

**Markham Elementary PTA
PTA Meeting Minutes
Portland, OR
September 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, September 6, 2017, by President Kelly Skelton. 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)**.

Preliminary Business – Kelly Skelton, President:

Minutes from the last PTA meeting on June 7, 2017 were presented by Kelly Skelton. Joelle Alexander motioned to approve the minutes and Jessica Christiansen seconded the motion. The minutes were approved.

The agenda for this meeting was presented by Kelly Skelton. **(Attachment B)**. There were a couple of additions: World Fair, Cafeteria, Yearbook and Garden.

Standing Rules are the same as last year except for the dates. Jessica Christiansen motioned to approve the Standing Rules, Ally Keo seconded.

Principal's Report - Shawn Garnett, Principal:

Ms. Garnett thanked the parents for all their support.

Kindergarteners first day was today instead of yesterday. It was a great start.

We have 468 students enrolled as of today. Generally we average around 360-370.

ST Math for 1st through 3rd grade and Dream Box for 4th and 5th grade will be replacing IXL. IXL will continue to be provided through September 11th, 2017. Staff will be trained on the ST Math and Dream Box in October. Since Markham is a Title I school we are getting these two programs for free.

We got 32 free Chromebooks from the district because we are a Title I school.

There is a new Drama program. Students are very excited.

Markham has been chosen to be involved in an Attendance Initiative because 15% of our student population were absent at least 10% of last school year. There will be three groups: control group, positive response group and negative/supportive response group. If parents want their child/children to opt out a form will be sent home soon. The initiative will start in October and runs through winter. There will be another phase in spring.

Ms. Garnett thanked all the volunteers.

Treasurer's Report – Tom Simpson, Treasurer:

Proposed budget is similar to last year's budget. We plan on spending 100% of the income. Last year we incurred \$6,700 expenses over income. We ended with approximately \$68,000 at the end of the fiscal year.

Auction budget expense increased from \$8,000 to \$11,000 due to change of venue.

Spirit Wear expense increased because we are purchasing 2 years of inventory.

Added Fourth Grade Field Trip Sponsorship of \$1,000.

Continuing Education was removed.

Paddle raises are for teaching team to decide what they use the funds for.

Other School Support increased to \$2,290 to help teachers throughout the year. Membership will vote to spend this budget.

Markham Global Village was slightly increased to accommodate additional booths.

Used Book Sale budget of \$150 was added. Previous years we had Used Book Sales included in another budget line item.

Yearbooks increased due to additional costs.

Classroom fans were removed.

IXL was removed.

Library Support increased to cover the cost of Dr. Seuss Day.

Scholastic news increased to \$3,200.

Overall we break even.

Jennifer Wisner motioned to approve with revisions, Shannon Kandel seconded and the motion was approved.

New Business:

Markham Drama Club - Kelly Skelton:

New Markham Drama program starts Tuesday, September 12th from 3pm to 5:30pm.

2017 National PTA STEM + Family Math Grant – Kelly Skelton:

We are looking into \$1,000 grant for a STEM based program. Kelly will keep us posted.

World Fair – Shannon Kandel

Performer(s) who are willing to volunteer their time or to perform for a small fee are needed for the World Fair.

Cafeteria – Jessica Christiansen

Cafeteria has to turn away kids that don't have funds for food because their parents haven't submitted an application for free lunches. Alissa Maxwell motioned to approve \$100 cafeteria card to be spent by the cafeteria staff for kids without lunch funds, if needed. Jessica Christiansen seconded and the motion was approved. Funds will come from Other School Support budget.

Yearbooks

Order needs to be submitted as early as January 2018 with cover art. Price goes down by \$.50 if we order 300. The vender will buy back 50 yearbooks if we don't sell them.

We are still providing year books to the 5th grade class. PTA's cost of the yearbook is \$12 and we will sell them for \$15.

Unfinished Business:

Garden Gate Funding - Misty Plock:

No news at this time.

Committee Reports:

Fall Event Volunteer Requests – Alissa Maxwell:

Remember to provide Jennifer Wisher with a list of volunteers after events. She will add a "Thank you" to the Backpack Bulletin.

Volunteers needed for staffing lunches and Kindergarten dismissal for this week and next.

Back to School Night/PTA 101 is on Tuesday, September 19th. We need volunteers to help at the PTA 101 during the second session.

Picture Day is Friday, September 22nd. Volunteer positions fill up fast.

PTA PPS Clothing Closet volunteer day is Thursday, October 26th. It will be held at Marshall High School.

Walk & Bike to School day is on Wednesday, October 4th. We need volunteers to help lead a group to school.

Backpack Bulletin – Jennifer Wisher

Submissions due on Friday 9/8 for next edition.

Email address:backpackbulletin@gmail.com

Back to School Night/PTA 101 – Jessica Christiansen

Need volunteers for the PTA 101 during the second session.

Destination Imagination – Alissa Maxwell for Julie Worley

We are considering revamping the program to be less involved for Kindergarteners, 1st and possibly 2nd graders. Forms for the older kids will be going out next month and teams will be formed in November. The younger kids will start to form teams closer to winter. More information to come.

Walk/Bike to School – Charles Radosta

Walk/Bike to School is scheduled for Wednesday, October 4th. We will need volunteers to lead groups and to help at the snack table.

Carnival – Misty Plock

Committee meeting next Wednesday, September 13th. Carnival is scheduled for Friday, October 27th. Sign-ups to volunteer will be in classrooms at Back to School night.

Auction – Jessica Christiansen

The Auction is scheduled for March 3rd, 2018 at The Foundry in Lake Oswego. The theme is Nerds Rule. Volunteers needed for classroom art projects and baskets.

Scrip – Christine Stonecliffe

We need more people to participate in Scrip.

Garden – Misty Plock

We need a new lawn mower and garden boxes.

Announcements:

- Please do/renew your Volunteer Background check at Volunteer.pps.net.
- Please renew your PTA membership!
- Art class sign-ups are in the front hall and posted outside the classrooms
- If you pick up your child after school, please keep the center of the hallway clear for teachers and students heading to the buses.

- Eco-School Network “Dessert Meet-Up” Invitation. For parents seeking to “green” their children’s school experience. Thursday, September 28th at 7pm please RSVP to Jeanne Roy 503-227-2315 or jeanne@earthleaders.org.
- We need a volunteer to fill the Green Team position. There is a lot of flexibility in what the position entails.
- WPPNA Food Drive benefitting Markham & Jackson’s food backpack programs from Friday 9/8 through Sunday 9/10. Drop off donations to 4035 SW Comus Street. Bins in front of garage.

Schedule of Upcoming Events:

- 9/13 Backpack Bulletin assembly
- 9/19 Back to School Night (parents only)
- 9/22 Picture Day
- 10/4 Bike & Walk to School Day

Meeting adjourned at 8:06 p.m.

