

**Markham Elementary PTA
PTA Meeting Minutes
Portland, OR
June 6, 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, June 6, 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.

Guest Speaker:

Lauren from Green School House –

Green School House helps teachers take their curriculum and translate it into the garden and outdoor spaces. Our current Green School House Educator, Brooke, was brought in to Markham because we requested more produce for the cafeteria and Brooke has knowledge on production farming and works with Candy Lane Farms. Lauren is requesting \$10,000 to fund their program for 2018-2019 school year. \$10,000 would allow an educator, such as Brooke, to come in once a week for 30-60 minutes per class for fall, winter and spring. \$5,000 would only fund this program during fall and spring. Green School House partnered with Dig In and was funded by nonprofits for this current year, 2017-2018. They need a commitment within the next month for a fall 2018 commitment.

Preliminary Business:

Minutes from the last PTA meeting (on May 2, 2018) were presented by Kelly Skelton. Joelle Alexander motioned to approve the minutes. The motion was seconded by Heather Rawlins and the minutes were approved.

The agenda for this meeting was presented by Kelly Skelton (**Attachment B**).

Principal's Report – Shawn Garnett, Principal:

- Met with Tracy, from the school district, and Al Carlson, Custodian, about our bubblers/water fountains. Markham is set to get phase one of the drinking fountains in the hallways replaced this summer. There is no date scheduled for phase two, which includes the bubblers in the classrooms. The sinks in the cafeteria have already been approved and recommissioned. The other sinks are not approved right now. Shawn will request water bottle filling stations in addition to the water fountains. Alissa Maxwell motioned the PTA to fund up to \$3,000 out of the \$10,000 capital improvement funds to go towards funding the water bottle filling stations should the district not cover the cost. Joelle Alexander seconded, and the motion was approved.

Treasurer's Report – Tom Simpson, Treasurer:

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

Several checks were written for all the teacher requests that were approved last PTA meeting.

We brought in several Fun Run deposits equaling \$10,720, plus \$1,400 which hasn't been deposited.

We received \$708 from corporate matches, including Kroger/Fred Meyer.

Still waiting on Pot Belly check for the fundraiser night.

An additional \$680 came in from the auction.

Total income for the year increased by \$15,470.

Unfinished Business:

Ms. Weidner decided not to put film on her classroom window because she learned the natural sunlight wouldn't come through. Therefore, we do not need to provide \$1,000 for window film.

New Business:

Fun Run T-Shirts – Alissa Maxwell

T-Shirts are available, and help is needed to fold and organize them tonight.

Calendar – Alissa Maxwell

Alissa handed out the proposed the PTA calendar for 2018-2019 (**Attachment D**). The only major change is switching dates for Literacy Night and Global Village. This will help with getting more families to participate in the Global Village. Valentine's Day needs to be added to February and the Valentine's Day in March needs to be renamed to PI Day. At the September 5th PTA meeting the calendar will be finalized and voted on.

PBOT Capitol Highway Project – Charles Radosta

Capitol Highway will be redone for sidewalks and bike lanes. PBOT will reach out to Shawn Garnett to schedule an informational Open House at Markham in the fall.

Sensory Closet/Storage – Alissa Maxwell for Becky Stephens

Becky Stephens is proposing to create a Sensory Closet to assist student learning. The closet would have wiggle chairs, weighted blankets, and other tools. She is asking for \$1,000 to start ordering and purchasing sensory items. Alissa will request a presentation on what items she will purchase with the \$1,000 and will propose the \$1,000 budget at the PTA Board meeting.

Chess for Success – Alissa Maxwell

Chess for Success reached out to Markham about adding their program. Sun School may provide it and may ask PTA for the funds to run it.

Auction Planning for 2018-2019 – Ally Keo

Committee is meeting at 7:00pm on June 12th at McMenamins, Hillsdale to discuss venue and other preliminary information.

Committee Reports:

Hospitality – Joelle Alexander

Fifth grade promotion will be Friday. The Fifth-grade promotion and Fifth-grade BBQ should have separate committees as there is a lot of work for each event.

Fun Run

We made \$12,000. Ms. Franklin's class won most laps, and Ms. Savage's class won most dollars donated.

Global Village – Heather Rawlins

There was a smaller number of attendees compared to past years, but it was still a great turnout.

Used Book Sale – Cari Carr

The sale went really well. In addition, they got rid of about 3,200 books that weren't purchased or relevant for future sales.

Connect to Kindergarten – Kelly Skelton for Sarah Black

Connect to Kindergarten went well. There were about 20 attendees.

5th Grade BBQ – Joelle Alexander

We got a second BBQ so all we need next year is two propane tanks.

Bike and Roll to School – Charles Radosta

Everything went well. Switching to Fridays rather than Wednesdays seemed to work out.

Field Day – Sarah Simons

Mr. Johnson asked for some new items for Field Day. Sarah had a great turnout of volunteers. Popsicles were more expensive than we budgeted because we have more

students enrolled than previous years. The budget should be increased. Popsicles should not all be dairy based.

Yearbooks – Ally Keo

Yearbooks have been delivered and there are a few in the front office for sale (\$17).

Restaurant Fundraiser – Ally Keo

Membership agreed to have restaurant fundraisers for next year, but not over the summer.

Garden – Misty Plock

Ms. Garnett is going to ask Lauren from Green School House whether or not their program will include repairing and maintaining the garden boxes. We need more information about their program before we can make a decision to provide funding.

Scrip – Christine Stonecliffe

Profit for the school year was \$2,215. The scrip dates over the summer are Tuesday, July 9th and Monday, August 6th.

We are still looking for a new Scrip coordinator.

Volunteer Request for 2018-2019 – Alissa Maxwell

We have a new volunteer coordinator, Jamila Wahab. We also have a lot of parents stepping up and filling in volunteer positions.

Jamila Wahab and Julie Loveless are handling back to school night and supply drop-off.

Laura Radosta will be doing the monthly Back Pack Bulletin

Kristina Coulter will be handing the behind the scenes Art needs with Ms. Huber

Cari Carr is taking over the Used Book Sale

Natalie Loomis will take over Hospitality

Annaliese Dolph will work with Ms. Truman on Scholastic Book Sale

Holly Doran and Alison McCalister will coordinate Grandparents and Special Friends Day

Lost and Found – Christine Stonecliffe

Christine suggested a competition be held between the recesses where students have to collect all their items. There are too many items in Lost and Found. There was another suggestion that Ms. Garnet bring a couple items to award ceremonies to raise awareness, or we move the lost and found to the front of the school during school events.

Announcements:

Please check Lost & Found on your way out tonight.

All library books due this week

PTA Work Day will be on Tuesday, August 21st

Schedule of Upcoming Events:

- 6/7 – 5th Grade vs. Staff volleyball game at 1pm
- 6/8 - 5th Grade promotion at 1pm in the auditorium
- 6/8 - 5th Grade clap out at 2:45pm
- 6/8 - Last day of school
- 8/18 - Multnomah Days Parade
- 8/21 – PTA Work Day at 9am in the Art Room
- 8/22 – New Teacher Meet & Greet/School Supply Drop Off/Kindergarten Welcome at 4:30pm
- 8/27 First Day of School for 1st through 5th graders
- 8/30 First Day of School for Kindergarteners

Other:

Meeting adjourned at 8:12pm

Markham PTA Meeting Agenda – June 6, 2018

<u>Introductions</u>	6:30PM
<u>Guest speaker</u> - Lauren Rosenstein, Green Schoolhouse	15 minutes
<u>Preliminary Business</u>	
Approve May 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> -	30 minutes
Fun Run t-shirts - Alissa Maxwell	
Vote on proposed PTA calendar for 2018-19 - Alissa Maxwell	
PBOT Capitol highway project - Charles Radosta	
Sensory Closet - Alissa Maxwell for Becky Stephens	
Chess for Success - Alissa Maxwell	
Auction Planning for 2018-2019 - Ally Keo	
<u>Unfinished Business</u> -	2 minutes
Update on \$1,000 for Ms. Weidner	
<u>Committee Reports</u>	
Hospitality – Joelle Alexander	2 minutes
Fun Run – Jennifer Wisher	5 minutes
Markham's Global Village – Heather Rawlins	2 minutes
Used Book Sale – Cari Carr	2 minutes
Connect to Kindergarten – Sarah Black	2 minutes
5 th Grade BBQ – Joelle Alexander	2 minutes
Bike & Roll Month – Charles Radosta	2 minutes
Field Day – Sarah Simons	5 minutes
Yearbook – Ally Keo	2 minutes
Restaurant Fundraisers - Ally Keo	2 minutes
Garden – Misty Plock	2 minutes
Scrip – Christine Stonecliffe	2 minutes
Volunteer Requests for 2018-19 – Alissa Maxwell	5 minutes
<u>Announcements</u>	2 minutes
Please check Lost & Found on your way out tonight	
All library books due this week	
<u>Schedule of Upcoming Events</u>	2 minutes
6/7 – 5 th Graders vs. Staff volleyball game at 1PM	
6/8 – 5 th Grade promotion at 1PM in the auditorium	
6/8 – 5 th Grade clap out at 2:45PM	
6/8 – LAST DAY OF SCHOOL!	

