

**Markham Elementary PTA
PTA Meeting Minutes
Portland, OR
September 5, 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, September 5th, 2018, by Alissa Maxwell, 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:

Alissa Maxwell asked everyone to introduce themselves.

Preliminary Business:

Minutes from the last PTA meeting (on June 6th, 2018) were presented by Alissa Maxwell. Sarah Black motioned to approve the minutes. The motion was seconded by Heather Rawlins and the minutes were approved by membership.

The agenda for this meeting was presented by Alissa Maxwell (**Attachment B**).

Alissa Maxwell presented and reviewed the PTA Standing Rules and Mission Statement for 2018-19 (**Attachment C**). Susan Wold motioned to approve the PTA Standing Rules and Mission Statement for 2018-19, Heather Rawlins seconded, and the membership approved the motion.

Principal's Report – Shawn Garnett, Principal:

- Kindergarten class sizes are around 21 or 22 students per class which is an improvement compared to previous years.
- Next year schools are mandated to have 90 minutes of Physical Education (PE). John Payne was hired to coordinate PE on Thursdays in anticipation for the increase. Markham classes will have two 45-minute PE classes a week.
- Technology will only be two quarters this year. Kindergarten through second grade will have the second and fourth quarter and third through fifth grades will have the first and third quarter.
- Amanda Wagaman has been hired as an additional Para Educator. She will work with Katie Rossitto.

- Guaranteed and Viable Curriculum (GVC) is a new program that allows schools options on how to teach the standards. The term the district is using to describe this program is 'Standards tight, materials loose'. At Markham, all materials used within a grade will be consistent from class to class.
- Ms. McNutt will continue as our coach for Equity Based Balanced Literacy (EBBL) for another year. Staff will continue to be trained all year.
- Bridges math program will be used again this year.
- Enrichment remains the same this year, with the possibility of additional math enrichment later in the year.
- The portigo has been painted.
- Drama will happen again this year.
- Mr. Kertay is running Reading Support for fourth and fifth grade in addition to part-time Technology.
- Art continuing as previously scheduled; 10 one-hour lessons for Kindergarten and 12 90-minute lessons for first through fifth graders.
- Green School House and Dig-in partnered to create Ecology Outdoors. They have grants which they will use for Markham. Lauren (representative of Ecology Outdoors) will work with one to two grades this year in the garden.

Treasurer's Report – Evan Smith, Treasurer:

- 2017-2018 Budget Report (**Attachment D**) - We finished the year with \$11,021.29 of income that was not spent. The overage was due to deposits at the end of the year and because a few funding requests from teachers were withdrawn.
- Proposed Budget Report for 2018-2019 (**Attachment E**) – Instead of doing individual requesting for funds for specific items such as field trips, art supplies, and teacher support and the membership is asking for donations at the beginning of the year for all programs that PTA funds. Expenses for Ms. Huber's art supplies and Staff Allocations have been increased. Field Trip expense budget doubled. In addition, Fourth Grade Overnight Field Trip expense budget has been removed because the fourth-grade teaching staff has not shown interest in holding the overnight trip. Expense budget for Global Village increased to incorporate entertainment. Green Team expense budget has been increased to purchase silverware. Educational Software has been increased to \$6,000. The board would like to fund Dream Box for grades 3, 4, and 5, in addition to kids in lower grades that need additional enrichment in math. Family Nights expense of \$2,000 was also added because Title I will no longer fund those community nights.

- Joelle Alexander moved to approve the 2018-2019 Budget, Shannon Kandel seconded, and membership approved the motion.
- A non-board PTA member is needed to assist Evan Smith with the Audit.
- Bank Reconciliation and Statements

New Business:

Software Support for 2018-2019 – Alissa Maxwell

Staff has requested that PTA fund the Dream Box program as stated previously. Ally Keo proposed that we approve up to \$6,000 to fund the Dream Box program, Joelle Alexander seconded, and membership approved the motion.

