staff Appreciation Week
- 5/4-5/25 Walk and Roll to School (Fridays)

- 5/11 5<sup>th</sup> Grade BBQ
- 5/16 Late Start
- 5/16 Backpack Bulletin Assembly – 3pm in the PTA workroom/ Art Room
- 5/17 Markham World Tour 5:30pm
- 5/18 Sharing with Shawn 9am in the MCCA room
- 5/24 Connect to Kindergarten in the Library 6:30pm
- 5/28 No School – Memorial Day
- 6/1 Field Day
- 6/8 Last Day of School, 5<sup>th</sup> Grade Promotion
- 6/12 Dine out for Markham at Mcmenamin's Hillsdale Brewery

**Other:**

Meeting adjourned at 8:32pm

## Markham PTA Meeting Agenda – May 2, 2018

<u>Introductions</u>	6:30PM
<u>Preliminary Business</u>	
Approve April meeting minutes	2 minutes
Additions/changes to this Meeting Agenda	2 minutes
<u>Principal's Report</u>	10 minutes
<u>Treasurer's Report</u>	2 minutes
<u>New Business</u> - Kelly Skelton	30 minutes
Staff funding requests – Vote	
Funding requests for 2018-2019	
<u>Unfinished Business</u> - Kelly Skelton	10 minutes
Retirement event for Ms. Miller	
Volunteer Coordinator position	
<u>Committee Reports</u>	
Board Parties- Susan Wold	2 minutes
Fun Run – Jennifer Wisher	2 minutes
Hospitality – Joelle Alexander	2 minutes
Backpack Bulletin – Jennifer Wisher	2 minutes
• Submissions due May 9th for next edition	
• Email address: backpackbulletin@gmail.com	
• June issue?	
Bike & Roll Month – Charles Radosta	2 minutes
Garden – Misty Plock	2 minutes
Connect to Kindergarten – Sarah Black	2 minutes
Markham's Global Village – Heather Rawlins	2 minutes
Used Book Sale – Susan Wold	2 minutes
5 <sup>th</sup> Grade BBQ – Joelle Alexander	2 minutes
Yearbook – Ally Keo	5 minutes
Field Day – Kelly Skelton	5 minutes
Scrip – Christine Stonecliffe	2 minutes
<u>Announcements</u>	2 minutes

Schedule of Upcoming Events

5/1-5/4 – Staff Appreciation Week!

5/4-5/25 - Walk &amp; Roll to School (Fridays)

5/16 - Late Start

5/16 – Backpack Bulletin Assembly - 3PM in the PTA Workroom/Art Room

5/17 – Markham World Tour – 5:30PM

5/18 – Sharing with Shawn 9-10AM in the MCCA room (translation and childcare provided)

5/24 – Connect to Kindergarten – parents only in the library – 6:30-7:30PM

5/11 ~~5/26~~ – 5<sup>th</sup> grade BBQ

5/28 – NO SCHOOL - Memorial Day

6/1 – Field Day

6/8 - Last day of school, 5th grade promotion!

6/12 - Dine out for Markham at Mcmenamins Hillsdale Brewery, 1505 Sw Sunset Blvd.

<b>Requester</b>	<b>Details</b>	<b>Amount</b>
Ming Hom, Counselor	Books & Puzzles	\$257
Paula Weidner, 4th grade teacher	Window Film	\$1,000
Kirsten Truman, Librarian	Books	\$567
Grace Groom, Reading Specialist	Books	\$1,300
Erica Huber, art teacher	Art supplies	
Kyle Kertay, technology teacher	Keyboard covers (30) + shipping	\$200
<b>Total</b>		<b>\$3,324</b>