3/18 -- Multnomah Days Parade

8/TBD -- PTA Work Day at 9AM in the Art Room

8/TBD -- New Teacher Meet & Greet/School Supply Drop Off/Kindergarten Welcome at 4:30PM

8/27 -- First Day of School for 1st - 5th graders

8/30 -- First Day of School for Kindergarteners

Markham Elementary PTA
Income & Expenses Compared to Annual Budget
07/01/2017 - 06/06/2018

1 Donations	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
Business Donations / Corp Match	1,885.80	950.00	-	-	1,885.80	950.00	935.80
Markham High \$5 Donations	1,521.00	2,000.00	-	-	1,521.00	2,000.00	-479.00
Total	3,406.80	2,950.00	-	-	3,406.80	2,950.00	456.80
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	49,104.64	35,000.00	8,036.21	11,000.00	41,068.43	24,000.00	17,068.43
Box Tops/Toner/Etc	-	-	-	-	-	-	-
Markham Fun Run	10,819.58	10,000.00	-	2,000.00	10,819.58	8,000.00	2,819.58
Scrip	47,040.58	50,000.00	46,198.29	47,000.00	842.29	3,000.00	-2,157.71
Spirit Wear	730.00	1,000.00	1,323.25	2,000.00	-593.25	-1,000.00	406.75
Total	112,688.80	98,500.00	58,129.62	63,300.00	54,559.18	35,200.00	19,359.18
3 Other Income	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
Interest Income	139.83	50.00	-	-	139.83	50.00	89.83
Misc Income	273.81	-	-	-	273.81	-	273.81
Total	413.64	50.00	-	-	413.64	50.00	363.64
4 Arts Education	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
Art Supplies	1,685.00	500.00	3,500.00	2,500.00	-1,815.00	-2,000.00	185.00
Other Art Support	-	-	-	-	-	-	-
Total	1,685.00	500.00	3,500.00	2,500.00	-1,815.00	-2,000.00	185.00
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	-
Total	1,930.00	800.00	14,791.33	15,550.00	-12,861.33	-14,750.00	1,888.67
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	-	-	278.03	500.00	-278.03	-500.00	221.97
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	171.00	150.00	-	-	171.00	150.00	21.00
Total	4,971.00	3,900.00	3,423.82	4,375.00	1,547.18	-475.00	2,022.18

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	1,287.00	2,500.00	-	3,000.00	1,287.00	-500.00	1,787.00
Web Site	-	-	-	-	-	-	-
Total	1,287.00	2,500.00	-	3,150.00	1,287.00	-650.00	1,937.00

9 Hospitality	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/Less
Kindergarten Ice Cream Social	-	-	5.00	100.00	-5.00	-100.00	95.00
Kindergarten Round Up	-	-	-	200.00	-	-200.00	200.00
Kindergarten Welcome Night	-	-	-	200.00	-	-200.00	200.00
Other Hospitality/Vol. Appreciat	-	-	338.01	200.00	-338.01	-200.00	-138.01
Teacher Appreciation	-	-	-	350.00	-	-350.00	350.00
Total	-	-	343.01	1,050.00	-343.01	-1,050.00	706.99

10 PTA Overhead	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/Less
Babysitting	-	-	320.00	350.00	-320.00	-350.00	30.00
Bank Charges	-	-	585.36	500.00	-585.36	-500.00	-85.36
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	465.50	450.00	1,074.50	550.00	524.50
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	2,165.82	2,285.00	-625.82	-1,285.00	659.38

