

**Markham Elementary PTA
PTA Meeting Minutes
Portland, OR
October 3, 2018**

The membership meeting of Markham Elementary School was called to order in the Library of our school at 6:30p.m. on Wednesday, October 3rd, 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.

Guest Speakers:

Alejandra Gurrola – Shadow Project

Handed out 'Become a Shadow Audiobook Mentor' (**Attachment B**). They are meeting with 3rd -5th graders to work on improving reading skills. There will be an audio book library and the program will last 10-12 weeks. They need volunteers. If you are interested in helping contact Alejandra at alejandra@shadow-project.org.

Sheila Parrott - PBOT

Handed out 'SW Capitol Hwy Complete Streets Project' (**Attachment C**) and a map of the improvements around Markham (**Attachment D**). Go to the project website (<https://www.portlandoregon.gov/transportation/76617>) for additional details. Design is scheduled for winter of 2018 and construction is scheduled for spring of 2019.

Preliminary Business:

Minutes from the last PTA meeting (on September 5, 2018) were presented by Alissa Maxwell. Joelle Alexander motioned to approve the minutes. The motion was seconded by Shannon Kandel and the minutes were approved by membership.

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

Principal's Report – Shawn Garnett, Principal:

- New lights were installed throughout the school.
- PPS is currently working on preventing the flooding in the small gym that occurs when there are heavy rains. The flooding is rain water, but it is caused by the location of sewer lines and tree roots. Once that project is complete, they are scheduled to work on the upper black top.

Treasurer's Report – Evan Smith, Treasurer:

- Monthly summary, bank reconciliation and statements – Passed out the Income and Expenses Compared to Annual Budget 7/01/18-6/30/19 (**Attachment F**).
Highlights:
 - High Five - Income and Expense report states \$2,365 but total is \$2,885 due to a few additional deposits. That total will increase once online donations have been transferred.
 - PTA Dues – Income and Expense report states \$900 but total is \$1,140 due to a few more membership fees collected.
 - Scrip – Not all the deposits have been included in the Income and Expense report. Total on Income and Expense report states \$112.37.
 - Spirit Wear – Total deposited year-to-date is \$231.
 - Art Supplies - \$3,500 has been paid to Erica Huber for art supplies used throughout the school year.
 - Field Trips - \$8,000 (\$400 per classroom) has been paid.
 - School Support - \$5,750 has been paid for Dreambox.
- Tax return and audit coming soon – Due by November. Kendal Kelleher will be assisting.

New Business:

Funding Request from Mr. Erickson – Alissa Maxwell

Mr. Erickson has requested \$180-200 to purchase 172 D sized batteries. The music department received keyboards from the district, but they require 6 D sized batteries each. Cari Carr motioned to fund up to \$200 to purchase batteries for music department. Nicole Taylor seconded, and the membership approved.

Funding Request from 5th Grade Team - Alissa Maxwell

Mr. Morley requested \$115 to purchase a reading resource that matches our current curriculum. Nicole Taylor motioned to purchase the additional reading resource, Heather Rawlins seconded, and the membership approved.

Parent Hospitality Event – Alissa Maxwell

There has been a suggestion to do a Parent Hospitality event in the month of January. PTA may host. Details to come.

Children's Book Harvest – Alissa Maxwell

Children's Book Harvest is the PPS's book bank that collect used books, restores them and distribute them across the school district to different schools. Any overage of books donated to the used book sale will go to Children's Book Harvest.

Unfinished Business:

Sensory Closet – Alissa Maxwell for Becky Stephens

Becky is still doing research and is working with Debbie our school Occupational Therapist. We will get another update next PTA meeting.

Committee Reports - Events:

Bike & Walk to School Day – Charles Radosta

Bike & Walk to School Day will be held on Wednesday, October 10th. Walking buses will be available from the old location of Five Points Coffee, and at Starbucks. We will have a picnic table in the center hall with treats and reflector keychains.

Carnival – Misty Plock

Carnival is scheduled for Friday, October 26th. Bouncy houses are ordered. Volunteers are needed to set up the event starting at 3:30pm on the day of. We have our PSU Capstone students that will be volunteering again this year. To volunteer for booths email Misty or the teacher. Photo booth needs a parent volunteer to assist the students. Disneyland donated tickets which will be raffled at the Carnival. Raffle tickets will cost \$5 for a chance to win 4 tickets.

Committee Reports - Fundraisers:

Fundraiser Dinners – Ally Keo

First fundraiser for the year on September 24th at Chipotle in Lake Oswego went well. We made \$210. Second fundraiser is at Pizzacato in Lake Oswego all day on October 16th. We will make money off all sales for the whole day. Pizzacato will be holding student contest, where the winner's pizza would be featured for the night of the fundraiser. No flyer required.

Scrip – Nicole Taylor

Orders will be processed every other week unless there are several order requests. There is a \$10 charge every time an order is processed.

Auction – Ally Keo

The Auction is set for March 2, 2019 at the West End Ballroom. We need volunteers for the art projects and the classroom baskets. Sign up for the pumpkin party at the Rawlin's home on October 20th or the Bites and Brews party at the Loomis' on November 10th. 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.

Art Cards – Nicole Taylor

Julie Loveless is currently taking pictures of the Kings and Queens from the beginning of the year. If you would like to volunteer contact Nicole Taylor or Julie Loveless.

Committee Reports – Ongoing Activities:

Volunteer Coordination – Jamila Wahab

- Classroom Coordinators
- Walk & Bike to School Day – October 10th, need two volunteers to hand out prizes and volunteers to walk from Starbucks.
- Carnival – October 26th
- PPS Clothing Closet – October 25th, we need at least six volunteers.
- Parents who signed up to be classroom coordinators will be contacted about duties.

Backpack Bulletin – Laura Radosta

- Submissions due on Friday, October 5th for next edition
- Bulletin articles will be due the first Friday of the month
- Kelly Vanderzanden will be doing assembly on October 11th

- Email Address: backpackbulletin@gmail.com

Green Team – Alissa Maxwell for Gina Lascink

We are collecting 10x10 Padded mailers, old Crayola markers, and used dental hygiene (floss containers, tooth brushes, tooth brushes and packaging). Collection bins are in the hallway.

Teacher Appreciation – Alissa Maxwell for Natalie Loomis

Pizza was provided for Back to School night and dinner will be scheduled for teacher conferences in November.

Garden – John Zoller

He met with Misty Plock and Annaliese Dolph to get the history of garden. He will reach out to Shawn Garnett about what needs to be done.

Yearbook – Ally Keo

Waiting to hear from publishers. She will have an update next month. Email yearbook photos to Mike Keo at mk@michaelkeo.com.

Announcements:

- Please do your Volunteer Background check at volunteer.pps.net (good for 3 years)
- Please renew your PTA Membership
- WPPNA Food Drive benefitting Markham and Jackson food backpack programs from Friday, October 12th to Sunday, October 14th. Collection bins have been relocated to 4215 SW Comus and will be out 8am to 8pm. Collecting non-perishable foods and clean plastic bags for JMS dog-walking stations.
- Ms. Truman has Dylan Thurs for Atlas Obscura coming in on October 17th for 3rd through and 5th grade. You can purchase the book prior to the event so students can get a signed copy.

Schedule of Upcoming Events:

- 10/10 – Walk & Bike to School Day
- 10/10 – Deadline for Nutrition Services renewals
- 10/11 – Backpack Bulletin Assembly
- 10/12 – No School for Students

- 10/16 – Dine out for Markham at Pizzacato on Bangy Road
- 10/19 – Sharing with Shawn
- 10/25 – Markham Volunteer Day at PPS Clothing Closet
- 10/26 – Markham Carnival
- 10/29 – No School for Students
- 10/30 – Picture Retakes

Other:

Meeting adjourned at 7:56pm



The Shadow Project

Become a Shadow Audiobook Mentor

Do you want to make a difference for children with learning challenges like dyslexia, ADHD, and autism? Become an audiobook mentor and empower our students to get hooked on reading and reach their potential!

What Does an Audiobook Mentor Do?

Shadow Project audiobook mentors meet with elementary school age students one-on-one, helping them learn to use an online audio-visual book library designed specifically for children with learning challenges. Mentors guide children in exploring their interests, find books they love, and read more!

Why Audiobooks?

Audio-visual books give kids with learning challenges a new way to read! They can *see* and *hear* the book, which builds their confidence and engagement in reading. Research has found that hearing a book while seeing it can boost comprehension. Paired with a caring mentor to encourage and reward their efforts, once-struggling students become joyful readers.



Who Can Be an Audiobook Mentor?

You'd make a great mentor for a child with learning challenges if you are able to:

- ▶ **Commit 2 hours a week**, during school hours, October to May (3 months minimum)
- ▶ **Interact compassionately with children** who are diverse learners, encouraging them to set reading goals and celebrate their progress
- ▶ **Complete a background check**

"I had a difficult time learning to read when I was younger. Having the opportunity to share that challenge and help these kids realize their potential is a very special experience. Setting goals with kids is so motivating."

—Joey Webber, Portland Timbers Mascot

If you would like to help close the achievement gap between kids with learning challenges and their peers by becoming a reading mentor, please contact Alejandra Gurrola, program and volunteer coordinator, Alejandra@shadow-project.org, 971-373-3457.

PTA Meeting at Markham Elementary School
10531 SW Capitol Hwy
Wednesday October 3, 2018

SW Capitol Hwy Complete Streets Project

SW Capitol Hwy has been identified as a High Crash Corridor on PBOT's Vision Zero Network. The goal of VZ is to eliminate fatal and serious injury crashes involving pedestrians, bicyclists and motorists. This vision includes improving safety so that people feel comfortable walking, biking and taking transit along all Portland streets.

The SW Capitol Hwy Complete Streets project extends from SW Huber to SW Stephenson on SW 49th. The project will make capital improvements to improve pedestrian crossings and access to transit, enhance existing bike facilities, reduce crashes, and reduce speeds.

Budget = \$275,000 (for design and construction) from GTR and VZ MJ tax

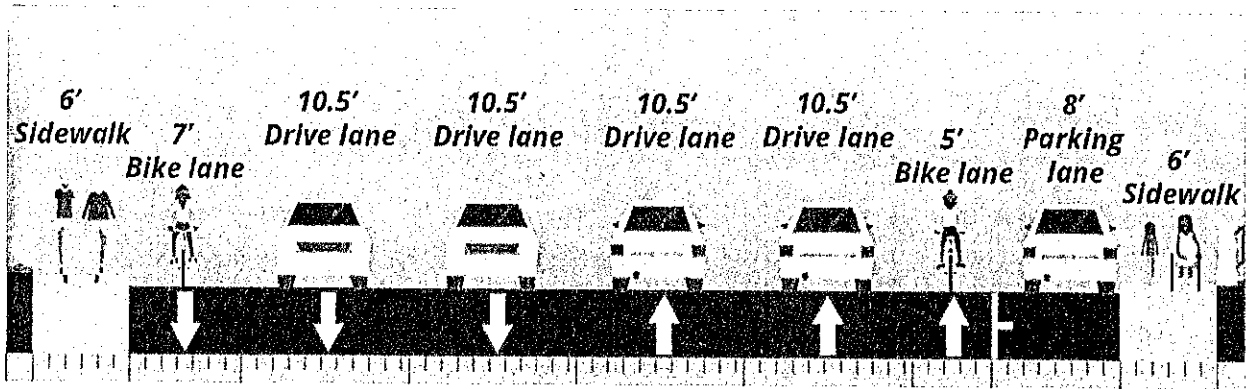
Proposed Project Elements:

