

**Markham Elementary PTA  
PTA Meeting Minutes  
Portland, OR  
October 9, 2019**

The membership meeting of Markham Elementary School was called to order in the library of our school at 6:45 p.m. on Wednesday, October 9, 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**).

**Welcome & Introductions:**

Alissa Maxwell asked everyone to introduce themselves.

**Preliminary Business:**

**Approve September meeting minutes**

Alissa Maxwell presented minutes from the last PTA meeting (on September 11, 2019). Shannon Kandel motioned to approve the minutes as presented. The motion was seconded by Allison McGillivray and the minutes were approved by the membership.

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

**Additions/changes to Meeting Agenda**

None.

**Principal's Report**

Shawn Garnett, Principal presented.

- The Chromebook cart that PTA provided has arrived. The school has 10 Chromebook carts and 1 HP laptop cart. Two were purchased through a math grant that third graders participated in. One is at 30 and the other is at 15. The majority were funded by the PTA.
- Three more carts may be purchased this year, using Equity Fund money from PPS. The long-term goal is to have one cart for each classroom
- Second grade teacher Ms. Letaw will be staying through February.
- The Capitol Highway improvement project has made the street much safer for children.

## **Treasurer's Report**

Evan Smith, Treasurer presented.

### **Monthly summary, bank reconciliation and statements**

- Two non-Board PTA members will review and sign the records each month. There were 3 months' worth to review.
- Evan provided the Income and Expense Compared to Annual Budget 7/01/2019-6/30/2020 to membership. (**Attachment C**)
- \$3,700 in high five donations have been deposited.
- \$150 from Salvador Molly's was received.
- The \$3000 garden money was received.
- Dream Box, Art supplies and Scholastic news amounts were paid to Markham.
- Teacher distributions and field trips checks will be written tonight.
- Fun run money is starting to come in.
- Another reconciliation may need to be done for June due to lingering checks and a PayPal deposit.

### **Tax return and audit**

This process hasn't been started. Even is working on preparing paperwork.

## **New Business**

### **Outdoor Shelter – Anousha Sedighi**

Information on costs of outdoor shelters was provided. The fundraising goal to install an outdoor canopy is \$80,000 to \$90,000. The pillars are high to allow as much natural light as possible. The PTA has been setting aside \$10,000-\$15,000 each year for capital improvements. This would qualify for those funds if the PTA is interested. Several people would need to volunteer to work on this project. They would need to figure out the details and pursue grants. Often grants require matching funds so we could be close to having enough funds. Membership decided to form a committee and continue the discussion.

### **Sound System – Alissa Maxwell and Anna Stermer**

The PTA was planning to discuss purchasing a sound system but Ms. Garnett has already purchased one that can be borrowed for PTA events. It has portable speakers and could be used for fun run, global village and carnival.

## **Unfinished Business**

### **Project Pretty Potty – Allison McGillivray**

PPS facilities decided that paint will not stick well enough to the doors. Lockers or other walls may be possible so the project is on hold.

### **Destination Imagination - Allison McGillivray**

Allison will take the lead on DI. She will be the liaison. More information to come soon. There may be something in the backpack bulletin. Markham has placed every year that they have participated. Markham is one of 3 PPS schools that has previously participated.

### **Communication Systems – Julie Casson**

Campaign monitor is the program that has been selected. People can subscribe or unsubscribe automatically. It could also allow for a PTA web page. The cost is \$9/month. A domain may also be purchased. This would help with emails going to spam.

### **Volunteer Needs**

Jamila Wahab presented.

### **Carnival**

A lot of volunteers are still needed for the carnival. They will run the games and help set up. Wilson and PSU students will also assist.

### **PPS Clothing Closet**

This is at the Marshall High School campus. Markham has two dates that we need to staff the closet. Volunteers help children shop and find clothes. Our students benefit from this program it is important that we send enough volunteers. Grandparents of neighbors can also assist.

### **Committee Reports**

- Fun Run Debrief - Anna Stermer/Jennifer Wisher  
All the kids ran before the rain started. We received just over \$14,000 in pledges. We are considering moving to an online pledge option for next year. The online option charges a flat rate of around \$1,000 and there is a credit card fee. They discussed the merits and drawbacks of the online option. Membership appreciated having it in the fall.
- Bike & Walk to School Day - Charles Radosta

The event went well. Everyone gets prizes it is a celebration of the event. In May there will be a once a week walk and bike day.