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	-	-	2,864.00	1,000.00	-2,864.00	-1,000.00	-1,864.00
Music Program Support	-	-	-	150.00	-	-150.00	150.00
Other Support/teacher grants	-	-	5,776.99	2,290.00	-5,776.99	-2,290.00	-3,486.99
PTA Clothes Closet	-	-	50.00	50.00	-50.00	-50.00	-
Playground/Johnson Support	-	-	200.00	250.00	-200.00	-250.00	50.00
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	-200.00	-
Technology Teacher Support	-	-	8,400.00	150.00	-8,400.00	-150.00	-8,250.00
Technology-Computers	-	-	10,000.00	10,000.00	-10,000.00	-10,000.00	-
Total	-	-	30,098.54	17,990.00	-30,098.54	-17,990.00	-12,108.54

GRAND TOTALS	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/Less
	127,922.24	110,200.00	112,451.94	110,200.00	15,470.30	-	15,470.30

Bank Account Balances	07/01/2017	06/30/2018	Last Reconciled	Summary for the Period	
Checking	48,790.55	63,406.05	05/31/2018	Starting Total	88,010.47
Cash on Hand	0.00	0.00	Never	Income	127,922.24
Certificate of Deposit	0.00	20,076.72	05/31/2018	Expenses	- 112,451.94
Money Market Savings	19,219.82	10,000.00	05/31/2018	Ending Total	83,480.77
Total	68,010.47	83,480.77			

Proposed 2018-2019 PTA calendar of events

MONTH	EVENT	PROPOSED DATE
August	Multnomah Days Parade	Saturday, 8/18/2018
	Community Care Day (CANCELLED)	
	PTA Work Day	TBD
	Kindergarten Welcome & Supply Drop Off	9am-1pm 4:30-6pm
September	FIRST DAY OF SCHOOL (1st - 5th)	Monday, 8/27/2018
	FIRST DAY OF SCHOOL (Kinders)	Thursday, 8/30/2018
	PTA meeting	Wednesday, 9/5/18
	Back-to-School Night / PTA 101	6:30-8 pm 6:30-8 pm
October	School Pictures	TBD
	PTA meeting	TBD
	Walk & Bike to School Day	Wednesday, 10/3/2018
	Carnival	6:30-8 pm Wednesday, 10/10/2018 date from www.walkbiketoschool.org Friday, 10/26/2018
November	Picture Retakes	TBD
	PTA meeting	Wednesday, 11/7/2018
December	Teacher Conferences	11/19-20/2018
	Scholastic Book Fair	12/3-12/7 (confirmed with Kirsten Truman)
	PTA meeting	Wednesday, 12/5/2018
January	Grandparents & Special Friends Day	6:30-8 pm
	PTA meeting	Friday, 12/7/18
	Pennies for Peace	1:30-3:00 ← get this time in the school calendar
	Literacy Night (Staff planned event)	Consider moving to 1/9/19
February	PTA meeting	Wednesday, 1/2/2019
	Connect to Kindergarten (parents only)	Consider moving to May 16, 2019
	Auction	6:30-8 pm
March	Teacher Valentine's Day Lunch	Wednesday, 2/6/2019
	Food Drive	Thursday, 2/7/2019
	Science Night (Staff planned event)	6:30-7:30PM
	PTA meeting	Saturday, 3/2/2019
April	Markham Fun Run	Wednesday, 3/6/2019
	Volunteer Thank You Brunch	6:30-8 pm
	Walk & Bike to School Month	Thursday, 3/14/2019
May	Markham's Spring Concert	TBD
	PTA meeting	TBD
	Markham Fun Run	Wednesday, 4/3/2019
	Volunteer Thank You Brunch	6:30-8 pm Friday, 4/26/2019
May	Walk & Bike to School Month	Friday, 5/3/19
	Markham's Spring Concert	Thursday, 5/16/2019
	PTA meeting	5:30-6:15 PM Wednesday, 5/1/2019

Global Village	Thursday, 5/16/2019	6:00-7:30 PM	Consider moving to January 24 or 31
Used Book Sale	Thursday, 5/16/2019	6:00-7:30 PM	
Connect to Kindergarten (parents only)	Thursday, 5/23/2019	6:30-7:30PM	
Field Day	Friday, 5/31/2019		
June	PTA meeting	Wednesday, 6/5/2019	6:30-8 pm
	Staff Retirement Tea (if applicable)	TBD	
	Last Day of School	Friday, 6/7/2019	

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