

**MINUTES OF COLEMAN ELEMENTARY  
PTO BOARD MEETING  
May 2, 2016 - Draft**

*PTO Officers/Managers in attendance were:* Scott Carson, Bridget Radachy, Jeannie Williams, CJ Healy, Jenny Keane, Katie O'Donnell, Lauren Ng, Jen Fernandez, Janipher Chan, Marybeth Seedall, Lynn Stein, Tori Berghoff, Jennifer Douglass

*PTO Officers/Managers Absent:* Michelene Moayedi, Amie Reed, Bryan Bates, Vita Johannson, Soccoro Herrera, Leslie Piper, Rebecca Harris, Susan Mayost, Heather Greene, Marissa Judd, Diane Woodall, Kim Locke, Jennifer Douglas, Patricia Diaz, Rebecca Alexis, Chris Gonzalez, Jen Labovich Tami Nygaard, Todd Judd, Monique Rutter

*Guests:* Shae Atkinson, Jon Haveman, Kelly Burr, Mellisa Lowry, Cynthia Gray

**Call to Order:** Bridget Radachy called the meeting to order at 3:30 pm.

**Minutes: PTO Board and General Meetings**

- Minutes from 4\_4\_2016 PTO Board Meeting APPROVED

**Principal's Report (Scott)**

- Lice!!!
  - District Policy – if there is an active infestation they are sent home. Nits are ok. Scott reviewed procedures.
- CAASPE Testing in 3-5<sup>th</sup> Grade – assessments that go with Common Core State Standards. ELA and Math.
  - Scott described these tests as being very difficult (as he witnessed while proctoring).
  - Teachers are breaking from normal homework schedule during testing window.
  - 5<sup>th</sup> Graders are still using scantrons on the Science CST, while the rest of the tests require computer/internet access.

**Treasurer's Report (Jenny)**

*Motion to ratify checks - Approved*

- Discretionary Fund Spending has almost completely finished.
- Specialists will receive their last checks in June, with the exception of Theresa (garden)
- 2015-16 Budget
  - Spent: \$129,801
  - Budget: \$190,665
  - Left to Spend: \$60,864
- APD to date: \$103,77.76
- We have a new treasurer: Jon Haveman!!! (THANK YOU JON!)

**PTO & School Events (Bridget)**

- May 4: Dine & Donate @ Los Moles
- May 4: National Bike to School Day

- May 6: 1<sup>st</sup> Grade Mother's Day Tea
- May 9-13: Staff Appreciation Week
- May 13: Talent Show
- May 18: New Kinder Parent Orientation
- May 20: Cake decorating contest
- May 21: CCIF and Car Show
- May 27: Field Day
- June 3: Open House (Napoli Food Truck confirmed – no Spaghetti Truck)
- June 6: Joint PTO/SELAC/SSC Mtg
- June 7: Kinder Promotion
- June 9: 5<sup>th</sup> Grade Graduation/LAST DAY OF SCHOOL!!!

#### **Dad's Club (Todd Judd)**

- None

#### **Grade Level Check In (Bridget)**

- 5<sup>th</sup> Grade: 5<sup>th</sup> grade yearbooks are pretty much all wrapped up (thank you Melissa Testa) and the Legacy Gift of painting the circle by the 5<sup>th</sup> grade area (looks great). Thank you Jeannie!
- 4<sup>th</sup> Grade: Janipher is pulling together a team of 4<sup>th</sup> grade parents to organize 5<sup>th</sup> grade graduation social
- 3<sup>rd</sup> Grade: none
- 2<sup>nd</sup> Grade: none
- 1<sup>st</sup> Grade: none
- Staff Appreciation:
  - Monday, May 9<sup>th</sup> – Baristas needed (buy and deliver coffee)
  - Tuesday, May 10<sup>th</sup> – Flowers delivered to the front of the school
  - Thursday, May 12<sup>th</sup> – SELAC Lunch
  - Help needed to clean the staff room Friday before – let Jen Labovich know if you can help
- CCIF
  - Class Item Auction Items
  - Volunteers for Booths

#### **PTO Fundraising (Bridget)**

- Silent Auction Accepting Donations
  - Parties are great!
  - Gift Baskets

#### **Green Team (Lynn)**

- Farmer's Market got rave reviews!!!
- Green Certification coming through on Friday, we will be certified as a 'Green School'
- Kindergarten Parking Lot: Proposal to close the gates after 8:20 am.

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**SSC (Jen Labovich)**

- Survey results to be reviewed this Friday at 7:45am and presented at June 6<sup>th</sup> PTO Association Meeting
- Coleman needs 2 new parent reps for SSC

**Angel Network (Jen Fernandez)**

- We have received many donations of in kind and cash to help the family who lost all of their belongings in the recent fire.
  - Checks to PTO and Jenny can cut a check to the family.
  - Box is in the office to collect cash donations.
- 14 x 5<sup>th</sup> Grade girls who need help paying for their dresses at Graduation. Marta will take the girls shopping for dresses.

**PTO Business (Bridget)**

- School Supplies discussion: Should we reconsider how parents buy and contribute supplies and money to make sure bases are covered.
- PTO Bought Claudia a fruit basket to say thank you for the Green Certification
- PTO Slate: Needed Positions – SEE ATTACHED
  - VIP Communications Needed (to replace Abby)
  - Social Networking Guy: Ian Higgins
  - Kindergarten Rep: Meagan Seeley?
  - Dad's Club President
  - School Site Council
  - Online Auction
  - Principal...
- Music Room: We got a quote for \$850 to paint the Music Room. Motion Approved.
- Tinker Cart (for technology): Maker Boards that are reusable, come in packs of 20. Motion to approve \$400 towards spending for this. Motion Approved.
- Sara requested shelves for her closet in library. \$300 for 2 sets. Motion approved.
- Remind.com App: A way for PTO to remind parents about current happenings and updates! Free and easy.
- Wish List: Ongoing
  - Gaga Ball Pit
  - AV for MPR
  - Increased Art for 5<sup>th</sup> Grade
  - Specialist Enrichment Laptops
  - Mindfulness Program
- Back to School Meeting Date?
- Last Day of School Release: Wed & Thurs 12:05 pm

**Next meeting Monday, June 6, 2016.**

- PTO/SELAC/SSC Joint Association Meeting

**The meeting was adjourned at 4:40 pm**

*C.J. Healy, Recording Secretary*