

**Markham Elementary PTA
PTA Meeting Minutes
Portland, OR
February 6th, 2019**

The membership meeting of Markham Elementary School was called to order in the library of our school at 6:30 p.m. on Wednesday, February 6th, 2019, 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 – Cody Rook / March for Education:

On President's Day, February 18th, Portland Association of Teachers (PAT) is organizing buses to the March for Education in Salem. Buses leaves at 8:00 am and returns at 2:00 pm. Markham staff would like parents to attend the march. There is a sign-up sheet for buses. Parents can also drive up on their own.

Preliminary Business:

Alissa Maxwell presented minutes from the last PTA meeting (on January 9th, 2019). Joelle Alexander motioned to approve the minutes. The motion was seconded by Sarah Black and the minutes were approved by the membership.

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

Principal's Report – Alissa Maxwell for Shawn Garnett, Principal:

- Portland Public Schools (PPS) has sent out a Successful Schools Survey. They are aiming to have at least 50% of all families and 100% of the fifth graders

participate in the survey. Participation is being tracked by school so Ms. Garnett would really appreciate it if everyone completed it.

- Next Drama session starts Tuesday, February 19th and the deadline to sign up is February 11th. Attendance is low this session so if your child is interested please sign up.

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:

- \$1,771 was transferred from PayPal, \$400 from High 5 Donations and \$1,371 from Auction Purchases.
 - High Five total is \$3,866, which is \$1,133 less than budget income of \$5,000.
 - Scrip total is \$-1,383 due to a cancellation of an order that was already processed.
 - \$260 was deposited for Imagination Destination.
 - Year-to-Date – Income \$37,765 and expenses \$56,405.
- Two PTA members (not board members) are needed to review and approve reconciliations.

New Business:

Spring Calendar Confirmation

Ms. Staples class is collecting donations for Rosehaven, a shelter for women and children, from February 19th to March 1st. The PTA Membership agrees the food drive should be moved to a later date in the spring.

PTA Mission and Visioning

Alissa reminded the membership that fundraising and supporting our community is our purpose. She would like our May meeting to be designated as a vision meeting for our PTA goals.

Unfinished Business:

Spirit Wear - Alissa Maxwell for Allison McGillivray

Spirit Wear will be handed out as prizes for the Global Village raffle.

Volunteer Needs – Jamila Wahab:

- Connect to Kindergarten – February 7th
- Staff Appreciation Lunch – February 14th

Committee Reports:

Scrip – Nicole Taylor

We have various scrip cards for sale because Legacy submitted an order and then cancelled their check. See Nicole if you are interested in purchasing any cards. The last scrip order for February will be submitted on February 11th.

Global Village – Shannon Kandel / Heather Rawlings

The event went really well. Global spotlight was a hit and Shannon got a lot of good feedback. Grace's Pizza got mixed reviews. Mohammed from Pennies for Peace enjoyed attending the event.

Auction – Ally Keo

Two-thirds of the auction tickets have been sold. There are six volunteer tickets available. Ally suggested a Kindergarten parent reach out to the kindergarten community and try to coordinate a table to get those new parents involved. There is a parent that would love to do a cooking demonstration but needs access to a kitchen. If anyone is willing to open their home to a board party contact Ally or Susan Wold. A volunteer is needed to provide cupcakes for Cupcakes and Karaoke board party. A host for the backyard movie night is needed. Two auction prep parties will be held at Kristi Englander's home on the 12th and 19th at 6:30pm.

Pennies for Peace – Shannon Kandel for Amina Omar/Allison McGillivray

Flyers have gone out. Pennies will be collected this Friday.

Connect to Kindergarten – Sarah Black

The event is tomorrow night. Coffee and cookies will be provided. Volunteers are needed to greet and direct the families attending.

Teacher Appreciation – Cari Carr for Natalie Loomis

A few specific dishes as well as volunteers to set up and break down are needed.

Destination Imagination (DI) – Laura Rodasta for Julie Worley

DI Club ends next week. Tournament for DI is March 2nd in Hillsboro.

