

Markham Elementary PTA
PTA Meeting Minutes
Portland, OR
September 2, 2015

The membership meeting of Markham Elementary School was called to order in the Library of our school at 6:30 p.m. on Wednesday, September 2, 2015, by President Michelle Marsden. Proper notice was given to all members through the district calendar, school newsletter and reminder flyers. A quorum of members as stated in the Standing Rules was present. A sign in sheet is attached to these minutes. **(Attachment A)**.

Preliminary Business:

- Minutes from the last PTA meeting (on June 3, 2015) were presented by Michelle Marsden. Joelle Alexander motioned to approve the minutes. The motion was seconded by Jessica Christiansen and the minutes were approved.
- The agenda for this meeting was presented by Michelle Marsden. **(Attachment B)**. There were no additions to the agenda.
- Michelle presented the proposed Standing Rules for Markham Elementary PTA for the 2015-2016 school year. Jessica Christiansen motioned to approve the Standing Rules. The motion was seconded by Joelle Alexander. The Standing Rules were approved. **(Attachment C)**.

Principal's Report:

Principal Shawn Garnett:

- IXL was purchased for all students, K-5. If you had a 5th grader, their membership was cancelled today to make room for new students. If your student had an IXL account last year they will have the same password.
- Chrome books: Ms. Garnett gave a shout out for Southwest Neighborhood Initiative and West Portland Park Neighborhood Association and I believe that got a little over \$2,500 (\$2,404.61, per Michelle) and then \$1,000 from AKT, the accounting firm. Additional money has come in from parents. Ms. Boyle is going to put on Donors Choose, so we could get up to another \$1,000. Chrome books will be ordered soon. In addition, Ms. Garnett's Senior Director, Paula McKella,

she gave \$3,000 towards the chrome books. The goal is to get at least one cart, which is 30 chrome books. If you want to donate money towards the Chrome books checks need to be written out to Markham Elementary.

- Students now have two libraries and Gina's title is Library Media Specialist so she is going to be doing some technology that we are missing. They are still advocating for Markham to get .5 for technology.
- Jan Jewett was hired for 3-5 reading support along with Rochelle Van Ahn, who is the ESL and reading teacher for 3-5, who is also the wife of Richard Nitti, the Director of Neighborhood House. She is also going to pick up the enrichment part. She is going to build a program similar to how Emma Dugan had it set up by grade level. Could look a little different but similar this year for our TAG and unidentified students. Unidentified is students who are excelling but are not identified as TAG.
- This year the 2nd and 3rd graders will be learning chess once a week. It is live streamed through First Move. All of the materials are in the building. Sometime in December they will be taking home their own chess boards and pieces. It teaches a lot of math and connects it with history and they will be doing coordinate points on there. It is a two year program. This year's second graders will move onto a second year phase next year.
- Free breakfast for all students this year. It had to do with our percentage of students who receive free or reduced lunch. The Federal Government and the State kicked in an additional amount of money for the schools that met our criteria for the whole school to have free breakfast. You still have to fill out the application for free or reduced lunch. Also, if you qualify for reduced lunch Markham students are going to get free lunch, if they qualify for reduced lunch.
- 4th grade this year is choir and 5th grade is band. Last year we offered a choice, but it was too hard for the schedule to manage. This makes it easier to manage as far as class sign and it is not a time crunch.
- School buses: The transportation department is working on the late bus situation. We let the students go ahead and eat breakfast if the bus arrives to school late. They are looking at adjusting the bus times and when they do they will send a letter out to parents with the new times. Ms. Garnett asked them to go back two years to adjust the bus times.

- Changes to front door: the camera is on but the front door is unlocked all day. The back door is still locked all day and need to buzz to get in. The decision was made for a couple of reasons. The buzzer going off all day was distracting for the office staff. It was not welcoming and people trying to get into the school would have to wait sometimes for a while because someone wasn't able to open the door right away. Markham is the only school who had the front door locked all day.
- Markham School will have their own Facebook page, which will be managed by the office by Angela Lamb, the School Secretary. Secondly, there is a new tool to communicate to parents and the rest of our community regarding alerts put out by Markham or the District and you just need to text this number to your phone and type yes. It will go directly out to a phone that you use for texting. Alerts from the District or Markham.

