

**Markham Elementary PTA
PTA Meeting Minutes
Portland, OR
December 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, December 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 November 4, 2015) were presented by Michelle Marsden. Joelle Alexander motioned to approve the minutes. The motion was seconded by Marci Forbes 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 a meeting procedure request. She would like members who are giving a report or who are on the agenda to stand up when they present to the membership.

Principals Report:

Principal Mrs. Shawn Garnett:

- The honesty assemblies have been moved to December 11, 2015. They were moved because of TAG testing. The 5th grade leadership teams are running both assemblies.
- The bus schedules have been officially changed. The new schedule will start on December 4, 2015. Mrs. Garnett will ask PPS to put the new bus schedules on their website.
- TAG testing for second graders will be held on Friday, December 4, 2015. Also any students who were nominated in the other grades will be tested as well.
- The Chrome Book mobile cart has finally arrived.
- A question was presented about what preparations are needed to address the fact that we will need a third fourth grade teacher for next school year. We currently have three third grade classes at this time. Next year's funding and staffing is a huge concern and the district will pay as much attention to it as they did last year.

Treasurer's Report:

- Kathy Jennings, Treasurer, presented an Income & Expenses Compared to Annual Budget as of November 30, 2015 (**Attachment C**).
- Kathy shared the balances of the bank accounts. We have \$19,204.63 in the money market account and \$29,374.49 in the checking account.
- Kathy asked two non-board PTA members to review the November 2015 checking and savings account statements and reconciliations. John Kern and Marci Forbes reviewed.

New Business:

- The books were ordered for Katie Clem and she has the books now. Those books are now owned by Markham and technically PPS. If anyone has an objection to that there is a step we can take. They were entered into the Markham library system and also stamped with the Markham stamp. If we, the PTA, want to keep ownership of the books that is a possibility. We would have to prepare a hold harmless agreement that transfers the books to the PTA and back from the school. Mrs. Garnett did not think that anyone from PPS would come to take the books because they are not an adopted curriculum. We would have to take the hold harmless agreement to PPS, Mrs. Garnett could not sign the agreement. Michelle Marsden moved to not enter into a hold harmless agreement for the books. Dave Roletto seconded the motion. The motion was approved. Katie Clem dropped off thank you cards for the PTA in the safe. The thank you cards are from each student Ms. Clem works with thanking the PTA for the books.
- The 4th grade class is doing a service oriented project and they are collecting pet supplies and pet food through 12/12. You can make purchases through Amazon smile as well, which would additionally benefit Markham.
- The directory has been done for about a month, but Kelly and Michelle discovered that a lot of data was missing from the directory. They first noticed siblings were missing and then noticed that actually a lot of students were missing. It is still in the works.

Schedule, Events & Announcements:

12/3 - 12/4 - TAG Testing

- All second grade and nominated students will test during these two days
- Please make sure your student is well rested and has a good breakfast

12/10 - ESL Night from 6-7 pm

12/17 - Backpack Bulletin Assembly - 1PM in the PTA Workroom/Art Room

12/18 - Sharing with Shawn 9AM

Committee Reports:

- Event Chair & Volunteer Requests - Alissa Maxwell
 - Kelly Skelton is going to chair the Food Drive.

- We are still looking for a two co-chairs for pennies for peace and connect to kindergarten. If two people do not volunteer for pennies for peace Alissa Maxwell will be the chair. She would still like to have a co-chair.

- Book Fair - Christine Stonecliffe
 - The book fair sales total was \$6,768.98. It is going to yield Markham almost \$1,700 in cash to buy books and then the librarian also has \$100 to spend on Scholastic Books.
 - Scholastic would like the book fair to be only one week. So for next year it will only be one week. It should overlap with Grandparents and Special Friends Day. There is also a discussion of scaling it back a little bit next year as well.

- Art Cards - Michelle Marsden for Angelene Parr
 - We are way ahead of budget, we had predicted \$1,000 on art cards and we are at \$1,584 net. We had more orders this morning and we will probably have a few more orders.

- Auction - Jessica Christiansen
 - Thank you to Alyssa Pizzuti. She did some online submissions, which we have never done before. We have passes to Disneyland coming. I want to thank John and Melissa Kern for donating a teacher to the mountain. It is five days in a chalet.
 - We need to start collecting wine and beer.
 - We still need larger items to auction off at the live auction.
 - We are still looking for Board parties. They are fun and we need more.
 - Invitations have been sent home and tickets are on sale.
 - We also have classroom baskets going. While you are doing your holiday shopping keep in mind your child's classroom basket. Some people have not sent out their flyer yet.
 - Planning for next year, one thing to think about is getting the OLCC permit is usually on a really tight timeframe because of when our insurance renews. We need to renew our insurance before we can get our OLCC permit and we need our OLCC permit before Joelle can apply for a donation to get all the wine that we drink at the auction donated.
 - There was a question asked of why we don't sell cocktails at the auction. It is a chair decision. We also had a family that donated the liquor in the past. We don't have that family any longer. There is also a corkage fee that will be involved with liquor.
 - We do have 10 or 15 free volunteer tickets for people. They will have time to eat and to shop, but they will be there to volunteer.

- Backpack Bulletin - Jennifer Wisher

- Submissions due on December 9, 2015.
- Green Team - Michelle Marsden for Natalie Loomis
 - There is going to be green team run through the Sun School program. It is going to be run by Tim, our head custodian. Natalie will be focusing on 1st and 2nd grade during lunch/recess as it was set up traditionally.
- Scrip - Christine Stonecliffe
 - We have six Chinook Books left to sell.
- Connect to Kindergarten - Joelle Alexander
 - Joelle will be sending out flyers and she will be asking people to put up flyers around the area. We will put up lawn signs again this year.
 - Joelle will send out a sign-up for volunteers to help the night of connect to kindergarten.

Other Business:

- WPPNA Food Drive for Markham and Jackson from 12/11 to 12/13. Benefits food backpack program at both schools. Drop off at 3701 SW Comus between 8 AM and 8 PM
- Wilson "Gift Cards for Scholarships" Initiative.