Backpack Bulletin – Laura Radosta

- Submissions due on Friday, February 8th for next edition
- Email Address: backpackbulletin@gmail.com

Restaurant Fundraisers – Ally Keo

Salvador Molly's Fundraiser is on February 18th. The auction is March 2nd. April's fundraiser will be at Pizzacato in Lake Oswego. Our fundraiser in May will be at McMenamin's.

Green Team – Anna Stermer for Gina Lascink

Gina bought two party packs for class room parties. She needs to know where to store them.

Garden – Charles Radosta for John Zoller

Tentative plan for Ecology Outdoors to be planting on March 20th. John is working with PPS to get bark chips.

Yearbook – Ally Keo

We will be doing a cover contest and order forms will be going out soon. Photos of classroom activities are needed. Please submit photos to mk@michaelkeo.com.

Other:

- Opus Community Foundation's grant window is open from February 4th to March 22nd. Anyone that would like to prepare a grant or look into it contact Alissa.
- Schoolhouse Supplies has asked if we want to participate in the school supplies for next year. We need a volunteer to coordinate it.
- Join the PTA.
- Earthquake Ready Schools – Laura Hall will be presenting on how to make your school safe for earthquakes. Ask Alissa for details if you are interested.
- PPS Clothing Closet is asking for volunteers from 9am-12pm on February 19th to sort through the donations they received over the holiday season.
- Get your flu and measles vaccine.
- Oregon PTA has a state conference in April.

Announcements:

- Nominations for 2019-2020 PTA Board happening at March meeting. Nominations will be accepted at the meeting or via email. You have to be present to vote in April.

- Jackson Middle School's Principal, Kevin Crockett will be joining us for the April PTA meeting to discuss the transition into middle school.

Upcoming Events and Announcements:

2/7 - Connect to Kindergarten 6:30-7:30

2/8 – Luna New Year Dragon Parade, 2:30pm

2/8-2/10 - WPPNA Food Drive for Markham and Jackson, 4035 SW Comus Street

2/12 - Auction Prep Party

2/14 - Staff Appreciation Lunch

2/15 - Sharing with Shawn, 9AM

2/18 - President's Day - NO SCHOOL

2/18 - March for Education in Salem, 10 AM

2/18 - Dine out for Markham at Salvador Molly's

2/19 - Auction Prep Party

3/2 - Markham's Beach Ball Auction

Other:

Meeting adjourned at 7:47pm

Markham PTA Meeting Agenda February 6, 2019

<u>Welcome & Introductions</u>		6:30PM
<u>Guest Speakers</u> Staff TBD - March for Education		5 minutes
<u>Preliminary Business</u> Approve January meeting minutes Additions/changes to this Meeting Agenda		2 minutes
<u>Principal's Report - as written</u>		10 minutes
<u>Treasurer's Report - Evan Smith</u>		5 minutes
<u>New Business</u> Spring Calendar Confirmation PTA Mission and Visioning		5 minutes
<u>Unfinished Business</u> Spirit Wear		5 minutes
<u>Volunteer Needs - Jamila Wahab</u>		5 minutes
<ul style="list-style-type: none"> • Connect to Kindergarten - February 7 • Staff Appreciation Lunch - February 14 		
<u>Committee Reports</u>		
Scrip	Nicole Taylor	2 minutes
Global Village Debrief	Shannon Kandel/Heather Rawlins	5 minutes
Auction	Ally Keo	15 minutes
Pennies for Peace	Amina Omar/Allison McGillivray	2 minutes
Connect to Kindergarten	Sarah Black	2 minutes
Teacher Appreciation	Natalie Loomis	2 minutes
Destination Imagination	Julie Worley	2 minutes
Backpack Bulletin - due 1/11	Laura Radosta - backpackbulletin@gmail.com	
Restaurant Fundraisers	Ally Keo	2 minutes
Green Team	Gina Lascink	2 minutes
Garden	John Zoller	2 minutes
Yearbook	Ally Keo	2 minutes
<u>Announcements</u>		5 minutes
<ul style="list-style-type: none"> • Portland PTA Announcements • Nominations for 2019-2020 PTA Board happening at March meeting. Nominations will be accepted at the meeting or via email. You have to be present to vote in April. • Jackson Principal Kevin Crockett will be joining us for the April PTA meeting. 		

