

Coleman School PTO Board Meeting
Monday, April 3, 2017
6:00-7:00 p.m. in the Library
(Next Meeting May 1, 2017)

MINUTES

PTO Officers/Managers in attendance were: Mike Taylor, Bridget Radachy, Lauren Ng, Jon Haveman, Jennifer Beales, Andy Lapitsky, Jim Stuart, Rebecca Harris, Elaine Ervin, Chandos McEowen, MaryBeth Seedall, Jenn Fernandez, Jen Numainville, Stacey Laumann, Leah Mazurette

Guests: Michelene Moayed, Amie Stewart Reed, Rebecca Alexis, Michelle Klopp

1. Approve Minutes

- PTO Board Minutes from 3/6/17 — approved!

2. Principal's Report — *Mike Taylor*

- 20 iPads have shipped for grades K-1 to share. Chrome Books are too difficult for younger ones to use. When budget opens will order 10 more.
- K-5 animal themed 'library books' ordered for teachers to use for small group reading. Books will reside in Specialist's area.
- A Ga-ga Pit (an octagonal fenced area to play a variant of Dodgeball within) has been ordered and will come via a semi this Friday. Will be installed during Spring Break. Paid for by SSC.
- Mr. Taylor will be sending out a letter soon, letting parents know that he will be accepting student placement requests for next year.
- CA standardized testing will take place, for grades 3-5, during the last week of April and beginning of May.

3. PTO Business — *Bridget Radachy*

- Grade Level Reps
 - **April staff lunch** — 1st Grade needs to pick date with Claudia/Mike Taylor.
 - **Staff Appreciation Week** starts May 1. MON: Will need donations of flowers. TUES: SELAC will host a lunch, WED: Barista Day, THU: Catered lunch. Need ideas for Friday (massages?). Will need lots of volunteers throughout the week. Will not ask for parent monetary donations, costs to come out of operating budget.
 - **School Supply Project** – PTO will take over purchasing these. Amie Reed will head the program and will utilize grade level reps to help. Will get discount on supplies by buying in bulk. Claudia will place order in June. Delivery will come in August and be put in classrooms before school starts. Friday/Boomerang folders will now be consistent across the school. Will make supplies cohesive and equitable among each grade level and among students within the same class. Trying to cut down on the number of monetary 'asks' from families. Teachers will still be awarded discretionary funds of \$500 to enhance their curriculum. \$4,500 for grants for teachers if needed. If teachers need anything further, they can request from Amy Reed.

4. **Treasurer's Report** – *Jon Haveman*

- Poker Night brought \$353 in cash, \$4,500 from sponsors. Elks still owes PTO a check. Total was \$8000, a little lower than last year.
- Revenues are down in comparison to last year. Game Night, Run for Gold and CCIF will change these numbers considerably.
- Major Fund Drive is on target in comparison to last year, at \$98K.
- Fieldtrip budget was increased and there is still \$14K to spend in that category.
- Ratify checks. Checks approved.
- \$212K in the bank.

5. **PTO Fundraising**

• **Annual Pledge Drive** – *Mary Beth Seedall*

- Only at 68% participation, but looking good at \$98K. Last push resulted in 10 more donations. Need more ideas and feedback. Done asking!

• **Dine and Donate** — *Stacey Laumann and Jennifer Numainville*

- Last Amici's didn't do well as it wasn't a school day. Chipotle in June. Nothing in April or May as CCIF becomes focus. Naan & Curry is closing in SR, so that needs to be taken off Coleman calendar. The Counter and Marinita's are on board for next year.

6. **Dads Group** — *Jim Stewart*

- **Run for the Gold** — April 30. Dad's will be running the kitchen for the pancake breakfast. If you have already registered from Fall, you are automatically registered. Will check out the course as there are washed out sections and tree down.
- **Work Group Party** is coming up on April 22nd. Building an 87 foot fence. Will be there all day. Need volunteers.
- **New T-shirt** has been printed, didn't sell too well at the 80s prom. Made \$100 (sold 4 shirts). Funds go to Fatcher family. Ordered 100 shirts. Questioning that we are equitable with school-sponsored fundraising.

7. **Angel Network** — *Jen Fernandez*

- Bake sale has produced \$1400 for Angel Fund. Girls Scouts are graduating, but for the future, we can have each grade host a month. