

**MINUTES OF COLEMAN ELEMENTARY
PTO BOARD MEETING
November 16, 2015**

PTO Officers/Managers in attendance were: Michelene Moayed, Jenny Keane, Amie Reed, Diane Woodall, Lauren Ng, Jen Fernandez, Marybeth Seedall, Kim Locke, Jennifer Douglas, Patricia Diaz, Rebecca Alexis, Todd Judd, Janipher Chan, Susan Mayost, Tori Berghoff, and Katie O'Donnell

PTO Officers/Managers Absent: Jen Labovich, Bryan Bates, Michelle Klopp, Vita Johannson, Tami Nygaard, Soccoro Herrera, Leslie Piper, Rebecca Harris, CJ Healy, Kelly Burr, Scott Carson, Jeanne Williams, Lynn Stein, Heather Greene and Marissa Judd

Guests: Shae Atkinson

Call to Order: Michelene Moayed called the meeting to order at 3:30 pm.

Minutes: PTO Board and General Meetings

- Minutes from 10_26-15 PTO Board Meeting APPROVED – Jenny motioned and Dianne second

Principal's Report (Scott) - absent

Treasurer's Report (Jenny)

- Run for the gold – \$2502.30 up \$500 from previous year
- International Festival \$1,750
- \$487 Dine and Donate - \$450 from Celia's
- \$677 but -\$70 billed from district for bingo
- Spirit – didn't get a number for this?
- -\$295 Online Auction
- \$1,600 United Market
- \$1,276 other script
- \$75,318 in for the year
- Expenses
 - Specialists
 - \$1500 for field trips
 - \$5000 operating
 - Merchant fees \$809
 - \$42,152 spent this year

PTO & School Events (Michelene)

- Staff Holiday Breakfast – Scott – didn't review Scott isn't here

- Book Fair 11/16-20 Volunteers Still Needed
- Beatnik Coffee 11/19/15 – Michelene to reach out to Shana about how kids are being engaged to participate
- School Tour 12/8/15 – is anyone interested in leading? It's about an hour in the morning. – Sarah Sonnet is trying to change it to a day due to K class
- K-1 Sing Tuesday 12/15 – Mary Beth and Tori – grade reps to help with decorating set up and breaking down – risers needed and can we talk to Scott about risers – Tori to lead conversation

Dad's Club Events

- Poker Night 11/20 – Need Dealers and Servers (sign-up on Volunteer)
- Crab Feed 1/23 – no crab available – it might clear up in time – shorter season – Kenneth Pledger is in charge of Crab Feed

PTO Fundraising (Michelene)

- APD (Amie Reed)
 - \$72K
 - Up 26% over last year
 - 48% participation
 - 196 families donated vs 118 last year
 - 71% to plan of \$100K
 - Corporate match = 11K
 - Ms. Atkinson 1st place 71%
 - Ms. Conway 3rd place 64%
 - 1. Kinder
 - 2. 2nd
 - 3. 4th
 - 4. 1st
 - 5. 5th
 - 6. 3rd
 - Dinner raffle – 3 students 5th Graders for principle for the day
 - Nov Raffle – 20 donations
 - Email sent 27th of October to –grade level reps – email to the reps only 5th grade went out – we need to get these out
 - 5th Grade Outdoor Ed plus major fund drive was a discussion topic. May need to look at a different way to approach 5th grade parents for next year. Set up something. Ms. OD – Katie O'Donnell \$310 for outdoor Ed for this year but it changes every year.
- Dine & Donate
 - Naan and Curry – by Mr. pickles – week of 12/7 – Coleman family owns this place
- Scrip – New United Cards are in the office

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Heads Up

Tanya Burdick - heads up representative – Leslie Piper couldn't be here so she's here as a representative. Came to answer questions and share Coleman is unrepresentative. \$415 in actual payments from 6 families. This does not include funds raised thru outside programs such as run for the gold, summerfest etc.... Heads up gives up funds music for 3rd 4th and 5th. \$11k pays for music salary

- Schools Rule - county – big grant 93K – 96K for San Rafael District
- Summerfest – 63K towards heads up
- 350K operating budget – where the money comes from and how it's spent
- Hold the letter to do it later in the year?
- Teachers can apply for a \$500 mini grant to pay for something – Fall and Spring give
- Green Team thing happening with heads up
- Heads Up Shop Local isn't happening

Angel Network – Giving Tree

- Expanding to one family per classroom – 17 families
- Marta working on the list
- Families who didn't receive last year
- Marta is making those decisions
- List by Thanksgiving
- Dominican Newsletter/Next Door about giving tree
- McClure Family dinners once she's ready

Green Team – Janipher

- Tuesday, December 8 - Mr. Eco Assembly this is a New Date - k – 2nd and 3rd – 5th 10am and 11am
- Lost and Found – come and get it OR it gets donated
- Saturday, April 2 - K-5 Coleman Science Fair: any updates
- Andrea Taylor and Nancy Benjamin came to speak about Green Business certified school. She did this at Dominican university. Come back to Coleman. 98% there on application. Dana armenino (spelling). Our school passes sustainability because we are a new school. School is asked to take it up a notch. Audit will take place Thursday 11/19 to check irrigation, number of toilet.....The certification requires at least 30% recycle. The paper needs to be 30% recyclable paper. Staples. We run out of money in April to buy the paper that we need. Heads up may fund it. We think the \$900 to \$1000 a year cost. Looking for different buying options. Can it be combined with janitorial supplies? Claudia already buys it but will purchase non-recyclable IF she finds a good deal. How do we reduce resources? Paper is the biggest. Scott needs to weigh in on this. Can we apply for a grant for this? Certification is renewed every 3 years. You get a decal that you can use. Transportation website and service that helps people know resources to get to school

SSC

- Update - Cicily Emerson
 - Discussed expectations district/training. Too much time outside of the classroom. Advocacy and district level.
 - Upcoming diversity training
 - Playworks – educational night wasn't attended. Need to know more – is there buy in and do parents know what it is? Kids are playing games on the playground. Coordinator is hired. Teachers think it's helpful with coordinator on playground. Ms. OD thinks it's calmer on the playground. Kids actually lined up to play games. It's only just starting!
 - How do we bridge the gap between the classroom and the playground? Can teachers bring back to classroom? Coach Wayne works with the teachers on his monthly visits. All teachers have had him twice except for outdoor ed class
 - Lunch dismissal. Scott to look at Bahia Vista to bring back to Coleman. Marisa can give demonstration of what it's like at Bahia Vista as she runs lunch at BH
 - Small grants 1 to 10k grants – application is in January – they fund anyone – Mary bussi – cicily to send link to Michelene

PTO Business (Michelene)

- Gifts for Specialists – Gift Cards – everyone supports \$20 gift cards to Copperfield's/Starbucks – Wilcox, Cabrales, Sonnet, Browning, Lysek (SP?), Matthews – just people that PTO funds - \$150 total spend
- School Tours – have sign-up – more information to come
- Stand-up desks. – any update – jenny not here
- School Kitchen requires 3 weeks advance notice...you have to fill out a request and hire Delphina for the kitchen use – you need to make special arrangements. Rita Kessler – director of food and services 415- 491-6499 you have to hire an approved employee
- Next Meeting Monday January 11, 2016 –
- LCAPP 12/9/15 meeting and parent leader is on 12/7/15 – they are two different meetings
- Lauren Ng leads the meeting
- Ms. Atkinson note taker

Next meeting Monday, January 11th, 2016.

- Need volunteer for afterschool snacks, please contact Michelene.

The meeting was adjourned at 5:03 pm

C.J. Healy, Recording Secretary (Rebecca Alexis, SUB)