Upcoming Events

2 minutes

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Meeting adjourned.

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	3,021.16	3,000.00	-	-	3,021.16	3,000.00	21.16
Markham High 5 Donations	3,866.31	5,000.00	-	-	3,866.31	5,000.00	-1,133.69
Total	6,887.47	8,000.00	-	-	6,887.47	8,000.00	-1,112.53
2 Fundraisers	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
Art Cards	5,308.00	4,000.00	2,824.32	2,000.00	2,483.68	2,000.00	483.68
Auction Event	2,779.81	40,000.00	770.97	13,000.00	2,008.84	27,000.00	-24,991.16
Markham Fun Run	-	12,000.00	-	3,500.00	-	8,500.00	-8,500.00
Scrip	16,484.00	50,000.00	17,667.77	47,000.00	-1,383.77	3,000.00	-4,383.77
Spirit Wear	778.00	1,000.00	-	1,000.00	778.00	-	778.00
Total	25,349.81	107,000.00	21,483.06	66,500.00	3,886.75	40,500.00	-36,613.25
3 Other Income	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
Interest Income	293.71	50.00	-	-	293.71	50.00	243.71
Misc income	-	-	-	-	-	-	-
Box Tops	-	250.00	-	-	-	250.00	-250.00
Total	293.71	300.00	-	-	293.71	300.00	-6.29
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)	-	-	6,800.00	6,800.00	-6,800.00	-6,800.00	-
Field Day	-	-	-	260.00	-	-260.00	260.00
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	-	-	14,800.00	15,100.00	-14,800.00	-15,100.00	300.00
7 Events	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
Carnival	3,703.00	3,500.00	2,223.03	2,500.00	1,479.97	1,000.00	479.97
Destination Imagination Scholars	260.00	250.00	130.00	250.00	130.00	-	130.00
Family Day / Grandparents Day	-	-	106.45	200.00	-106.45	-200.00	93.55
Fifth Grade Promotion / BBQ	-	-	-	500.00	-	-500.00	500.00
Markham Global Village	-	-	100.00	1,500.00	-100.00	-1,500.00	1,400.00
Pennies for Peace	-	500.00	-	500.00	-	-	-
Walk/Bike to School	-	-	39.90	125.00	-39.90	-125.00	85.10
Used book sale	-	150.00	-	-	-	150.00	-150.00
Total	3,963.00	4,400.00	2,599.38	5,575.00	1,363.62	-1,175.00	2,538.62
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	-	-	115.81	500.00	-115.81	-500.00	384.19
Total	-	-	227.74	800.00	-227.74	-900.00	572.26
10 PTA Overhead	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
Babysitting	-	-	250.00	400.00	-250.00	-400.00	150.00
Bank Charges	-	-	232.40	700.00	-232.40	-700.00	467.60
Insurance	-	-	170.00	150.00	-170.00	-150.00	-20.00
Other PTA Overhead	-	-	327.56	400.00	-327.56	-400.00	72.44
PTA Dues	1,271.50	1,000.00	133.00	450.00	1,138.50	550.00	588.50
Supplies/Paper Order	-	-	-	300.00	-	-300.00	300.00
Treasury Software	-	-	-	135.00	-	-135.00	135.00
Total	1,271.50	1,000.00	1,112.96	2,535.00	158.54	-1,535.00	1,693.54
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	-	-	791.58	2,500.00	-791.58	-2,500.00	1,708.42
PTA Clothes Closet	-	-	100.00	50.00	-100.00	-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	-	-	998.55	1,000.00	-998.55	-1,000.00	1.45
Garden Program	-	-	-	-	-	-	-
Total	-	-	12,702.18	26,350.00	-12,702.18	-26,350.00	13,647.82
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
	37,765.49	123,200.00	56,405.32	134,460.00	-18,639.83	-11,260.00	-7,379.83