- **Carnival - Stephanie Von Ahlefeld**  
There is an online form on Facebook to volunteer. Lots of help is still needed. There will be pizza, lemonade and two bounce houses. Candy is given out at all the games. Kids can wear their costumes. It is \$6 per child or \$20 for a family. Adults do not pay admission.
- **Garden – Nanda Coelho**  
Echo will provide classes for the 5<sup>th</sup> grade classes. The first class will be soil test. They will work on 4 of the beds. This year they got \$3,000 which covers 12 classes – 4 for each 5th grade classroom. They do not have other resources such as plants. Nanda is looking at getting donations but would like to get a budget of approximately \$20/bed. The space could be made prettier by painting some areas. Putting flowers in half the beds would simplify the program. Vegetables can be planted in the beds. Allison McGillivray motioned to increase the garden budget by \$200. Brie Nobel seconded. The motion was passed by membership.
- **Auction - Radha Szensay and Kat Suja**  
The committee would like to attend a staff meeting to ask for photos and board parties. They need a volunteer to help coordinate board parties. The teachers will need the most assistance. Classroom art coordinators are still needed. There will be grade level baskets instead of each classroom. Alissa is coordinating the grade level baskets. Volunteers for classroom art projects, creating centerpieces and coordinating baskets are also needed. Beer, wine and dessert donations are also needed. The committee is meeting 5:30pm on the first Wednesday of each month at Walter Mitty's.
- **Restaurant Fundraisers – Rey Revious**  
10/15 is the Pizzicato fundraiser. Rey is working on securing Stanford's and Spaghetti Factory. \$379 was raised at Chipotle last month.
- **Backpack Bulletin – Laura Radosta**  
Submissions are due Friday. They should be submitted ready to copy and paste into the newsletter.
- **Green Team – Gina Lascink**  
Gina would like a partner to assist with the green team.
- **Back to School Night/PTA 101 – Alissa Maxwell**  
Opening the doors 15-30 minutes early for coffee and cookies so parents can get parked and visit was suggested.
- **Teacher Appreciation – Natalie Loomis**  
Natalie would like a partner to help organize these events. The next event is during conferences.

- Directory – Maria Wilcoxson  
Kim in the office has finished processing the verification forms. It will be all students except for those who have opted out.
- Art Cards Fundraisers – Julie Loveless  
Julie would like someone to assist with organizing the orders.

### **Announcements**

- The new visitor check in system requires ID.
- Please renew your PTA membership online at [OregonPTA.com](http://OregonPTA.com), the cost is \$20.
- This weekend is the WPPNA food drive benefiting Markham & Jackson food backpack programs. Food collection bins are out 8am-8pm at 4035 SW Comus.

Alissa Maxwell adjourned the meeting at 8:03pm.

**Markham PTA Meeting Agenda  
October 9, 2019**

*"If our hopes of building a better and safer world are to become more than wishful thinking, we will need the engagement of volunteers more than ever." — Kofi Annan*

<u>Welcome &amp; Introductions</u>		5 minutes
<u>Preliminary Business</u>		2 minutes
Approve September meeting minutes		
Additions/changes to this Meeting Agenda		
<u>Principal's Report</u>		10 minutes
<u>Treasurer's Report</u>	Evan Smith	5 minutes
Monthly summary, bank reconciliation, and statements		
Tax return and audit		
<u>New Business</u>		10 minutes
Outdoor Shelter	Anousha Sedighi	
Sound System	Anna Stermer	
<u>Unfinished Business</u>		10 minutes
Project Pretty Potty	Allison McGillivray	
Destination Imagination	Allison McGillivray	
Communication Systems	Julie Casson	
<u>Volunteer Needs</u>	Jamila Wahab	5 minutes
Carnival		
PPS Clothing Closet		
<u>Committee Reports</u>		
Fun Run Debrief	Anna Stermer/Jennifer Wisher	5 minutes
Bike & Walk to School Debrief	Charles Radosta	2 minutes
Carnival	Stephanie Von Ahlefeld	5 minutes
Garden	Nanda Coelho	5 minutes
Auction	Radha Szensay and Kat Suja	5 minutes
Restaurant Fundraisers	Rey Revious	2 minutes
Backpack Bulletin	Laura Radosta	2 minutes
	<a href="mailto:backpackbulletin@gmail.com">backpackbulletin@gmail.com</a>	
Green Team	Gina Lascink	2 minutes
Back to School Night / PTA 101	Alissa Maxwell	2 minutes
Teacher Appreciation	Natalie Loomis	2 minutes
Directory	Maria Wilcoxson	2 minutes
Art Cards Fundraiser	Julie Loveless	2 minutes



### Announcements

5 minutes

- The new visitor check-in system is active in the office. Please bring your ID and your patience.
- Please do your Volunteer Background check at [volunteer.pps.net](http://volunteer.pps.net) (good for 3 years)
- Please renew your PTA membership!
- WPPNA Food Drive benefiting Markham & Jackson food backpack programs: 10/11-10/13
  - Collection bins are at the McNamara's: 4035 SW Comus
  - Collecting non-perishable foods and clean plastic bags for the JMS dog-walking stations.

