



Edna Maguire Elementary School PTA
PTA Association Meeting
Wednesday, September 7, 2016 8:55 – 11:30 am

In attendance: Kristine Erving, Jennifer Hochschild, Eve Mueller, Cara Guyot, Jackie Forrest, Sharon Nakatani, Leo Kostelnik, Tanya Steinhofner, Natalie Kay, Suzette Saunders, Leslie Wachtel, Christina Campdorras, Teresa Shern, Elaine Wilkinson, Lauren Hancock, Apryl Uncapher, Alison Taylor, Ashlee Katherein, Michelle McCarthy, Emily Uhlhorn

1. **Call to Order** at 8:55 by Jackie Forrest
 - a. 17 Association members are needed for quorum, this was met
2. **Reading of Minutes** - June 2016 Association Meeting minutes were reviewed for approval.
 - a. Elaine motioned, Jen H. seconded, all approved, 0 opposed, 0 abstained
3. **Executive Report** -
 - a. **Parcel Tax Donation** - The Parcel Tax Donation of \$999 was reviewed and Jackie asked for any final questions
 - i. Elaine motioned to approve the donation, Kristine seconded, all approved, 0 opposed, 0 abstained
 - b. **Appointment of Bylaw Committee chair** - Jen Hochschild
 - i. Committee Members: Jackie, Suzette, and Tanya
 - c. **Appointment of Committee Chairs**
 - i. Room Parent Chair: Rachna Agarwalla
 - ii. Book Faire Chairs: Tanya Miller, Cara Guyot
 - iii. Affiliate Chair: Judy Safavi
 - d. **Next Association Meeting:** October 5, 2016, this is an evening meeting. Leo will be available for Q&A. Please encourage parents to attend.
4. **Treasurer's Report**
 - a. **Budget Approval for 2016 - 2017** -
 - i. <https://drive.google.com/drive/folders/0Bw4XFeXn2BodWmtXN1FLREtBUFU>
 - ii. Tanya reviewed final changes from June copy to today. The end result is a net loss of approximately \$15k, which will be covered by the excess funds of almost \$20k.
 - iii. Tanya called for any additional questions and concerns.
 - iv. Jackie called for a motion to approve the 2016-2017 budget as documented in the above link.
 1. Kristine called for a motion to approve, Jen seconded, all approved, 0 opposed, 0 abstained



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- b. Tanya reviewed the Cash on Hand report and called for the approval of checks.
 - i. Approval of Checks: Checks 1841 - 1848 for \$7,182.07 were reviewed for approval. Kristine motioned, Sharon seconded, all approved, 0 opposed, 0 abstained.
- c. With the Budget Approved there was a call for a motion to release funds of \$289,093.00 per the approved 2016-17 budget.
 - i. Jen motioned to release \$289,093.00 as approved in the 2016-17 budget, Elaine seconded, all approved, 0 opposed, 0 abstained.
- d. Eve motioned to approve programs as listed in the approved 2016-17 budget, Kristine Seconded, All approved, 0 opposed, 0 abstained
- e. Tanya reviewed the Cash Handling Policy - PTA exec board member needs to do cash counting, kids helping are not allowed to handing cash, PTA members only can handle cash at PTA fundraising events.
- f. Jackie or Kristine need to review all contracts before signing.
- g. **Garden Funds** - Per the discussions documented and shared below*, there was a call for a motion to move the Garden funds of \$87,063 from Capital One to Union Bank
 - i. Jackie Motioned for the approval of Garden funds totaling \$87,063 be moved from Capital One to Union Bank, Kristine seconded, all approved, 0 opposed, 0 abstained

**Tanya, Susan, Jackie & Lauren met and decided on the following re-allocation of garden funds:*

1. *After getting PTA approval on 9/7, Tanya will move remaining Union Bank Garden checking funds to main PTA account checking and close this account and CapitalOne Garden savings. Garden funds will be restricted on balance sheet to ensure they don't get lost. Amount to be transferred is \$8,701.63 as of 8/30/16. \$0 at CapitalOne.*
2. *2014/2015 Garden Faire and farmers' market income wasn't restricted for garden operations as it should have been. Given the goal of keeping 2 years' of Garden Educator reserves, we propose restricting this amount of money in main checking for Garden Educator (\$15,467.23). Already reserved in QB.*



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3. *Ramada alternative shade structure will only cost \$4K; so we propose re-allocating \$6K of restricted funds as follows:*
 - a. *\$2.5K to Niantic grant that was never restricted. Needs to be used for orchard this year or will be unearmarked..*
 - b. *\$1K for Bill Graham grant that was never restricted. Needs to be used for native plant garden this year or will be unearmarked.*
 - c. *\$2.5K for garden educator.*
4. *\$1K of online garden tile sales from 15/16 that was mis-allocated. TBD.*
5. *\$2,081 of Beau Fund is being re-allocated to Garden Educator.*
6. *\$1,717 of McGlashan Family Grant is also being re-allocated to Garden Educator.*
7. *After all these re-allocations, there is a balance of \$89K restricted for Garden educator; close to 2 year reserve goal of \$90K. All balance sheet earmarks as of 8/31/16 related to Garden are:*
 - a. *Bill Graham grant \$1,000*
 - b. *Garden maintenance: \$15,697*
 - c. *Garden ramada: \$4,000*
 - d. *Niantic grant: \$2,500*
 - e. *Garden Educator: \$89,417*
8. *Review process for grant use and implementation. Lauren reviewing with Garden Team.*
9. *Review process for Garden Educator reserve. TBD.*
10. *PTA would like to discuss process for earmarking funds going forward. We can review current approach and discuss changes to simplify and reduce opportunity for confusion and errors.*
5. **Measure E Parcel Tax Presentation** - Emily Uhlhorn
 - a. The Committee needs the PTA and Edna community support. 74% of Mill Valley voters do not have children in the district. 67% vote is required to pass the renewal.
 - b. Need Volunteers to work the phone banks, and there are fundraising events coming up that need our support: Fundraising party on the 16th and a Yoga event. Please call with questions, Maeve Rossington is the Edna Representative. www.renewmvschools.org
6. **Kiddo! Update:**



