

**Markham Elementary PTA**  
Portland, OR  
**PTA Meeting Minutes**  
September 10, 2014

The membership meeting of Markham Elementary School was called to order in the Library of our School at 6:30pm on Wednesday, September 10, 2014, by President Marci Forbes. 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)**

**Introductions:**

- Marci Forbes asked everyone to introduce themselves.

**Preliminary Business:**

- Minutes from the last PTA meeting (on June 4, 2014) were presented by Marci. Joelle Alexander motioned to approve the minutes. The motion was seconded by Jessica Christensen and the minutes were approved.
- The agenda for this meeting was presented by Marci. **(Attachment B)** One addition to the agenda is that Mr. Hyde requested to speak after Principal Garnett.
- Marci presented the proposed Standing Rules for Markham Elementary PTA for the 2014-2015 school year. Kathy Jennings motioned to approve the Standing Rules. The motion was seconded by Michelle Marsden & Joelle Alexander. The Standing Rules were approved. **(Attachment C)**

**Principal's Report:**

Principal Shawn Garnett:

- Both the principal & school secretaries retired last year. Laurie Anderson is the new school secretary. The principal's secretary job is currently posted. Interviews will start next week. The good start of the school year is thanks to several volunteers that she named.
- 4<sup>th</sup> & 5<sup>th</sup> Grade Band option: This is temporarily on hold as the district does not have enough instruments and there is a cost of renting the instruments (not previously known). 33 students chose band as their option and each instrument costs a rental fee of \$50. Ms. Harold is exploring donorschoose.org to see if there might be a possibility of getting anything from there. It was requested that Ms. Garnett or Marci post the link to donorschoose.org once that is established. There was talk of parents maybe donating instruments for kids to borrow. The organization ethos was brought up as maybe having instruments available. The goal is for band to come to Markham this year and have 2 performances, 1 fall and 1 spring, 1 school day and 1 evening. This issue will be revisited after more research is done.
- She requested volunteer help at the 1<sup>st</sup> lunch with the Kindergarteners.

- Back to School Night
  - Ms. Garnett is working to get information on the website about Back to School night. The reader board will be updated. There will be two reminders sent home with students.
  - There will be translators in 3 languages – Somali, Arabic and Spanish.
  - Schedule of the night: We will start in the auditorium. There will be an introduction of staff. The PTA will speak about activities/events. Ms. Garnett will do a state of the school address. Then there will be 2 sessions of 20 minutes each to visit classrooms. The PTA will also have a PTA 101 class in the library during the second session. The art room & technology lab will also be open.

### **Addition to the Agenda:**

Mr. Hyde, 4<sup>th</sup> Grade Teacher:

- He thanked everyone for making the 4<sup>th</sup> grade overnight trip to the Oregon Trail last year happen. Last year, through a PTA parent contact, they received a \$1,000 scholarship from CH2M Hill Corporation. This donation is not expected again.
- He and Paula Weidner want to do the trip again this year and are asking for support, looking for ideas and suggestions on fundraising. There are approximately 45 4<sup>th</sup> graders and the cost is approximately \$100/student. Donorschoose.org was suggested and Mr. Hyde was told that only teachers can make an ask on this website.

### **Treasurer's Report:**

- John Kern, Treasurer, distributed the budget proposal for the 2014-2015 school year. **(Attachment D)** Changes from last year's proposed budget include:
  - An additional \$1,000 of income from the art run
  - Scrip income remains the same, but expenses increased by \$1,000
  - Field trip paddle raise decreased \$228 (this is the actual amount from last year's auction)
  - New items include: walk & bike to school expense of \$50 & expenses for Kylea Schmidt (school counselor) of \$100
- The budget will be voted on by PTA members at the October meeting.
- The mandatory 2013-2014 Audit was completed during summer 2014 and was distributed for review. **(Attachment E)**
- He shared the balances of the bank accounts. As of July 31, 2014 & August 31, 2014, the latest statement included \$44,147.23 and 41,651.40 in the main Key Bank checking account and \$18,957.84 and 18,958.64 in the secondary Key Bank savings account.
- John asked two non-board PTA members to review the July and August 2014 checking and savings account statements and reconciliations. Kathy Jennings and Michelle Marsden reviewed.

- Marci 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**

- Marci presented the current PTA Mission Statement (**Attachment C, back page**) for review by the membership and use for the 2014-2015 school year. Jessica Christensen motioned to approve the current mission statement. The motion was seconded by Alissa Maxwell. The membership voted and approved.
- The Markham PTA has been given the option to have a credit card through Key Bank. Different card options were presented. Credit card will be paid in full each month, there is no annual fee, could only be for budget approved items, unless under \$500, and statement balances are to be presented to the membership monthly. Jessica Christensen motioned that we would have 1 card, in Marci's name, for use by Marci. The motion was seconded by Bailey Furbay.
- Bailey Furbay, current Vice President, will be leaving Markham in November. We need to replace this PTA position. The VP position role & responsibilities were given. Marci is currently accepting nominations and an election will take place at the October meeting. The new VP will take over at that time.