- Conversion of 4 lane roadway to 2 lanes with center LT turn lane
- Pedestrian crossing treatments at Dickinson (Holly Farm Park) & Coronado (transit stops)
- Buffered bike lanes
- Posted speed reduction from 35 to 30 mph
- Signal timing analysis/improvements
- Streetlighting analysis/installations

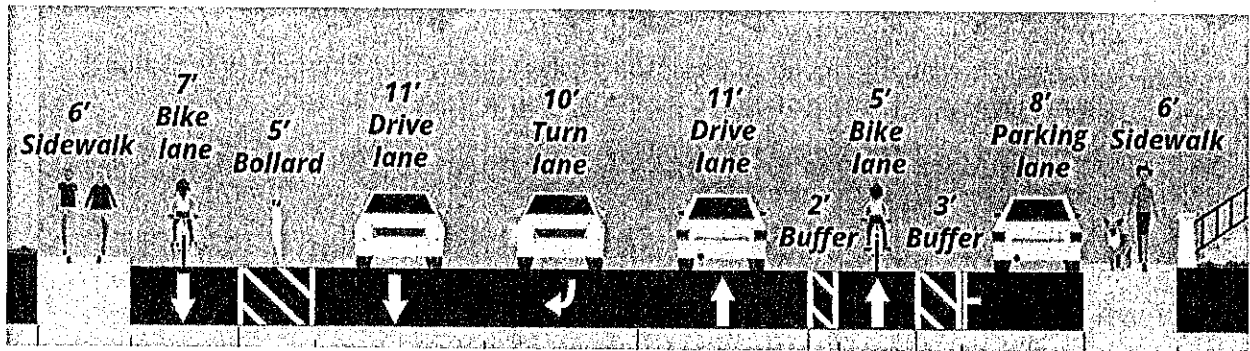
City project website <https://www.portlandoregon.gov/transportation/76617>

- Data/crash history
 - Story map
 - Open House presentation boards
 - Project updates
 - Leave comments
-
- Design: Winter 2018
 - Schedule construction: Spring 2019
 - Post project evaluation

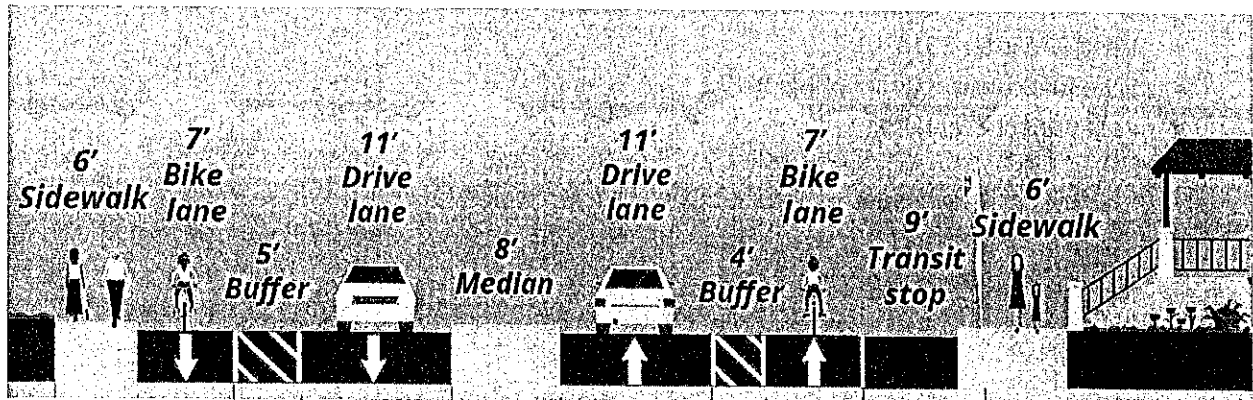
Existing Configuration: 4-lane cross-section:

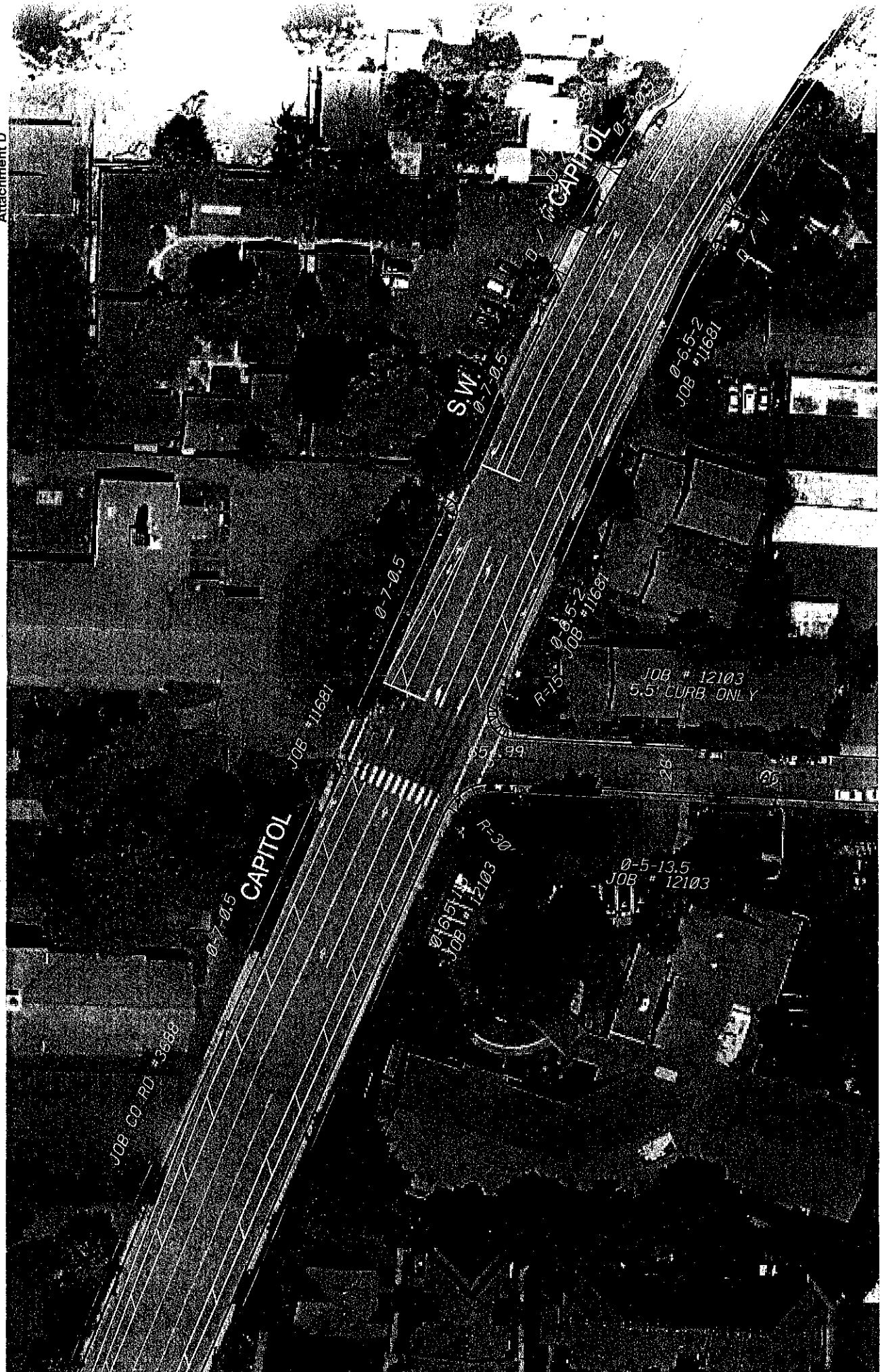


Proposed Configuration: 3-lane roadway:



Proposed Configuration: Transit stops





**Markham PTA Meeting Agenda
October 3, 2018**

<u>Welcome & Introductions</u>		5 minutes
<u>Guest Speakers</u>		
Alejandra Gurrola - Shadow Project		10 minutes
Sheila Parrott - PBOT - Capital Highway Redesign		10 minutes
<u>Preliminary Business</u>		2 minutes
Approve September meeting minutes		
Additions/changes to this Meeting Agenda		
<u>Principal's Report</u>		15 minutes
<u>Treasurer's Report</u>		5 minutes
Monthly summary, bank reconciliation, and statements		
Tax return and audit coming soon		
<u>New Business</u>		15 minutes
Mr. Erickson funding request		
5th grade team funding request		
Parent Hospitality Event		
Children's Book Harvest		
<u>Unfinished Business</u>		
Sensory Closet	Alissa Maxwell for Becky Stephens	
<u>Events</u>		10 minutes
Bike & Walk to School Day	Charles Radosta	
Carnival	Misty Plock	
<u>Fundraisers</u>		10 minutes
Restaurant Fundraisers	Ally Keo	
Scrip	Nicole Taylor	
Auction	Ally Keo	
Art Cards	Julie Loveless/Nicole Taylor	
<u>Ongoing Activities</u>		10 minutes
Volunteer Coordination	Jamila Wahab	
• Classroom Coordinators		
• Walk & Bike to School Day - 10/10		
• PPS Clothing Closet - 10/26		
• Carnival - 10/27		
Backpack Bulletin - due 10/5	Laura Radosta - backpackbulletin@gmail.com	
Green Team	Gina Lascink	
Teacher Appreciation	Natalie Loomis	
Garden	John Zoller	
Yearbook	Ally Keo	

- Please do your Volunteer Background check at volunteer.pps.net (good for 3 years)
- Please renew your PTA membership!
- WPPNA Food Drive benefiting Markham & Jackson food backpack programs: 10/12-10/14
 - Location Change: Collection bins out at 4215 SW Comus
 - Collecting non-perishable foods and clean plastic bags for the JMS dog-walking stations.

Schedule of Upcoming Events

- 10/10 - Walk and Bike to School Day
- 10/10 - Deadline for Nutrition Services renewals
- 10/11 - Backpack Bulletin Assembly
- 10/12 - Friday - No School for Students
- 10/16 - Pizzicato Fundraiser (Banga Road)
- 10/19 - Sharing with Shawn
- 10/25 - Markham Volunteer Day at PPS Clothing Closet
- 10/26 - Markham CARNIVAL
- 10/29 - Monday - No School for Students
- 10/30 - Picture Retakes

Markham Elementary PTA
Income & Expenses Compared to Annual Budget 07/01/2018 - 06/30/2019

