

**Markham Elementary PTA
PTA Meeting Minutes
Portland, OR
November 7, 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, November 7th, 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:

Alissa Maxwell presented minutes from the last PTA meeting (on October 3rd, 2018). Heather Rawlins motioned to approve the minutes. The motion was seconded by Shannon Kandel and the minutes were approved by the membership.

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

Principal's Report – Shawn Garnett, Principal:

- Computer cart is on order, for the primary wing.
- Need clothes for the front office. Donations can be gently used except for new packages of underwear sizes 4 to 6. Randi Sue Johnson will post about the needed clothes and underwear on the PTA Facebook page.
- Wet leaves have been cleaned up twice and will probably be cleaned for the third time.
- A new HVAC system has been installed.
- New LED lights have been installed on the exterior of the school. There is an issue with the sensor and timers but will be corrected soon.
- Students energy has been very high the last couple days.
- Water bottle filler will be replaced with a new fixture that has a bottle filler and a fountain once the district is done installing the fountains at other district schools where new fixtures haven't been installed yet.

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 C**).
- Highlights:
- Collections to date for High Five are about \$3,000.
 - Carnival – There are a few more checks to be written, but the deposits are approximately \$3,700.
- Tax return – Work in progress
 - Audit – Work in progress. The Audit is due at the end of November.
 - Needs two PTA members (not board members) to review and approve reconciliations.

New Business:

Student Aid Fund – Alissa Maxwell

Portland Council PTA has requested Markham contribute to the Student Aid Fund that provides items and services (shoes, glasses, class fees and materials, one yearly bus passes, etc.) for students in need. Nicole Taylor motioned to pay \$50 to the Student Aid Fund. Shannon Kandel seconded, and the membership approved.

Clothing Closet Donations - Alissa Maxwell

We received a request for a donation to the Clothing Closet. Per our approved budget, \$50 will be funded to the Clothing Closet.

Saturday Academy Request – Alissa Maxwell

Jolinda Miller, TAG Coordinator, has requested up to \$500 to partially fund Fourth Grade Saturday Academy. This year we have more TAG students than we have had in the past and Jolinda Miller anticipates that the \$1,100 we receive from the district for the program will not be sufficient. Nicole Taylor moved to fund up to \$500 for additional TAG support for the Fourth Grade Saturday Academy as determined by Jolinda Miller. Ally Keo and Allison McGillivray seconded, and the membership approved the motion.

Spirit Wear – Heather Rawlins

Spirit Wear is running low in specific sizes. Typically, PTA makes a biyearly purchase for spirit wear and then store it in the PTA locker room. Allison McGillivray will look into other purchasing option and will report back.

Unfinished Business:

Parent Hospitality Event – Alissa Maxwell

Membership is not interested in adding an additional event for parents.

Sensory Closet – Alissa Maxwell for Becky Stephens

Becky Stephens and Debbie, Markham's occupational therapist, got together and placed the order for sensory items. The items will be stored in the closet next to Ms. Hom's room. Debbie will do a staff training on the sensory items.

Directory – Alissa Maxwell

Michael Barton will be putting the directory together as soon as he receives the data from Kim in the front office.

Committee Reports - Events:

Carnival – Stephanie von Ahlefeld/Anna Stermer for Misty Plock

Carnival went well. The Wilson High School volunteers were really helpful. The committee needs help fixing up some of the games.

Destination Imagination – Julie Worley

17 students from 3rd to 5th grade and 12 students from 2nd grade have signed up. No 2nd grade parents signed up to coach. Therefore the 2nd graders will not be competing. The program starts next week, and the tournament is in March. DI Club for kindergarten and 1st grade will be one hour a week for six weeks in January and February. Sign-ups for DI club will start after Thanksgiving.

Scholastic Book Fair – Annaleise Dolph

The book fair will be held in the Library Monday through Thursday and will be moved to small gym for Friday which is Grandparent's and Special Friend's Day. Volunteers are needed for the setup and each day until 4 pm, and in the evenings on Thursday and Friday. The December PTA meeting location will be moved.

Grandparents and Special Friends Day – Allison McGillvray

Volunteers are needed. Volunteers need to know which classroom they are going to visit. Blacktop will be open by 12:45 pm in order to accommodate parking needs.

Global Village – Shannon Kandel

The committee is looking into hiring a food truck for the event. If anyone has any connections, please let Shannon know. Cultural talent and/or fashion show will be held

rather than hiring entertainment. The event will be held on Thursday, January 31st. If you have any questions or comments speak with Shannon Kandel, Randi Sue Johnson or Heather Rawlins.

Committee Reports - Fundraisers:

Art Gifts – Nicole Taylor

Order forms have been distributed and are due next Wednesday. Feedback has been good. If your sample photo of your child's artwork is blurry Julie will retake the photo.

Restaurant Fundraisers – Ally Keo

Our next fundraiser is all day on November 12th and 13th at Pastini Pasta at Bridgeport. Let Pastini Pasta know you are there for the Markham fundraiser and/or bring the flyer. There will be no fundraiser in December.

Scrip – Nicole Taylor

Look out for new forms. Laura Rodasta will send out notifications about Scrip on Facebook. Chinook books are available through Scrip.

Auction – Ally Keo

Bites and Brews is this Saturday, November 10th at the Loomis' home. Volunteers are needed for classroom basket and classroom art project coordination. If you know of a business that would like to donate an item or service to the auction let Ally Keo know. In the past, we have had donors provide wine and this year only the red wine has been donated. We are looking for 3 or 4 cases of white wine. Winterhawks and Portland Basketball tickets are on bid on the auction website. 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 Keo.

Committee Reports – Ongoing Activities:

Teacher Appreciation/ Conference Meals – Natalie Loomis

Volunteers are needed to provide meals for Monday and Tuesday of Thanksgiving week. Facebook posts about volunteering will be posted.

Volunteer Coordination – Jamila Wahab

- Teacher Meals
- Book Fair

- Grandparents and Special Friends Day

Backpack Bulletin – Laura Radosta

- Submissions due on Friday, November 9th for next edition
- Email Address: backpackbulletin@gmail.com

Green Team – Alissa Maxwell for Gina Lascink

You can recycle cereal box, batteries, prescription bottles, dental hygiene, empty markers, and padded envelopes in the recycling center. Once we have reach 3lbs of dental hygiene products we will turn those items into TerraCylce and start another recycling collection.

Garden – Alissa Maxwell for John Zoller

No update.

Announcements:

- Please join us at the Bites and Brews Parent Party, Saturday, November 10th at the Loomis' home. Purchase tickets at <https://markham.tofinoauctions.com/auction2019/catalog>
- Request for help assembling Backpack Bulletin - Thursday, November 15 at 9:00 AM
- WPPNA Food Drive benefiting Markham & Jackson food backpack programs: 11/9-11/11
 - Collection bins out at 4035 SW Comus
 - Collecting non-perishable foods and clean plastic bags for the JMS dog-walking stations.

Schedule of Upcoming Events:

- 11/9-11/11 - WPPNA Food Drive
- 11/10 - Bites and Brews Parent Party at the Loomis' home
- 11/12 - NO SCHOOL - Veterans Day Holiday
- 11/12 and 11/13 - Pastini Pasta Fundraiser
- 11/15 - Backpack Bulletin Assembly, 9:00 am in the Art Room
- 11/16 - Sharing with Shawn, 9-10, childcare provided
- 11/19 and 11/20 - Parent-Teacher Conferences, no students
- 11/23, 11/24, 11/25 - NO SCHOOL - Thanksgiving Holiday
- 12/3-12/7 - Scholastic Book Fair

- 12/7 - Grandparents/Special Friends Day 1:30-3:00 pm

Other:

Meeting adjourned at 8:14 pm

Meeting Agenda

| | | |
|--|--|------------|
| <u>Welcome & Introductions</u> | | 6:30PM |
| <u>Preliminary Business</u> | | 2 minutes |
| Approve October meeting minutes | | |
| Additions/changes to this Meeting Agenda | | |
| <u>Principal's Report</u> | | 10 minutes |
| <u>Treasurer's Report</u> | | 5 minutes |
| Tax Return | | |
| Audit | | |
| <u>New Business</u> | | 10 minutes |
| Student Aid Fund | | |
| Clothing Closet Donation | | |
| Saturday Academy Request | | |
| Spirit Wear | | |
| <u>Unfinished Business</u> | | 5 minutes |
| Parent Hospitality Event | | |
| Sensory Closet | | |
| Directory | | |
| <u>Events</u> | | 10 minutes |
| Carnival | Misty Plock | |
| Destination Imagination | Julie Worley | |
| Scholastic Book Fair | Annaliese Dolph | |
| Grandparents/Special Friends Day | Holly Doran/Allison McGillivray | |
| Global Village - January | Shannon Kandel | |
| <u>Fundraisers</u> | | 15 minutes |
| Art Gifts | Julie Loveless/Nicole Taylor | |
| Restaurant Fundraisers | Ally Keo | |
| Scrip | Nicole Taylor | |
| Auction | Ally Keo | |
| <u>Ongoing Activities</u> | | 10 minutes |
| Teacher Appreciation - Conferences Meals | Natalie Loomis | |
| Volunteer Coordination | Jamila Wahab | |
| • Teacher Meals, Book Fair, GSFD | | |
| Backpack Bulletin - due 11/9 | Laura Radosta - backpackbulletin@gmail.com | |
| Green Team | Gina Lascink | |
| Garden | John Zoller | |

Purchase tickets at

- Request for help assembling Backpack Bulletin - Thursday, November 15 at 9:00 AM
- WPPNA Food Drive benefiting Markham & Jackson food backpack programs: 11/9-11/11
 - Collection bins out at 4035 SW Comus
 - Collecting non-perishable foods and clean plastic bags for the JMS dog-walking stations.