Treasurer's Report:

- Kathy Jennings, Treasurer, distributed the Annual Report for the 2014-2015 school year. (**Attachment D**). This is pre-audited and what we believe our final numbers are for last year. We brought in \$118,000 last year overall. We gave back \$114,000 to the school.
- Kathy asked two non-board PTA members to review the July and August 2015 checking and savings account statements and reconciliations. John Kern and Courtney Duke reviewed.
- Kathy distributed the budget proposal for the 2015-2016 school year. (**Attachment E**). Changes from last year's budget include:
 - Corporate match we lowered it just to match was we had gotten in the prior year.
 - We increased the art run budget since they have been outperforming the past few years.
 - Scrip decreased to be closer to the amount actually brought in the past few years.
 - Classroom support we have increased accordingly to include our new staff members
 - PTA parties has been decreased to a more realistic number
 - 5th grade promotion has been increased due to higher expenses.

- o Taken the funds out of spaghetti dinner and put that budget into World's Fair. It was estimated eight countries represented and \$50 for each country.
 - o Other Hospitality/Vol. Appreciation was increased to cover PTA 101 and Back-to-School Night.
 - o Babysitting for PTA Meetings was increased from \$20 a meeting to \$30 a meeting
 - o Supplies/Paper Order was decreased from \$300 to \$200 to be what we are actually spending
 - o Shadow Project was added back to the budget because Ms. Holton was not aware that she had a budget to spend. Kathy will contact Ms. Holton and let her know she has funds to use.
 - o Free Family Nights was taken out of the budget because those events are now funded by Markham.
 - o Garden was taken out of the budget because of confusion about the grant from Lowe's. It will be added back to the budget to reflect the remaining balance of the Lowe's grant.
 - o Courtney Duke proposed to have the budget for Walk/Bike to School increased to \$100 or \$125. Alissa Maxwell motioned to move the budget up to \$125. The motion was seconded by Courtney Duke and the motion was approved.
 - o Jessica Christianson motioned to approve the budget. John Kerns seconded the motion and the 2015-2016 budget was approved.
- Kathy shared the balances of the bank accounts. We have \$19,202.24 in our Key Bank money market and \$30,398.77 in our Key Bank checking account.
 - Kathy let everyone know that the software that the PTA uses is non-profit central. Anyone who wants to look at where the money is being spent can be given view privileges.

New Business:

- Michelle presented the current PTA Mission Statement (back side of **Attachment C**) for review by the membership and use for the 2015-2016 school year. Marci Forbes motioned to approve the current mission statement. The motion was seconded by Principal Garnett. The membership voted and approved.

- Michelle presented summer board highlights. The credit card through Key Bank has been cancelled because it was not being used. The PTA safe code has been changed. Michelle can be contacted to get the new code. Child care will be held in the cafeteria this year.
- Alissa Maxwell is our new volunteer coordinator this year.
- Kelly Skelton will be the PTA representative at sharing with Shawn this year.
- Natalie Loomis will be leading the Green Team program this year.
- Art Run is scheduled for April 29, 2016. It was not put on the school calendar.
- Book Fair is scheduled for November 2 – 13, ending on Grandparents and Special Friends Day, this is different than on the PTA Event Summary handout.
- K-2 Assemblies will be from 9:00 to 9:30 a.m., the wrong time was listed on the school calendar.
- The bus tag process will be discussed at the March 2, 2016 PTA meeting for a plan to improve the process for the 2016-2017 school year.
- The Board nomination process will be discussed at the March 2, 2016 PTA meeting. Michelle reviewed the Oregon PTA Guidelines and we do need to follow their guidelines for the Board nomination process because our Standing Rules cannot be in conflict with their rules.