Sensory Closet - Alissa Maxwell for Becky Stevens

The sensory closet is not a physical place, it is a collection of sensory items for any students that need or desire to check out such items. Becky Stevens and Alissa Maxwell put together a list of proposed items (**Attachment F**). Markham's Occupational Therapist will be training the staff on usage of these supplies.

PTA collection and storage changes – Alissa Maxwell

PTA collection is moving from the PTA work room because access has been difficult since door remained locked. If membership has any suggestions, we would appreciate help.

Unfinished Business:

Nothing to report

Committee Reports:

Fall Event Volunteer Requests – Jamila Wahab

- Back-to-School Night – September 20th
- Picture Day – September 21st
- Walk and Bike to School Day – October 10th

Backpack Bulletin – Laura Radosta

- Submissions due on Friday, September 7th for next edition
- Bulletin articles will be due the first Friday of the month
- Kelly Vanderzanden will be doing assembly
- Email Address: backpackbulletin@gmail.com

Green Team – Gina Lascink

Working on several collections (markers, padded envelopes, etc.) for recycling. There is a flyer for eco-school parent meet ups.

Garden – Annaliese Dolph/John Zoller

A Freshman from Wilson chose to rebuild our garden boxes as his Eagle Scout project and the parking lots got repaved. Now that the school is cleaned up, Annalise would like one day a month where our community comes out and maintains our school. There was a suggestion on having another community day at the end of the year as well.

Teacher Appreciation – Natalie Loomis

Natalie is new to this position and is open to any suggestions. Natalie and Alissa Maxwell were thinking about doing monthly teacher appreciation events in addition to the Teacher Appreciation week at the end of the year. Natalie will inventory supplies in the PTA Closet.

Back-to-School Night / PTA 101 – Alissa Maxwell

We need volunteers for that night for set up, greeting, clean up and PTA 101. This is a parent only event.

Bike & Walk to School Day – Charles Radosta

Bike & Walk to School Day will be held on Wednesday, October 10th. Walking buses will be available, but please let him know where we would like the Walking buses from.

Carnival – Misty Plock

Carnival is scheduled for Friday, October 26th. Misty is looking for a replacement as this is her last year with Markham. Sign-ups for volunteers will be in teacher's rooms at the Back to School night. The budget for Carnival was increased in order to upgrade the games.

Fundraiser Dinners – Ally Keo

First fundraiser for the year is on September 24th at Chipotle in Lake Oswego. Second fundraiser is at Pizzacato in Lake Oswego on October 16th. Pizzacato offered to do a student contest, where the winner's pizza would be featured for the night of the fundraiser.

Scrip – Nicole Taylor

First order was put in this week.

Auction – Ally Keo

The Auction is set for March 2, 2019 at the West End Ballroom. The theme is Markham Beach Ball. Instead of Beer Blasts and Wine Parties, we are throwing adult parties and charging admission. The funds will be used for auction expenses. The first party will be at the Loomis' on November 10th. There will also be an early Board Party on October 20th at Heather Rawlin's home. To purchase tickets to the adult parties or the board party log into <http://markham.tofinoauctions.com/auction2019/>. If you would like to help coordinate the Auction contact Ally.

Announcements:

- Please do your Volunteer Background check at volunteer.pps.net (good for 3 years)
- Please renew your PTA Membership
- Art Class sign-ups are in the front hall and posted outside the classrooms
- WPPNA Food Drive benefitting Markham and Jackson food backpack programs from Friday, September 7th to Sunday, September 9th. Collection bins out 8am to 8pm at 4035 SW Comus. Collecting non-perishable foods and clean plastic bags for JMS dog-walking stations.
- Capital Highway Project Open House – September 13th, 5:30pm-8:30pm in the Markham Cafeteria.
- Portland Eco-School Network “Dessert Meet-up” – September 24, 25, 26, or 27th (see flyer)

Schedule of Upcoming Events:

- 9/13 – Backpack Bulletin assembly
- 9/20 – Back-to-School Night (Parents Only)
- 9/21 – Picture Day
- 9/24 – Chipotle Fundraiser (Centerpointe Drive)
- 10/3 – PTA Meeting
- 10/10 – Walk & Bike to School Day

Other:

Meeting adjourned at 7:54pm

Markham Elementary School PTA Mission Statement 2018-2019

Markham Elementary School's PTA strives to create an atmosphere where every child can succeed and thrive.

To accomplish this goal, the PTA endeavors to enhance each student's academic experience through two primary functions:

1. Provide consistent opportunities and variety through each student's elementary career with enrichment in areas such as art, music, technology and field trips.
2. Support school staff through a wide variety of activities to enable them to be more creative and innovative in their engagement with students.

Markham PTA Meeting Agenda
September 5, 2018

<u>Welcome & Introductions</u>		5 minutes
<u>Preliminary Business</u>		5 minutes
Approve June meeting minutes		
Additions/changes to Meeting Agenda		
Review/approve PTA Standing Rules and Mission Statement for 2018-19		
<u>Principal's Report</u>		15 minutes
<u>Treasurer's Report</u>		15 minutes
Bank Reconciliation and Statements		
2017-2018 Ending Balance		
2018-19 Proposed Budget - discuss/modify/vote		
Audit to be presented at next meeting		
<u>New Business</u>		10 minutes
Software Support for 2018-19		
Sensory Closet		
PTA collection and storage changes		
<u>Unfinished Business</u>		
<u>Committee Reports - Ongoing Activities</u>		10 minutes
Fall Event Volunteer Requests	Jamila Wahab	
• Back to School Night - 9/20		
• Picture Day - 9/21		
• Walk & Bike to School Day - 10/10		
Backpack Bulletin	Laura Radosta - backpackbulletin@gmail.com	
Green Team	Gina Lascink	
Garden	Annalise Dolph/John Zoller	
Teacher Appreciation	Natalie Loomis	
<u>Committee Reports - Events</u>		10 minutes
Back to School Night / PTA 101	Alissa Maxwell	
Bike & Walk to School Day	Charles Radosta	
Carnival	Misty Plock	
<u>Committee Reports - Fundraisers</u>		10 minutes
Fundraiser Dinners	Ally Keo	
Scrip	Nicole Taylor	
Auction	Ally Keo	

Announcements

5 minutes

- Please do your Volunteer Background check at volunteer.pps.net (good for 3 years)
- Please renew your PTA membership!
- Art class sign ups are in the front hall and posted outside the classrooms
- WPPNA Food Drive benefiting Markham & Jackson food backpack programs: 9/7-9/9
 - Collection bins out 8am-8pm at 4035 SW Comus.
 - Collecting non-perishable foods and clean plastic bags for the JMS dog-walking stations.
- Capital Highway Project Open House - September 13, 5:30-8:30 in the Markham Cafeteria
- Portland Eco-School Network "Dessert Meet-up" - September 24, 25, 26, or 27 (see flyer)

Schedule of Upcoming Events

2 minutes

9/13 - Backpack Bulletin assembly

9/20 - Back to School Night (parents only)

9/21 - Picture Day

9/24 - Chipotle Fundraiser (Centerpoint Drive)

10/3 - PTA Meeting

10/10 - Walk & Bike to School Day

2017/18 Budget Report

Markham Elementary PTA
Income & Expenses Compared to Annual Budget 07/01/2017 - 06/30/2018