Attachment F

1 Donations	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
Business Donations / Corp Match	1,264.58	3,000.00	-	-	1,264.58	3,000.00	-1,735.42
Markham High 5 Donations	2,365.00	5,000.00	-	-	2,365.00	5,000.00	-2,635.00
Total	3,629.58	8,000.00	-	-	3,629.58	8,000.00	-4,370.42
2 Fundraisers	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
Art Cards	-	4,000.00	-	2,000.00	-	2,000.00	-2,000.00
Auction Event	50.00	40,000.00	426.15	13,000.00	-376.15	27,000.00	-27,376.15
Markham Fun Run	-	12,000.00	-	3,500.00	-	8,500.00	-8,500.00
Scrip	4,776.00	50,000.00	4,663.63	47,000.00	112.37	3,000.00	-2,887.63
Spirit Wear	231.00	1,000.00	-	1,000.00	231.00	-	231.00
Total	5,057.00	107,000.00	5,089.78	66,500.00	-32.78	40,500.00	-40,532.78
3 Other Income	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
Interest Income	129.27	50.00	-	-	129.27	50.00	79.27
Misc Income	-	-	-	-	-	-	-
Box Tops	-	250.00	-	-	-	250.00	-250.00
Total	129.27	300.00	-	-	129.27	300.00	-170.73
4 Arts Education	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
Art Supplies	-	-	3,500.00	3,500.00	-3,500.00	-3,500.00	-
Other Art Support	-	-	-	-	-	-	-
Total	-	-	3,500.00	3,500.00	-3,500.00	-3,500.00	-
6 Classroom Support	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
Staff Allocations(Start of Year)	-	-	2,250.00	6,800.00	-2,250.00	-6,800.00	4,550.00
Field Day	-	-	-	250.00	-	-250.00	250.00
Field Trip Backpack Maintenance	-	-	-	50.00	-	-50.00	50.00
Field Trips (20 @ \$400)	-	-	8,000.00	8,000.00	-8,000.00	-8,000.00	-
Total	-	-	10,250.00	16,100.00	-10,250.00	-15,100.00	4,850.00
7 Events	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
Carnival	-	3,500.00	-	2,500.00	-	1,000.00	-1,000.00
Destination Imagination Scholars	-	250.00	-	250.00	-	-	-
Family Day / Grandparents Day	-	-	-	200.00	-	-200.00	200.00
Fifth Grade Promotion / BBQ	-	-	-	500.00	-	-500.00	500.00
Markham Global Village	-	-	-	1,500.00	-	-1,500.00	1,500.00
Pennies for Peace	-	500.00	-	500.00	-	-	-
Walk/Bike to School	-	-	-	125.00	-	-125.00	125.00
Used book sale	-	150.00	-	-	-	150.00	-150.00
Total	-	4,400.00	-	5,575.00	-	-1,175.00	1,175.00
8 Communications	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
Year Book	-	2,500.00	-	3,000.00	-	-500.00	500.00
Web Site / Email	-	-	-	-	-	-	-

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 Welcome Night	-	-	-	100.00	-	-100.00	100.00
Other Hospitality/Vol. Appreciat	-	-	-	200.00	-	-200.00	200.00
Teacher Appreciation	-	-	-	500.00	-	-500.00	500.00
Total	-	-	-	900.00	-	-900.00	900.00

10 PTA Overhead	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
Babysitting	-	-	130.00	400.00	-130.00	-400.00	270.00
Bank Charges	-	-	100.60	700.00	-100.60	-700.00	599.40
Insurance	-	-	170.00	150.00	-170.00	-150.00	-20.00
Other PTA Overhead	-	-	179.99	400.00	-179.99	-400.00	220.01
PTA Dues	900.00	1,000.00	133.00	450.00	767.00	550.00	217.00
Supplies/Paper Order	-	-	-	300.00	-	-300.00	300.00
Treasury Software	-	-	-	135.00	-	-135.00	135.00
Total	900.00	1,000.00	713.59	2,535.00	186.41	-1,535.00	1,721.41

11 School Support	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
Garden - Grant	-	-	100.00	500.00	-100.00	-500.00	400.00
Green Team	-	-	-	350.00	-	-350.00	350.00
Educational Software	-	-	5,750.00	6,000.00	-5,750.00	-6,000.00	250.00
Dr. Seuss Day	-	-	-	750.00	-	-750.00	750.00
Other Support / Teacher Grants	-	-	-	2,500.00	-	-2,500.00	2,500.00
PTA Clothes Closet	-	-	-	50.00	-	-50.00	50.00
Scholastic News	-	-	-	3,000.00	-	-3,000.00	3,000.00
Shadow Project	-	-	-	200.00	-	-200.00	200.00
Technology-Computers	-	-	-	10,000.00	-	-10,000.00	10,000.00
Family Nights	-	-	2,000.00	2,000.00	-2,000.00	-2,000.00	-
Sensory Closet	-	-	-	1,000.00	-	-1,000.00	1,000.00
Garden Program	-	-	-	-	-	-	-
Total	-	-	7,850.00	26,350.00	-7,850.00	-26,350.00	18,500.00

5 Long Term Projects	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
Capital Fund	-	-	-	11,000.00	-	-11,000.00	11,000.00
Total	-	-	-	11,000.00	-	-11,000.00	11,000.00

GRAND TOTALS	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
	9,715.85	123,200.00	27,403.37	134,460.00	-17,687.52	-11,260.00	-6,427.52