Markham PTA Meeting Agenda - September 6, 2017

<u>Welcome & Introductions</u>	5 minutes
<u>Preliminary Business</u>	
Approve June meeting minutes	2 minutes
Additions/changes to this Meeting Agenda	2 minutes
Review & approve PTA Standing Rules and Mission Statement for 2017-18	2 minutes
<u>Principal's Report</u>	15 minutes
<u>Treasurer's Report</u>	15 minutes
2017-18 Proposed Budget	
Discuss and vote to approve (if membership agrees)	
Audit to be presented next meeting	
<u>New Business</u>	5 minutes
Markham Drama Club – Shawn Garnett/Kelly Skelton	
2017 National PTA STEM + Families Math Grant - Kelly Skelton	
<u>Unfinished Business</u>	2 minutes
Garden Gate - Misty Plock	
<u>Committee Reports</u>	
Fall Event Volunteer Requests – Alissa Maxwell	5 minutes
<ul style="list-style-type: none"> ● Back to School Night/PTA 101 – 9/19 ● Picture Day – 9/22 ● Bike & Walk to School Day – 10/4 ● PTA Clothing Closet – 10/26 ● Carnival – 10/27 	
Backpack Bulletin – Jennifer Wisner	2 minutes
<ul style="list-style-type: none"> ● Submissions due on 9/6 for next edition ● Email address: backpackbulletin@gmail.com 	
Back to School Night/PTA 101 – Jessica Christiansen	5 minutes
Destination Imagination – Julie Worley	2 minutes
Bike & Walk to School Day – Charles Radosta	2 minutes
Carnival – Misty Plock	2 minutes
Auction – Jessica Christiansen	5 minutes
Scrip – Christine Stonecliffe	2 minutes
Garden – Misty Plock	2 minutes
<u>Announcements</u>	5 minutes
<ul style="list-style-type: none"> ● Please do/renew your Volunteer Background check at Volunteer.pps.net ● Please renew your PTA membership! ● Art class sign ups are in the front hall and posted outside the classrooms ● If you pick up your child after school, please keep the center of the hallway clear for teachers and students heading to the buses. ● Eco-School Network “Dessert Meet-Up” Invitation. For parents seeking to “green” their children’s school experience. Thursday, September 28 at 7PM please RSVP to Jeanne Roy 503-227- 2315 or Jeanne@earthleaders.org 	

Markham Elementary School PTA Standing Rules 2017-2018

Name of Unit: Markham Elementary PTA

Federal ID#: 93-6031747

National PTA#: 00027805

State Affiliation: The Markham PTA is affiliated with the National PTA and Oregon PTA and as such is governed by the Unified Unit bylaws and the Oregon State PTA bylaws.

Annual Local Unit Dues: Dues are \$20.00. This includes \$9.50 to the Oregon and National PTAs. The remainder of funds collected will be used for local unit operating expenses.

Fiscal Year: The fiscal year shall run from July 1 to June 30.

Quorum: Quorum for the PTA Board meetings shall be 2 (two) Board members. Quorum for the PTA General Meetings shall be three (3) active members.

Meeting Schedules: PTA General Meetings – dates and times of general meetings shall be set by the school Steering Committee (Principal, PTA President[s] and Site Council Chair). The PTA Board meeting schedule shall be set by the PTA Officers. A general schedule of PTA meetings shall be set by September 30, and all PTA meeting dates shall be posted and publicized in advance for the benefit of all Markham families.

Expenditures: The PTA Board shall have the right to authorize unbudgeted expenditures of \$500.00 or less.

Officers: The officers of the association are: President, Vice President, Member-at-Large, Secretary and Treasurer.

PTA Board Membership: The PTA Board shall consist of the elected officers and up to six (6) members of PTA standing and special committees. Committee board members are appointed by the PTA Officers. All board members must be current members in good standing of the Markham, Portland Council and Oregon PTAs.