1 Donations	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
Business Donations / Corp Match	2,005.80	950.00	-	-	2,005.80	950.00	1,055.80
Markham High \$5 Donations	1,521.00	2,000.00	-	-	1,521.00	2,000.00	-479.00
Total	3,526.80	2,950.00	-	-	3,526.80	2,950.00	576.80
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	8,521.41	11,000.00	40,583.23	24,000.00	16,583.23
Box Tops/Toner/Etc	-	-	-	-	-	-	-
Markham Fun Run	14,210.58	10,000.00	3,349.30	2,000.00	10,861.28	8,000.00	2,861.28
Scrip	47,090.89	50,000.00	47,216.29	47,000.00	-125.40	3,000.00	-3,125.40
Spirit Wear	730.00	1,000.00	1,323.25	2,000.00	-593.25	-1,000.00	406.75
Total	116,130.11	98,500.00	62,982.12	63,300.00	53,147.99	35,200.00	17,947.99
3 Other Income	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
Interest Income	183.63	50.00	-	-	183.63	50.00	133.63
Misc Income	273.81	-	-	-	273.81	-	273.81
Total	457.44	50.00	-	-	457.44	50.00	407.44
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	8,573.83	6,300.00	-6,008.83	-6,000.00	-8.83
Field Day	-	-	222.05	150.00	-222.05	-150.00	-72.05
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	15,013.38	15,550.00	-13,083.38	-14,750.00	1,666.62
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	-	-	423.10	350.00	-423.10	-350.00	-73.10
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	-	-	83.64	125.00	-83.64	-125.00	41.36
Used book sale	171.00	150.00	-	-	171.00	150.00	21.00
Total	4,971.00	3,900.00	3,874.85	4,375.00	1,096.15	-475.00	1,571.15

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	1,630.00	2,500.00	2,487.50	3,000.00	-857.50	-500.00	-357.50
Web Site	-	-	-	-	-	-	-
Total	1,630.00	2,500.00	2,487.50	3,150.00	-857.50	-650.00	-207.50
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	-	-	524.95	200.00	-524.95	-200.00	-324.95
Teacher Appreciation	-	-	-	350.00	-	-350.00	350.00
Total	-	-	529.95	1,050.00	-529.95	-1,050.00	620.05
10 PTA Overhead	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
Babysitting	-	-	350.00	350.00	-350.00	-350.00	-
Bank Charges	-	-	617.46	500.00	-617.46	-500.00	-117.46
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	-	-	270.00	135.00	-270.00	-135.00	-135.00
Total	1,540.00	1,000.00	2,362.72	2,285.00	-822.72	-1,285.00	462.28
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	300.00	-	6,076.99	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	300.00	-	30,398.54	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
	132,170.35	110,200.00	121,149.06	110,200.00	11,021.29	-	11,021.29

Markham Elementary PTA
Budget Report 2018 Financial YearProposed

Carry Forward from Prior Year

79,031.31

1 Donations	Budget Income	Budget Expense	Net
Business Donations / Corp Match	3,000.00	-	3,000.00
Markham High 5 Donations	5,000.00	-	5,000.00
Total	8,000.00	-	8,000.00
2 Fundraisers	Budget Income	Budget Expense	Net
Art Cards	4,000.00	2,000.00	2,000.00
Auction Event	40,000.00	13,000.00	27,000.00
Markham Fun Run	12,000.00	3,500.00	8,500.00
Scrip	50,000.00	47,000.00	3,000.00
Spirit Wear	1,000.00	1,000.00	-
Total	107,000.00	66,500.00	40,500.00
3 Other Income	Budget Income	Budget Expense	Net
Interest Income	50.00	-	50.00
Misc income	-	-	-
Box Tops	250.00	-	250.00
Total	300.00	-	300.00
4 Arts Education	Budget Income	Budget Expense	Net
Art Supplies	-	3,500.00	-3,500.00
Other Art Support	-	-	-
Total	-	3,500.00	-3,500.00
6 Classroom Support	Budget Income	Budget Expense	Net
Staff Allocations(Start of Year)	-	6,800.00	-6,800.00
Field Day	-	250.00	-250.00
Field Trip Backpack Maintenance	-	50.00	-50.00
Field Trips (20 @ \$400)	-	8,000.00	-8,000.00
Total	-	15,100.00	-15,100.00
7 Events	Budget Income	Budget Expense	Net
Carnival	3,500.00	2,500.00	1,000.00
Destination Imagination Scholars	250.00	250.00	-
Family Day / Grandparents Day	-	200.00	-200.00
Fifth Grade Promotion / BBQ	-	500.00	-500.00
Markham Global Village	-	1,500.00	-1,500.00
Pennies for Peace	500.00	500.00	-
Walk/Bike to School	-	125.00	-125.00
Used book sale	150.00	-	150.00
Total	4,400.00	5,575.00	-1,175.00

8 Communications	Budget Income	Budget Expense	Net
Year Book	2,500.00	3,000.00	-500.00
Web Site / Email	-	-	-
Total	2,500.00	3,000.00	-500.00

9 Hospitality	Budget Income	Budget Expense	Net
Kindergarten Ice Cream Social	-	100.00	-100.00
Kindergarten Welcome Night	-	100.00	-100.00
Other Hospitality/Vol. Appreciat	-	200.00	-200.00
Teacher Appreciation	-	500.00	-500.00
Total	-	900.00	-900.00

10 PTA Overhead	Budget Income	Budget Expense	Net
Babysitting	-	400.00	-400.00
Bank Charges	-	700.00	-700.00
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	2,535.00	-1,535.00

11 School Support	Budget Income	Budget Expense	Net
Garden - Grant	-	500.00	-500.00
Green Team	-	350.00	-350.00
Educational Software	-	6,000.00	-6,000.00
Dr. Seuss Day	-	750.00	-750.00
Other Support / Teacher Grants	-	2,500.00	-2,500.00
PTA Clothes Closet	-	50.00	-50.00
Scholastic News	-	3,000.00	-3,000.00
Shadow Project	-	200.00	-200.00
Technology-Computers	-	10,000.00	-10,000.00
Family Nights	-	2,000.00	-2,000.00
Sensory Closet	-	1,000.00	-1,000.00
Garden Program	-	-	-
Total	-	26,350.00	-26,350.00

5 Long Term Projects	Budget Income	Budget Expense	Net
Capital Fund	-	11,000.00	-11,000.00
Total	-	11,000.00	-11,000.00

BUDGET TOTALS	Budget Income	Budget Expense	Net
	123,200.00	134,460.00	-11,260.00

Budgeted Decrease In Funds	-11,260.00
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Budgeted Funds Available for Carry Forward to Next Year

67,771.31

	ITEM DESCRIPTION	EACH	QTY	TOTAL
	Bouncy Band for Chairs	\$12.19	15	\$182.85
	Vestibular Wedge - Small (10" X 10") - \$24.95	\$24.95	5	\$124.75
	Body Sport Vestibular Disc	\$16.99	5	\$84.95
	Kore Wobble Chair - 14" - Dark Grey	\$69.99	2	\$139.98
	Kore Junior Wobble Chair - 16" - Red	\$79.99	2	\$159.98
	Comfort Weighted Lap Pad - 2, 3 & 4 lbs - 3 lb - \$37.98 - Blue	\$37.98	2	\$75.96
	Comfort Weighted Lap Pad - 2, 3 & 4 lbs - 4 lb - \$39.49 - Blue	\$39.49	2	\$78.98
	Hexagon Gel Lap Pads - 5 Pound - \$24.95	\$24.95	3	\$74.85
	Hexagon Gel Lap Pads - 7 Pound - \$27.95	\$27.95	3	\$83.85
	Bitty Bottoms Seat Cushion - Bean-filled (Sensory)	\$17.29	3	\$51.87



Bitty Bottoms Seat Cushion - PVC ball-filled (Smooth)

\$17.29

3

\$51.87



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Coupon Code:

APPLY

RECALCULATE

CALCULATE SHIPPING (optional)

Country: United States

State: Then, Select State

Zip / Postal Code:

Type Of Address*: Residential Business

GET SHIPPING OPTIONS

Tax: \$0.00

Total: \$1,109.89