### **Schedule, Events & Announcements:**

9/18/2014 – Back to School Night/PTA 101

9/26/2014 – Picture Day

10/2/2014 – PTA Clothing Closet, Marshall High School, 9:00am-1:30pm

10/8/2014 – Walk/Bike to School Day

Month of October – Pennies for Peace

### **Committee Reports:**

- Picture Day – Eliza Bailey
  - A description of the volunteer job was given.
  - Two volunteer shifts, am & pm
  - Volunteer shifts have been filled.
- Fall Event Status/Volunteer Needs – Jessica Christensen
  - Signups for e-mail flashes or Facebook page were available at meeting.
  - Art cards - Looking for volunteers to help.
  - Green Team – Need a chair & co-chair
  - Movie Ticket Sales - Need co-chair this year who will work with Erin Sewell this year and take over for her next year.
  - Grandparents & Special Friends Day, Nov 7 – Need chair or co-chair, need volunteers
  - 3 Kinder Events each year – Joelle Alexander chairs these events. Alissa Maxwell volunteered to co-chair.
  - Spring Event (world's fair, spaghetti feed, something different) – Need a chair
  - Project 459 – Need a chair
  - Box Tops – Need a chair

- Backpack Bulletin – Need a chair
  - Display case – Need a chair
  - Grant Writing – Need a chair
  - Grounds Cleanup – Need a chair
  - Library Support – Sue Sendlebach & Christine Stonecliffe volunteered to help with this.
  - Lost & Found Maintenance – Need a chair
  - Markham Clothing Closet – Need a chair
  - Spirit Wear – Need a chair
- Auction – Jessica Christensen
    - This event will take place on February 21, 2015 at Providence Park with a Hollywood Theme
    - Looking for volunteers for classroom art projects, volunteers for putting together classroom baskets & people who want to help with decorations.
- Back to School Night/PTA 101 – Alissa Maxwell
    - Will be run by Courtney Duke & Alissa Maxwell
    - Includes spirit wear, volunteer signups & treats
    - Mary Martin will be here this evening and can answer any Scrip questions that people might have.
    - 3 goals of this evening are: (1) sign up to get plugged in to get information (2) attend a PTA meeting, and (3) volunteer for one event this year
- Pennies for Peace – Alissa Maxwell
    - Will be run by Shannon Kandel & Alissa Maxwell
    - This is a charity fundraiser for Green Village Schools. They build schools for children in Afghanistan.
    - Will take place in October this year. The actual week will depend on Dr. Mohammad's schedule and when he can come talk to the students.
- Garden – Misty Plock
    - Winding down for the season
    - She is going to work on getting another grant from Lowes. Deadline is October 15<sup>th</sup>.
- Carnival – Misty Plock
    - Event is taking place on October 24th
    - We need lots of volunteers
    - The signup sheets for classroom games should be outside of the classrooms by back-to-school night.
    - Marci will go to the Monday staff meeting next week to answer any questions about Carnival signup sheets.
- Green Team – Bailey Furbay
    - Wants to find someone to help out until she leaves in November.
    - She has a lot lesson and ideas materials to give to the next chair.

- Scrip – Christine Stonecliffe
  - Last year, this fundraiser raised \$2,600.
  - She would like to attend a Monday staff meeting to (1) give the staff an introduction to Scrip and (2) talk to them about taking the students out of class individually to put Scrip cards into their backpack.
  - She presented an idea to have an experimental contest. Anyone who buys a chinook book through the month of December will be entered into a drawing to win a \$10 gift card.
  - She presented an idea to have a contest where whichever classroom raises the most money through Scrip for a 6-8 week period, the teachers can designate the money for whatever school expense that they wish.
  - It was suggested that the Scrip advertising/contests be done in November or December, instead of right now. For the October PTA meeting, Christine will bring her proposal for the teachers and it will be discussed/voted on.
  
- Backpack Bulletin – Dacia Johnson
  - Submission deadline, with the exception of September, is a week after the PTA meeting.
  - If you want to advertise anything, send an email to: backpackbulletin@comcast.net
  
- Destination Imagination – Michelle Marsden
  - After school, creative problem-solving activity
  - Need volunteers to coach teams
  - Information coming soon
  
- Walk/Bike to School Day – Marci Forbes for Courtney Duke
  - She needs volunteers to lead groups of kids to school
  - 2 current meeting spots are Baristadors (Capitol & Pomona) & Chase Bank (Barbur)
  - Treats & prizes for those who participate

**Other Business:**

- Sharing with Shawn will start in October and is held on the 3<sup>rd</sup> Friday of each month. Michelle Marsden will attend each meeting as a PTA representative to answer any questions for parents. There are Somali & Arabic translators at every meeting. Last year, this monthly meeting had 20+ parents at each meeting.
- We will be stuffing auction envelopes during the October PTA meeting.
- Principal Garnett announced that Mr. Reynolds has officially retired. Ms. Boyle is currently his substitute and is in the process of being hired for the remainder of the year as a temporary placement
- Jackson Middle School is hosting an Italian pasta dinner feed on September 16<sup>th</sup> to benefit their ensemble choir. All are welcome.

The next Meeting will be held on Wednesday, October 1, 2014 at 6:30pm in the Markham Library.

Minutes approved as written on \_\_\_\_/\_\_\_\_/\_\_\_\_.

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