Schedule, Events & Announcements:

9/17/15 – Back to School Night (parents only)

9/25/15 – Picture Day

10/1/15 – PTA Clothing Closet (donation bin under counter in Art Room)

10/7/15 – Bike & Walk to School Day

Committee Reports:

- Fall Event Volunteer Requests – Alissa Maxwell
 - Misty Plock is looking for a co-chair for carnival
 - We are looking for new chairs for Grandparents and Special Friend day

- o Joelle Alexander is looking for a co-chair for Hospitality Committee. A description of Hospitality Committee was given.
 - o We are looking for a new chair for Bike & Walk to School Day
 - o We need volunteer coordinators for carnival for each classroom to help get volunteers to sign-up to volunteer for a shift for their child's class game. We are also looking for someone to be at the school at 3:00 p.m. the day of the carnival to help Dave Roletto set-up and learn the ropes for set-up in the future.
 - o We need volunteers for back-to-school night for set-up and then directing traffic and clean-up
 - o We need volunteers for Picture Day in the morning.
 - o We are looking for volunteers for Walk and Bike to School to lead groups to walk to school and help Courtney distribute treats at school
 - o We need volunteers for auction class projects and classroom baskets
- Auction – Jessica Christiansen
 - o This event will be Comicon on February 20, 2016 at Providence Park.
 - o Looking for volunteers for classroom art projects, volunteers for putting together classroom baskets and people who want to help with decorations
 - o The invitations will be sent home before Winter Break
- Back to School Night/PTA 101 – Jessica Christiansen & Alissa Maxwell
 - o Volunteers are need for Back-to-School Night
 - o PTA 101 this year will be for new parents. We are trying to keep the presentation short this year and then let people ask questions of veteran parents.
- Markham High \$5 – Kathy Jennings
 - o This is formerly \$4.59 we have just rebranded. We have decided to change it to the Markham high five. It is 100% tax deductible and we do have receipts to provide. A flyer will be sent home in the first backpack bulletin.
- Bike & Walk to School Day – Courtney Duke
 - o Bike & Walk to School Day is an international day around the world that promotes walking and biking and healthy choices.
 - o She needs volunteers to lead groups and hand out goodies at the school to the students who bike and walk to school.
 - o She is also looking for a new co-chair for next year.

- Garden – Misty Plock
 - Winding down for the season. There are a lot of tomatoes to take from the garden.
 - The lawn mower is not working, and she will work on getting it fixed.

- Scrip – Christine Stonecliffe
 - Christine provided a brief description of what scrip is to the new parents.
 - There are scrip forms in the front hallway on the bulletin board. There is also the option of doing automatic bill pay.
 - She is at the school every Monday morning and Friday afternoon.

- Green Team – Natalie Loomis
 - Natalie Loomis is taking over as chair of the Green Team this year.
 - Green team will not be part of Sun School but held during the lunch hour.
 - She is looking for volunteers

- Fall Movie Tickets – Kelly Skelton
 - These are movies that run at the Beaverton Valley Theater as a fundraiser that they put together for the schools in the area. The cost is \$10, which gets one kid and one adult into the movie. There are ten movies. Markham keeps \$3.00 of the \$10.00 price.
 - Kelly is looking for a new chair to take over the sale of the movie tickets.

- Backpack Bulletin – Dacia Johnson & Jennifer Wisher
 - Dacia provided a brief description of the backpack bulletin. Jennifer Wisher is going to be co-editing with Dacia this year.
 - Marci has agreed to help assemble and collate the backpack bulletin for the first few months, but we are looking for a new lead.

- Destination Imagination – Michelle Marsden & Julie Worley
 - Michelle provided a brief description of Destination Imagination.
 - This school year we have a Sun School 4th and 5th grade team. The teachers and Shawn will be choosing the team members who wouldn't be able to participate because of transportation and other issues. Riversgate Church's Pastor has offered to coach this team. They have offered to take all of the teams to Bullwinkle's after the tournament in March.
 - Emails will be sent out in October about coaching and signing up.

- Soccer-A-Thon – Michelle Marsden
 - We had 102 students from Markham and Jackson participated in the Soccer-A-Thon. We raised \$2,404.61 for the Chrome Book fund.

Other Business:

- Eco-School Network is having a “Dessert Meet-up” on Thursday, October 1, 2015, at 7:00 p.m. This is for parents who would like to learn more about how to have your children thing about environmental thing in their school experience.
- In order to volunteer at the school you need to have a background check. You fill out the form online at Volunteer.pps.net. It is good for three years. If you go online they will let you know when your background check expires.