**Markham Elementary PTA
Proposed Budget Report - Final
2017 Financial Year**

	2017 Proposed Budget		
	Budget Income	Budget Expense	Budget Net
<u>1 Donations</u>			
Business Donations / Corp Match	\$ 950.00	\$ -	\$ 950.00
Business Donations	-	-	-
Markham High \$5 Donations	2,000.00	-	2,000.00
Total	\$ 2,950.00	\$ -	\$ 2,950.00
<u>2 Fundraisers</u>			
Art Cards	\$ 2,500.00	\$ 1,300.00	\$ 1,200.00
Auction Event	35,000.00	12,000.00	23,000.00
Box Tops/Toner/Etc	-	-	-
Markham Fun Run	10,000.00	2,000.00	8,000.00
movie tickets	-	-	-
Scrip	50,000.00	47,000.00	3,000.00
Spirit Wear	1,000.00	2,000.00	(1,000.00)
Total	\$ 98,500.00	\$ 64,300.00	\$ 34,200.00
<u>3 Other Income</u>			
Interest Income	\$ 50.00	\$ -	\$ 50.00
Misc income	-	-	-
Total	\$ 50.00	\$ -	\$ 50.00
<u>4 Arts Education</u>			
Art Supplies	\$ 500.00	\$ 2,500.00	\$ (2,000.00)
Art Teacher Continuing Education	-	-	-
Other Art Support	-	-	-
Total	\$ 500.00	\$ 2,500.00	\$ (2,000.00)
<u>6 Classroom Support</u>			
Auction Paddle Raise Promised	\$ -	\$ 4,000.00	\$ (4,000.00)
Classroom Teacher Support	300.00	6,300.00	(6,000.00)
Field Day	-	150.00	(150.00)
Field Trip Backpack Maintenance	-	50.00	(50.00)
Field Trips (19 @ \$200)	500.00	3,800.00	(3,300.00)
PTA parties	-	250.00	(250.00)
Total	\$ 800.00	\$ 14,550.00	\$ (13,750.00)
<u>7 Events</u>			
Carnival	\$ 3,000.00	\$ 2,500.00	\$ 500.00
Destination Imagination Scholars	250.00	250.00	-
Family Day/Grandparents Day	-	150.00	(150.00)
Fifth Grade Promotion	-	350.00	(350.00)
Markham Global Village	-	500.00	(500.00)
Pennies for Peace	500.00	500.00	-
Walk/Bike to School	-	125.00	(125.00)
Used book sale	150.00	-	150.00
Total	\$ 3,900.00	\$ 4,375.00	\$ (475.00)

<u>8 Communications</u>	<u>Budget Income</u>	<u>Budget Expense</u>	<u>Budget Net</u>
Directories	\$ -	\$ 150.00	\$ (150.00)
Year Book	2,500.00	3,000.00	(500.00)
Web Site	-	-	-
Total	\$ 2,500.00	\$ 3,150.00	\$ (650.00)

<u>9 Hospitality</u>	<u>Budget Income</u>	<u>Budget Expense</u>	<u>Budget Net</u>
Kindergarten Ice Cream Social	\$ -	\$ 100.00	\$ (100.00)
Kindergarten Round Up	-	200.00	(200.00)
Kindergarten Welcome Night	-	200.00	(200.00)
Other Hospitality/Vol. Appreciate	-	200.00	(200.00)
Teacher Appreciation	-	350.00	(350.00)
Total	\$ -	\$ 1,050.00	\$ (1,050.00)

<u>10 PTA Overhead</u>	<u>Budget Income</u>	<u>Budget Expense</u>	<u>Budget Net</u>
Babysitting	\$ -	\$ 350.00	\$ (350.00)
Bank Charges	-	500.00	(500.00)
Corporation Fees	-	-	-
Insurance	-	150.00	(150.00)
Other PTA Overhead	-	400.00	(400.00)
PTA Dues	1,000.00	450.00	550.00
Supplies/Paper Order	-	300.00	(300.00)
Treasury Software	-	135.00	(135.00)
Total	\$ 1,000.00	\$ 2,285.00	\$ (1,285.00)

<u>11 School Support</u>	<u>Budget Income</u>	<u>Budget Expense</u>	<u>Budget Net</u>
Classroom fans	\$ -	\$ -	\$ -
Garden - grant	-	500.00	(500.00)
Green Team	-	100.00	(100.00)
IXL Licenses	-	-	-
Library support	-	1,000.00	(1,000.00)
Music Program Support	-	150.00	(150.00)
Other School Support / teacher grants	-	2,290.00	(2,290.00)
PTA Clothes Closet	-	50.00	(50.00)
Playground/Johnson Support	-	250.00	(250.00)
Scholastic News	-	3,200.00	(3,200.00)
School Counselor	-	100.00	(100.00)
Shadow Project	-	200.00	(200.00)
Technology Teacher Support	-	150.00	(150.00)
Technology-Computers	-	10,000.00	(10,000.00)
Total	\$ -	\$ 17,990.00	\$ (17,990.00)

	<u>Budget Income</u>	<u>Budget Expense</u>	<u>Budget Net</u>
Grand Totals	\$ 110,200.00	\$ 110,200.00	\$ -