Schedule of Upcoming Events

2 minutes

11/9-11/11 - WPPNA Food Drive

11/10 - Bites and Brews Parent Party at the Loomis home

11/12 - NO SCHOOL - Veterans Day Holiday

11/12 and 11/13 - Pastini Pasta Fundraiser

11/15 - Backpack Bulletin Assembly, 9:00 in the Art Room

11/16 - Sharing with Shawn, 9-10, childcare provided

11/19 and 11/20 - Parent-Teacher Conferences, no students

11/23, 11/24, 11/25 - NO SCHOOL - Thanksgiving Holiday

12/3-12/7 - Scholastic Book Fair

12/7 - Grandparents/Special Friends Day 1:30-3:00

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

| 1 Donations | Actual Income | Budget Income | Actual Expense | Budget Expense | Actual Net | Budget Net | More/-Less |
|----------------------------------|--------------------------|--------------------------|---------------------------|---------------------------|-----------------------|-----------------------|-------------------|
| Business Donations / Corp Match | 1,494.13 | 3,000.00 | - | - | 1,494.13 | 3,000.00 | -1,505.87 |
| Markham High 5 Donations | 3,035.00 | 5,000.00 | - | - | 3,035.00 | 5,000.00 | -1,965.00 |
| Total | 4,529.13 | 8,000.00 | - | - | 4,529.13 | 8,000.00 | -3,470.87 |
| 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 | 532.05 | 13,000.00 | -482.05 | 27,000.00 | -27,482.05 |
| Markham Fun Run | - | 12,000.00 | - | 3,500.00 | - | 8,500.00 | -8,500.00 |
| Scrip | 7,575.00 | 50,000.00 | 7,294.32 | 47,000.00 | 280.68 | 3,000.00 | -2,719.32 |
| Spirit Wear | 544.00 | 1,000.00 | - | 1,000.00 | 544.00 | - | 544.00 |
| Total | 8,169.00 | 107,000.00 | 7,826.37 | 66,500.00 | 342.63 | 40,500.00 | -40,157.37 |
| 3 Other Income | Actual Income | Budget Income | Actual Expense | Budget Expense | Actual Net | Budget Net | More/-Less |
| Interest Income | 169.33 | 50.00 | - | - | 169.33 | 50.00 | 119.33 |
| Misc Income | - | - | - | - | - | - | - |
| Box Tops | - | 250.00 | - | - | - | 250.00 | -250.00 |
| Total | 169.33 | 300.00 | - | - | 169.33 | 300.00 | -130.67 |
| 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) | - | - | 6,050.00 | 6,800.00 | -6,050.00 | -6,800.00 | 750.00 |
| 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 | - | - | 14,050.00 | 15,100.00 | -14,050.00 | -15,100.00 | 1,050.00 |
| 7 Events | Actual Income | Budget Income | Actual Expense | Budget Expense | Actual Net | Budget Net | More/-Less |
| Carnival | 3,703.00 | 3,500.00 | 1,450.53 | 2,500.00 | 2,252.47 | 1,000.00 | 1,252.47 |
| 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 | 3,703.00 | 4,400.00 | 1,450.53 | 6,575.00 | 2,252.47 | -1,175.00 | 3,427.47 |
| 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 | - | - | - | - | - | - | - |

| | | | | | | | |
|----------------------------------|----------------------|----------------------|-----------------------|-----------------------|-------------------|-------------------|-------------------|
| Total | - | 2,500.00 | - | 3,000.00 | - | -500.00 | 500.00 |
| 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 | - | - | 111.93 | 200.00 | -111.93 | -200.00 | 88.07 |
| Teacher Appreciation | - | - | - | 500.00 | - | -500.00 | 500.00 |
| Total | - | - | 111.93 | 900.00 | -111.93 | -900.00 | 788.07 |
| 10 PTA Overhead | Actual Income | Budget Income | Actual Expense | Budget Expense | Actual Net | Budget Net | More/-Less |
| Babysitting | - | - | 160.00 | 400.00 | -160.00 | -400.00 | 240.00 |
| Bank Charges | - | - | 130.60 | 700.00 | -130.60 | -700.00 | 569.40 |
| 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 | 1,240.00 | 1,000.00 | 133.00 | 450.00 | 1,107.00 | 550.00 | 557.00 |
| Supplies/Paper Order | - | - | - | 300.00 | - | -300.00 | 300.00 |
| Treasury Software | - | - | - | 135.00 | - | -135.00 | 135.00 |
| Total | 1,240.00 | 1,000.00 | 773.59 | 2,535.00 | 466.41 | -1,535.00 | 2,001.41 |
| 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 | - | - | 115.00 | 2,500.00 | -115.00 | -2,500.00 | 2,385.00 |
| PTA Clothes Closet | - | - | - | 50.00 | - | -50.00 | 50.00 |
| Scholastic News | - | - | 2,962.05 | 3,000.00 | -2,962.05 | -3,000.00 | 37.95 |
| 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 | - | - | 10,927.05 | 26,350.00 | -10,927.05 | -26,350.00 | 15,422.95 |
| 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 |
| | 17,810.46 | 123,200.00 | 38,639.47 | 134,460.00 | -20,829.01 | -11,260.00 | -9,569.01 |