### Schedule of Upcoming Events

10/11 - Friday - NO SCHOOL for Students

10/15 - Pizzicato Fundraiser (Bangy Road)

10/18 - Sharing with Shawn, 9-10 AM

10/24 - Markham Volunteer Day at PPS Clothing Closet

10/25 - Markham CARNIVAL

10/29 - Picture Retakes

11/1 - Monday - NO SCHOOL for Students

Markham Elementary PTA  
Income & Expenses Compared to Annual Budget 07/01/2019 - 06/30/2020

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	-
<b>Total</b>	-	-	<b>3,500.00</b>	<b>3,500.00</b>	<b>-3,500.00</b>	<b>-3,500.00</b>	<b>-</b>
Classroom Support	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
Staff Allocations(Start of Year)	-	-	-	6,400.00	-	-8,400.00	6,400.00
Field Trip Backpacks	-	-	-	50.00	-	-50.00	50.00
Field Trips (19 @ \$400)	-	-	-	7,600.00	-	-7,600.00	7,600.00
Teacher Grants	-	-	-	2,500.00	-	-2,500.00	2,500.00
<b>Total</b>	-	-	-	<b>16,550.00</b>	-	<b>-16,550.00</b>	<b>16,550.00</b>
Communications	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
Year Book	-	2,500.00	-	3,500.00	-	-1,000.00	1,000.00
Web Site / Email	-	-	-	100.00	-	-100.00	100.00
<b>Total</b>	-	<b>2,500.00</b>	-	<b>3,600.00</b>	-	<b>-1,100.00</b>	<b>1,100.00</b>
Donations	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
Corporate Contributions	301.72	1,000.00	-	-	301.72	1,000.00	-698.28
Hlgh 5 Donations	3,701.97	4,000.00	-	-	3,701.97	4,000.00	-298.03
<b>Total</b>	<b>4,003.69</b>	<b>5,000.00</b>	-	-	<b>4,003.69</b>	<b>5,000.00</b>	<b>-996.31</b>
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	-	250.00	-	250.00	-	-	-
Family Day / Grandparents Day	-	-	-	200.00	-	-200.00	200.00
Fifth Grade Promotion / BBQ	-	-	-	500.00	-	-500.00	500.00
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
Field Day	-	-	-	250.00	-	-250.00	250.00
<b>Total</b>	-	<b>4,250.00</b>	-	<b>5,825.00</b>	-	<b>-1,575.00</b>	<b>1,575.00</b>
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	-	45,000.00	795.00	13,000.00	-795.00	32,000.00	-32,795.00
Fun Run	40.00	12,000.00	-	3,500.00	40.00	8,500.00	-8,460.00
Spirit Wear	133.00	1,000.00	-	500.00	133.00	500.00	-367.00
<b>Total</b>	<b>173.00</b>	<b>62,000.00</b>	<b>795.00</b>	<b>19,000.00</b>	<b>-822.00</b>	<b>43,000.00</b>	<b>-43,622.00</b>
Hospitality	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
Kindergarten Events	-	-	-	200.00	-	-200.00	200.00
Other Hospitality/Vol. Appreciat	-	-	-	200.00	-	-200.00	200.00
Teacher Appreciation	-	-	-	1,000.00	-	-1,000.00	1,000.00
<b>Total</b>	-	-	-	<b>1,400.00</b>	-	<b>-1,400.00</b>	<b>1,400.00</b>
Other Income	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less



Interest Income	134.21	500.00	-	-	134.21	500.00	-365.79
Box Tops	-	250.00	-	-	-	250.00	-250.00
Restaurant Fundraiser	150.00	3,000.00	-	-	150.00	3,000.00	-2,850.00
<b>Total</b>	<b>284.21</b>	<b>3,750.00</b>	<b>-</b>	<b>-</b>	<b>284.21</b>	<b>3,750.00</b>	<b>-3,465.79</b>