Markham Elementary PTA  
Income & Expenses Compared to Annual Budget  
2017 - 2018 Fiscal Year - As of May 2, 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
<b>Total</b>	<b>2,698.30</b>	<b>2,950.00</b>	<b>-</b>	<b>-</b>	<b>2,698.30</b>	<b>2,950.00</b>	<b>-251.70</b>
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	48,424.64	35,000.00	8,036.21	11,000.00	40,388.43	24,000.00	16,388.43
Box Tops/Toner/Etc	-	-	-	-	-	-	-
Markham Fun Run	100.00	10,000.00	-	2,000.00	100.00	8,000.00	-7,900.00
Scrip	44,240.58	50,000.00	43,790.69	47,000.00	449.89	3,000.00	-2,550.11
Spirit Wear	546.00	1,000.00	1,323.25	2,000.00	-777.25	-1,000.00	222.75
<b>Total</b>	<b>98,305.22</b>	<b>98,500.00</b>	<b>55,722.02</b>	<b>63,300.00</b>	<b>42,583.20</b>	<b>35,200.00</b>	<b>7,383.20</b>
3 Other Income	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
Interest Income	90.60	50.00	-	-	90.60	50.00	40.60
Misc income	273.81	-	-	-	273.81	-	273.81
<b>Total</b>	<b>364.41</b>	<b>50.00</b>	<b>-</b>	<b>-</b>	<b>364.41</b>	<b>50.00</b>	<b>314.41</b>
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	-	-	-	-	-	-	-
<b>Total</b>	<b>1,685.00</b>	<b>500.00</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>-815.00</b>	<b>-2,000.00</b>	<b>1,185.00</b>
6 Classroom Support	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
Auction Paddle Raise Promised	-	-	3,217.50	4,000.00	-3,217.50	-4,000.00	782.50
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	-
<b>Total</b>	<b>1,930.00</b>	<b>800.00</b>	<b>14,791.33</b>	<b>15,550.00</b>	<b>-12,861.33</b>	<b>-14,750.00</b>	<b>1,888.67</b>
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
<b>Total</b>	<b>4,800.00</b>	<b>3,900.00</b>	<b>3,145.79</b>	<b>4,375.00</b>	<b>1,654.21</b>	<b>-475.00</b>	<b>2,129.21</b>



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	-	-	-	-	-	-	-
<b>Total</b>	<b>1,257.00</b>	<b>2,500.00</b>	<b>-</b>	<b>3,150.00</b>	<b>1,257.00</b>	<b>-650.00</b>	<b>1,907.00</b>

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
<b>Total</b>	<b>-</b>	<b>-</b>	<b>288.01</b>	<b>1,050.00</b>	<b>-288.01</b>	<b>-1,050.00</b>	<b>761.99</b>

10 PTA Overhead	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
Babysitting	-	-	290.00	350.00	-290.00	-350.00	60.00
Bank Charges	-	-	473.36	500.00	-473.36	-500.00	26.64
Corporation Fees	-	-	146.80	-	-146.80	-	-146.80
Insurance	-	-	150.00	150.00	-150.00	-150.00	-
Other PTA Overhead	-	-	29.99	400.00	-29.99	-400.00	370.01
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	-
<b>Total</b>	<b>1,540.00</b>	<b>1,000.00</b>	<b>1,890.62</b>	<b>2,285.00</b>	<b>-350.62</b>	<b>-1,285.00</b>	<b>934.38</b>

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	-	-	997.00	1,000.00	-997.00	-1,000.00	3.00
Music Program Support	-	-	-	150.00	-	-150.00	150.00
Other Support/teacher grants	-	-	5,260.00	2,290.00	-5,260.00	-2,290.00	-2,970.00
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
<b>Total</b>	<b>-</b>	<b>-</b>	<b>8,914.55</b>	<b>17,990.00</b>	<b>-8,914.55</b>	<b>-17,990.00</b>	<b>9,075.45</b>

GRAND TOTALS	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
	112,679.93	110,200.00	87,252.32	110,200.00	25,327.61	-	25,327.61

Bank Account Balances	07/01/2017	06/30/2018	Last Reconciled
Checking	48,790.65	63,299.03	03/31/2018
Cash on Hand	0.00	0.00	Never
Certificate of Deposit	0.00	20,039.05	03/31/2018
Money Market Savings	19,219.82	10,000.00	03/31/2018
<b>Total</b>	<b>68,010.47</b>	<b>93,338.08</b>	

Summary for the Period		
Starting Total		68,010.47
Income	112,679.93	
Expenses	-87,252.32	25,327.61
Ending Total		93,338.08