

**Markham Elementary PTA  
PTA Meeting Minutes  
Portland, OR  
March 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, March 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.

**Preliminary Business:**

Alissa Maxwell presented minutes from the last PTA meeting (on February 6th, 2019). Joelle Alexander motioned to approve the minutes. The motion was seconded by John Kern 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:**

- Staffing – There is a 17-million-dollar gap in our district funding. The district is planning on pulling about 9 million dollars from the central office, 7 million from reserves and one million from classrooms. Next year we will continue to have a fulltime library, half time technology, and physical education will increase by .2. Students will get 3 30-minute physical education classes in contrast to the 2 45-minutes physical education classes students have this year. Ms. Huber/Art is still .5. Music will remain fulltime because it is covered by the art tax. Next year there will be three classrooms at each grade level except for fourth grade. Mr. Rook and Ms. Weidner will continue teaching fourth grade and Ms. Addis will be moving to second grade. There will be no math or reading intervention next year.

Instead, Ms. Groom, who has done the reading interventions in the past, will also be teaching second grade. Mr. Fraught and Ms. Jolinda Miller will be retiring at the end of this year. For next year, ESL will be cut by .5 but Mrs. Garnett wrote a petition to keep Roda, our ESL educational assistant (EA), fulltime. There will be up to 2 kindergarten EAs supporting 3 classes. We currently have 3 EAs for 3 kindergarten classes. Grace Misclavits will be hired as a kindergarten EA for the remainder of this year, but she will not be here next year. Mrs. Garnett will put all of this information in a letter to the community.

### **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:
  - Corporate Donations - Deposited \$721 from Sasquatch, Fred Meyer, and Amazon Smile. We are \$740 above budget.
  - Auction – Deposited \$8,500 including \$500 from business donations (World of Smiles and Advantis Credit Union), \$7,883 transferred from PayPal, \$35 from Mr. Fraught and \$80 from other contributions.
  - Scrip - We deposited approximately \$3,100 and had about \$1600 in expenses.
- Two PTA members (not board members) are needed to review and approve reconciliations.

### **New Business:**

#### Board Nominations

Nominations for the board happen this month. Email your nominations to [MarkhamPTA@gmail.com](mailto:MarkhamPTA@gmail.com). All members of the board are in their first year except the secretary. Therefore, we need to at least fill the secretary board position.

#### Auction Proceeds Grants

No final number yet, but as of the night of the auction the income was approximately \$52,800. Expenses are projected to be lower than budgeted. Final numbers will come soon. We are allowing teachers to send in requests for funding. Membership agreed to let the teachers send in grant requests, so we provide funds where they are needed.

#### Staff Retirement Party

Ms. Jolinda Miller and Mr. Fraught are retiring at the end of this year, we need a volunteer to spearhead the party.

### **Unfinished Business:**

#### Spirit Wear - Allison McGillivray

Allison and Heather Rawlins are working on a plan to sell more spirit wear. Heather will go through the inventory form to remove all colors of spirit wear that are no longer available or are close to running out.

#### **Volunteer Needs – Jamila Wahab:**

- Staff Appreciation Lunch – March 14<sup>th</sup>
- Fun Run Committee – April 26<sup>th</sup>
- Connect to Kindergarten – April 25<sup>th</sup>. We are also in need of a coordinator for Connect to Kindergarten for 2019-2020 school year.
- 5<sup>th</sup> Grade BBQ Coordinator is needed.

### **Committee Reports:**

#### Book Sale – Cari Carr

There are several date options for the Book Sale. Membership is leaning toward opening the book sale a half an hour prior to Science Night. Cari will talk to Mr. Stafford about holding it on Science Night. We will not hold it during the Fun Run, but we might pair it with the Spring Concert.

#### Pennies for Peace – Jamila Wahab for Amina Omar

Pennies for Peace was extended for a week due to snow days. Money has been passed along to Abby Stage for coin counting. We had a lower amount collected this year compared to previous years.

#### Scrip – Nicole Taylor

An order will go through right before spring break and then immediately after spring break. She still has instant scrip: Starbucks, Regal, Burger King, Red Robin, Coldstone Creamery, and Bath and Body Works.

#### Auction Debrief – Alissa Maxwell for Ally Keo

Thank you to everyone who helped with and attended the auction. Suggestions included having two lines for the food, and auction items should clearly state fair market value.

### Auction Board Parties – Susan Wold

The board parties that are still open are Stamp It Up Party (3/14), Moroccan Tea Party (4/6), Karaoke and Cupcakes (4/7), Choose Your Own Adventure for K-2 (after school party), Parent's Night Out (4/12), Explore Tryon Creek, Choose Your Own Adventure for 3-5, Mad Party, Tacobout a Party, Backyard BBQ, Imagination Destination for Adults, and Dog Park Party. Board party posters will be posted in the school hallway.

### Teacher Appreciation – Natalie Loomis

Pi day is a week from tomorrow. We will provide both sweet and savory pies.

### Food Drive – Kayleen Gamo

The food drive has been rescheduled for April 8<sup>th</sup>-12<sup>th</sup>. We need volunteers to help collect the food.

### Fun Run – Jennifer Wisher

Forms will go out the week after spring break. Please make sure to mark the size of t-shirt. The Fun Run will be held on April 26<sup>th</sup>.

### Destination Imagination (DI) – Alissa Maxwell for Julie Worley

DI tournament was this past weekend. Creators got 1<sup>st</sup> place in the technical challenge. Fire Breathing Gargoyles got 5<sup>th</sup> place in engineering. Both teams have been invited to the State tournament on April 6<sup>th</sup>.

### Backpack Bulletin – Laura Radosta

- Submissions due on Friday, March 8th for next edition
- Email Address: [backpackbulletin@gmail.com](mailto:backpackbulletin@gmail.com)

### Restaurant Fundraisers – Alissa Maxwell for Ally Keo

April fundraiser will be at Pizzacato in Lake Oswego, and May will be at McMenemy's.

### Green Team – Alissa Maxwell for Gina Lascink

Teachers are using the party packs. Gina is looking for her next waste reduction collection.

### Garden – John Zoller

No Report.

### Yearbook – Ally Keo

No Report.

**Announcements:**

- PTA Board election at the April PTA meeting. You must be present and a member to vote.
- Jackson's Interim Principal will be joining us for April PTA meeting.
- Jackson PTA is looking for board members.

**Upcoming Events and Announcements:**

3/8 – 3/10 – WPPNA Food Drive for Markham and Jackson, 4035 SW Comus Street

3/14 – Pi Day Staff Appreciation Lunch

3/15 – Sharing with Shawn at 9 am

3/21 – Family Science Night and Science Fair

3/25-3/29 – No School, Spring Break

Meeting adjourned at 8:02pm

**Markham PTA Meeting Agenda  
March 6, 2019**

<u>Welcome &amp; Introductions</u>		6:30PM
<u>Preliminary Business</u>		2 minutes
Approve February meeting minutes		
Additions/changes to this Meeting Agenda		
<u>Principal's Report</u>		10 minutes
<u>Treasurer's Report - Evan Smith</u>		5 minutes
<u>New Business</u>		5 minutes
Board Nominations		
Auction Proceeds		
<u>Unfinished Business</u>		5 minutes
Spirit Wear		
<u>Volunteer Needs - Jamila Wahab</u>		5 minutes
<ul style="list-style-type: none"> <li>● Staff Appreciation Lunch - March 14</li> <li>● Fun Run committee</li> <li>● Connect to Kindergarten coordinator</li> <li>● 5th Grade BBQ coordinator</li> </ul>		
<u>Committee Reports</u>		
Pennies for Peace	Amina Omar	2 minutes
Scrip	Nicole Taylor	2 minutes
Auction - debrief	Ally Keo	10 minutes
Auction Board Parties	Susan Wold	5 minutes
Teacher Appreciation	Natalie Loomis	2 minutes
Food Drive	Kayleen Gamo	5 minutes
Fun Run	Jennifer Wisher/Anna Stermer	2 minutes
Destination Imagination	Julie Worley	2 minutes
Backpack Bulletin - due 3/8	Laura Radosta - <a href="mailto:backpackbulletin@gmail.com">backpackbulletin@gmail.com</a>	
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"> <li>● Portland PTA Announcements</li> <li>● PTA Board elections at the April PTA meeting. You must be present and a member to vote!</li> <li>● Jackson Middle School presentation at the April PTA meeting.</li> <li>● Jackson PTA is looking for board members.</li> </ul>		

Upcoming Events

2 minutes

3/8-3/10 - WPPNA Food Drive for Markham and Jackson, 4035 SW Comus Street

3/14 - Pi Day Staff Appreciation Lunch

3/15 - Sharing with Shawn, 9AM

3/21 - Family Science Night and Science Fair

3/25-3/29 - NO SCHOOL, Spring Break

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	3,742.37	3,000.00	-	-	3,742.37	3,000.00	742.37
Markham High 5 Donations	3,866.31	5,000.00	-	-	3,866.31	5,000.00	-1,133.69
<b>Total</b>	<b>7,608.68</b>	<b>8,000.00</b>	<b>-</b>	<b>-</b>	<b>7,608.68</b>	<b>8,000.00</b>	<b>-391.32</b>
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	11,277.81	40,000.00	838.97	13,000.00	10,438.84	27,000.00	-16,561.16
Markham Fun Run	-	12,000.00	-	3,500.00	-	8,500.00	-8,500.00
Scrip	19,810.00	50,000.00	19,496.09	47,000.00	113.91	3,000.00	-2,886.09
Spirit Wear	778.00	1,000.00	-	1,000.00	778.00	-	778.00
<b>Total</b>	<b>36,973.81</b>	<b>107,000.00</b>	<b>23,159.38</b>	<b>66,500.00</b>	<b>13,814.43</b>	<b>40,500.00</b>	<b>-26,685.57</b>
3 Other Income	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
Interest Income	335.64	50.00	-	-	335.64	50.00	285.64
Misc income	-	-	-	-	-	-	-
Box Tops	-	250.00	-	-	-	250.00	-250.00
<b>Total</b>	<b>335.64</b>	<b>300.00</b>	<b>-</b>	<b>-</b>	<b>335.64</b>	<b>300.00</b>	<b>35.64</b>
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	-	-	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>3,500.00</b>	<b>3,500.00</b>	<b>-3,500.00</b>	<b>-3,500.00</b>	<b>-</b>
6 Classroom Support	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
Staff Allocations(Start of Year)	-	-	8,800.00	6,800.00	-8,800.00	-6,800.00	-
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	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>14,800.00</b>	<b>15,100.00</b>	<b>-14,800.00</b>	<b>-15,100.00</b>	<b>300.00</b>
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	-	-	198.89	1,500.00	-198.89	-1,500.00	1,301.11
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
<b>Total</b>	<b>3,963.00</b>	<b>4,400.00</b>	<b>2,898.27</b>	<b>5,575.00</b>	<b>1,264.73</b>	<b>-1,175.00</b>	<b>2,439.73</b>
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	-	-	-	-	-	-	-



<b>Total</b>	-	2,500.00	-	3,000.00	-	-500.00	500.00
<b>9 Hospitality</b>	<b>Actual Income</b>	<b>Budget Income</b>	<b>Actual Expense</b>	<b>Budget Expense</b>	<b>Actual Net</b>	<b>Budget Net</b>	<b>More/-Less</b>
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
<b>Total</b>	-	-	227.74	900.00	-227.74	-900.00	672.26
<b>10 PTA Overhead</b>	<b>Actual Income</b>	<b>Budget Income</b>	<b>Actual Expense</b>	<b>Budget Expense</b>	<b>Actual Net</b>	<b>Budget Net</b>	<b>More/-Less</b>
Babysitting	-	-	280.00	400.00	-280.00	-400.00	120.00
Bank Charges	-	-	264.20	700.00	-264.20	-700.00	435.80
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
<b>Total</b>	1,271.50	1,000.00	1,174.76	2,535.00	96.74	-1,535.00	1,631.74
<b>11 School Support</b>	<b>Actual Income</b>	<b>Budget Income</b>	<b>Actual Expense</b>	<b>Budget Expense</b>	<b>Actual Net</b>	<b>Budget Net</b>	<b>More/-Less</b>
Garden - Grant	-	-	100.00	500.00	-100.00	-500.00	400.00
Green Team	-	-	284.40	350.00	-284.40	-350.00	65.60
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	-	-	-	-	-	-	-
<b>Total</b>	-	-	12,986.58	26,350.00	-12,986.58	-26,350.00	13,363.42
<b>5 Long Term Projects</b>	<b>Actual Income</b>	<b>Budget Income</b>	<b>Actual Expense</b>	<b>Budget Expense</b>	<b>Actual Net</b>	<b>Budget Net</b>	<b>More/-Less</b>
Capital Fund	-	-	-	11,000.00	-	-11,000.00	11,000.00
<b>Total</b>	-	-	-	11,000.00	-	-11,000.00	11,000.00
<b>GRAND TOTALS</b>	<b>Actual Income</b>	<b>Budget Income</b>	<b>Actual Expense</b>	<b>Budget Expense</b>	<b>Actual Net</b>	<b>Budget Net</b>	<b>More/-Less</b>
	50,152.63	123,200.00	58,546.73	134,460.00	-8,394.10	-11,260.00	2,865.90