PTA Overhead	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
Babysitting	-	-	-	400.00	-	-400.00	400.00
Bank Charges	-	-	91.20	700.00	-91.20	-700.00	608.80
Insurance	-	-	-	200.00	-	-200.00	200.00
Other PTA Overhead	-	-	-	400.00	-	-400.00	400.00
PTA Dues	1,080.00	1,000.00	-	450.00	1,080.00	550.00	530.00
Supplies/Paper Order	-	-	-	300.00	-	-300.00	300.00
Treasury Software	-	-	-	160.00	-	-160.00	160.00
<b>Total</b>	<b>1,080.00</b>	<b>1,000.00</b>	<b>91.20</b>	<b>2,610.00</b>	<b>988.80</b>	<b>-1,610.00</b>	<b>2,598.80</b>

School Support	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
Garden	3,000.00	3,000.00	-	3,500.00	3,000.00	-500.00	3,500.00
Green Team	-	-	-	350.00	-	-350.00	350.00
Dr. Souss Day	-	-	-	750.00	-	-750.00	750.00
PTA Clothes Closet	-	-	-	100.00	-	-100.00	100.00
Scholastic News	350.00	350.00	2,735.00	3,000.00	-2,385.00	-2,650.00	265.00
Shadow Project	-	-	-	200.00	-	-200.00	200.00
Family Nights	-	-	-	2,000.00	-	-2,000.00	2,000.00
Sensory Closet	-	-	-	500.00	-	-500.00	500.00
Assemblies	-	-	-	800.00	-	-800.00	800.00
Reading Support	-	-	-	500.00	-	-500.00	500.00
<b>Total</b>	<b>3,350.00</b>	<b>3,350.00</b>	<b>2,735.00</b>	<b>11,700.00</b>	<b>615.00</b>	<b>-8,350.00</b>	<b>8,965.00</b>

Technology	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
Technology / Computers	-	-	-	10,000.00	-	-10,000.00	10,000.00
Educational Software	-	-	11,600.00	12,000.00	-11,600.00	-12,000.00	400.00
<b>Total</b>	<b>-</b>	<b>-</b>	<b>11,600.00</b>	<b>22,000.00</b>	<b>-11,600.00</b>	<b>-22,000.00</b>	<b>10,400.00</b>

GRAND TOTALS	Actual Income	Budget Income	Actual Expense	Budget Expense	Actual Net	Budget Net	More/-Less
	<b>8,890.90</b>	<b>81,850.00</b>	<b>18,721.20</b>	<b>86,185.00</b>	<b>-9,830.30</b>	<b>-4,335.00</b>	<b>-5,495.30</b>

Preliminary Information Only

### Outdoor Canopy Concept

Quote from Buell Recreation

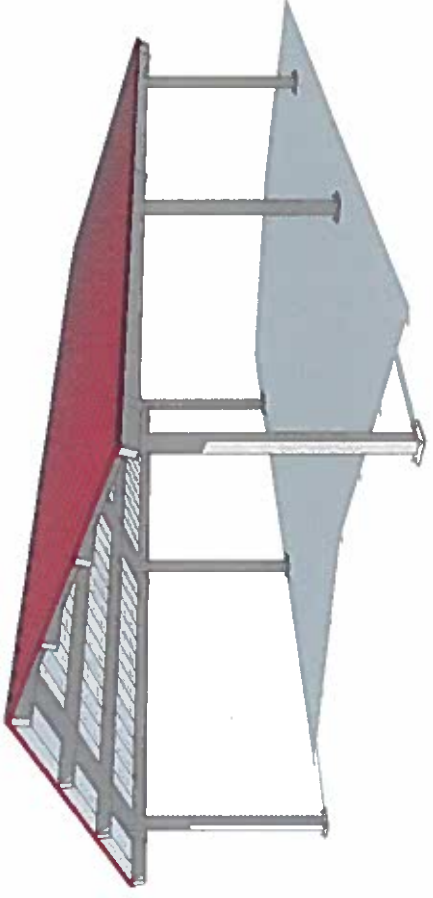
[www.buellrecreation.com](http://www.buellrecreation.com)

Approximate measurement:  
30' x 50' with 15' eave high

- Shelter- \$45,000
- Engineered Drawings- \$1,200
- Freight- \$7,500
- Total- \$53,700 (Materials Only) + 30% labor

Assume additional associated project costs

Fundraising goal: \$80,000-\$90,000



Other images