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- a. The Kiddo! Rep will be speaking at BTS night and Principals will highlight Kiddo! The day after in an email
- b. Edna is currently at 36% participation rate
- c. In the 2015-16 year the goal was met with fewer families participating
- d. Kiddo! Is working on more transparency
- e. Will remain silent until after the election so as not to compete with Measure E, the Parcel Tax renewal

7. Principal Report:

- a. Working with the PTA and faculty on communication
- b. Working on Vision for Edna.
- c. Addressing questions regarding the Master Schedule Changes from parents in a note going out today 9/7/2016 in the Edna Weekly.
 - i. Major changes in P.E. more time per class, three times a week. Also, an adjustment in how classes are combined all four classes are combined into three learning groups. Each class is split vs. just one class having to spit. More structured.
 - ii. Other change is lunch. Playing before eating. Research shows there is improved eating, etc. working out hand cleaning issues.
- d. Going to host more parent events, including a Q&A at the October 5, PTA evening meeting, Morning coffee's and Brown Bag Lunches
- e. Leo asked for any other questions or concerns

8. Teacher Liaison Report - Theresa Shern

- a. Outlined procedures for her role
 - i. Emails the faculty before the meeting for any questions/concerns
- b. Thanked the PTA for the coffee station, appreciated the first day packets (made it easy for them), and teachers love the bulletin boards
- c. Teachers would like to understand what communication Room Parents will be giving at BTS night. Per KT they will be discussing: the Class List, Edna Weekly, Teacher Appreciation, PTA Donations, and the Edna Nut Policy
- d. Teachers are concerned about Teacher Appreciation changes: Molly and Ann are centralizing and working to make Teacher Appreciation better without taxing room moms. The goal is to also make sure it is inclusive of all support staff as well. Financial collections are still happening. Jackie expressed that there is nothing but good intentions for the proposed changes to the Teacher Appreciation so that we hope the teachers will give it a chance.
- e. Teacher/PTA communications - the teachers have concerns about PTA communication. Jackie and Kristine can help address these issues at the Faculty meeting.



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- f. Mindfulness - Tara Ordonez has presented this to the PTA and the Faculty. There is support, the next steps are to determine the most cost effective way to move this forward. Leo, Theresa and Tara will put together the plan
- 9. VP Reports -**
- a. VP Campus - Ann Kaplan (update given by Jackie Forrest)
 - i. First Walk and Roll Wednesday was this morning; looking for a Chairperson and volunteers throughout the year; currently evaluating the new "Hopscotch" challenge from Safe Routes to school this year to see if it's a good fit for Edna
 - ii. The first Edna Beautification date has been set for Sunday, October 16 from 2:00 - 4:00; looking for a Chairperson
 - iii. I will clean up the Lost and Found area next week; in October, we will start a process of donating all items at the beginning of each month while trying to keep the items that were lost within that last week
 - b. VP School Community - Michelle McCarthy
 - i. First Wednesday Pop was a success
 - ii. Spirit wear sales are over \$2k so far this year and we are working on the Mustang General Store Hours
 - iii. The Yearbook theme this year is "Kids in Action." The committee/photographers would like 10 t-shirts to be identifiable at events. We are currently working with Jostens to set-up online ordering.
 - iv. Movie night - Jen H. Movie night will be 9/16 and the movie is "Zootopia." The playground will be closed during the movie. Need more volunteers to help. The SUG is in the Edna Weekly.
 - c. VP Fundraising - Elaine Wilkinson
 - i. Letters sent at the end of the summer holiday were beneficial, we have collected \$40k of the \$160k target. A grade level challenge to begin next week; grade with highest level of participation gets a free Wed. Pop!
 - ii. The Fall Fundraiser is the 80's Party at the Sweetwater on October 1. The Eventbrite site went live and tickets are now on sale. We would love to see faculty come as it is a PTA event.
 - iii. A majority of the fundraising will be done by Thanksgiving. We will put computer stations out for donations at events. We are looking at an increase in processing fees as more people donate online.
 - iv. Steeplechase -
 - 1. Libby Brochoff designed the t-shirts and have gone to the printer
 - d. VP Programs - Eve Mueller
 - i. Picture Days - Sept 13 - 15.



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- ii. Book Fair - Cara - We have a call this week with our vendor Banana Seed to figure out logistics for this year and our Author has Been secured. The Author of Ivy & Bean Books.
 - e. VP Garden - Lauren Hancock
 - i. Family Work Day in the Garden 9/25
 - ii. Wednesday Weeding - come help!
 - iii. Looking into a kindergarten playdate in the garden to weed, etc.
- 10. School Board Report - Leslie Wachtel**
- a. Next Tuesday 9/13 is the first school board meeting. It will be an early meeting to celebrate 10 year anniversary teachers.
 - b. School Bus Pilot - 136 bus passes have been sold. The community has liked it so far. Need to sell 180 passes total for economic viability.
 - c. The next school board meeting in October will at Tam and earlier for increased attendance.
 - d. Theresa Shern asked Leslie about Bus operation during conference week which Leslie indicated should be directed to Paul Johnson.

Meeting adjourned at 10:45 am.

submitted by Suzette Saunders