

**Edna Maguire Elementary School PTA**  
**PTA Association Meeting**  
**Wednesday, April 4, 2018 8:45 am**

Quorum was met based on PTA executive board members, PTA members, Edna parents, Principal Leo Kostelnik, and Assistant Principal Cristin Coleman. Rebecca from Zero Waste and Leslie Wachtel from the MV School District were also in attendance.

1. **Call to Order** at 8:45 by Kristine Erving
  - a. 2017-2018 PTA Executive Board members and 2018-2019 PTA Executive Board Nominees introduced themselves.
  - b. Edna Emergency Preparedness Coordinator, Mike McCarthy, gave a quick overview of his emergency preparedness work with Edna staff. He requested the PTA actively promote the new procedure for all visitors on campus during school hours - signing in at the front office and wearing bright yellow visitor stickers.
2. **2018-2019 PTA Executive Board Election**
  - a. The slate for the nominees for the 2018-2019 PTA Executive Board was read. A request was made for additional names, to which none were added. The nomination process was closed, and no objections were made to the slate.
  - b. The 2018-2019 PTA Executive Board was **approved**.
3. **Executive Report**
  - a. Appointments: The 2018-2019 Budget Committee was appointed, consisting of the PTA President, incoming EVP, outgoing Treasurer, incoming Treasurer, and Principal Kostelnik. Elena Matsis was appointed Parliamentarian and Mimi Linsmeyer was appointed Communications Chair. Appointments **approved**.
  - b. Survey: The survey is meant to help the PTA prioritize events in light of lack of enough volunteer support to hold all events. It was agreed the survey would be tweaked to allow for both ranking PTA events by popularity and also willingness to volunteer for each event.
  - c. It was suggested the VPs for events should start building their volunteer teams for next year's events now and also make use of incoming Kindergarten parent volunteers (through the orientation event).
  - d. Jr. PTA: The PTA President and the Principal are discussing forming a Jr. PTA - a small group of engaged 4th and 5th graders who could serve as a "focus group" to provide feedback and suggestions on PTA events.
  - e. End of Year BBQ: BBQ for all PTA volunteers - date and location TBD.
4. **Financials**
  - a. Mid-year Auditor's Report: The financial records of the Treasurer for the period of 7/1/17 to 12/31/17 were correct for the CapitalOne savings account and substantially correct for the Union Bank account. The auditor will work with the financial team to make a few small improvements to procedures. The Auditor's report was **approved**.

- b. Treasurer's Report - approval of checks: Check numbers 2006-2011, totalling \$5,085.21 for March were reviewed and **approved**.
- c. Year-end projections: Current projections are roughly \$36,000 in extra funds available. Keeping in line with guidelines to have 15% of the budget in reserves, it will be recommended that \$18-20,000 of year-end be added to the current \$15,000 in reserve. It was noted that fundraising would likely be more difficult in the coming year with projected enrolments down, and the withdrawal of several of the most lucrative Edna party book parties.
- d. **Zero Waste Marin**:
- e. Rebecca from Zero Waste Marin was invited to provide an overview of the conservation and education work Zero Waste was conducting with Edna as part of a larger effort to reduce the amount of landfill sent daily to Novato. New receptacles for sorting waste had been placed near the entrance of Alto field and a giant educational poster on sorting would be hung on the fence. Zero Waste was also educating parents on how to pack zero waste lunches and would eventually work with Edna on the use of reusable cutlery.
- f. Zero Waste would be performing a waste audit this May and provide recommendations for next year. It could also help the PTA plan its events.
- g. Zero Waste also suggested that Edna consider working with 'Wisdom Supply Company' for sustainable, reusable, recyclable school supplies.

**5. VP Reports:**

- a. Next year, Movie Night will be on 9/21/18 and Mustang Stampede on 10/14/18.

**6. Principal's Report:**

- a. Hip Hop for Change: This will be an all day event on Tuesday, 5/29 with parents invited. It will consist of a diverse group running workshops on the history of hip hop, DJing, dance, graffiti art, etc... It was noted this was an important event for Edna, and that Edna may be one of three schools the group would work with next year should the group receive its funding.
- b. Staff Day: Half day on Wednesday, 5/30.
- c. Courageous Conversations: These workshops confront race directly and offer tools to parents, students and educators to help talk about race issues. 6 staff members from Edna have attended thus far; expect the majority of staff members to attend over time.
- d. Kindergarten Dismissal: With warm weather arriving, the school will be reminding parents that they are not allowed to use the main playground after Kindergarten dismissal as the rest of the school is still in session. P.E. and other activities may be taking place in and around the playground during this time. The Principal will look into whether it's feasible to open up the Kindergarten playground to parents during this time - insurance concerns, etc. were discussed.

**7. School District Report:**

- a. The next MVSC Board meeting is on Thursday, April 5th at 4:30pm at Park School.

**8. Enrichment Classes:**

- a. Mill Valley Community Center will be sending out a survey to get feedback on their enrichment offerings, possibilities for expansion, etc.

Meeting adjourned at 10:20. Notes taken by Natasha Kindergan and Chelsea de St. Paer.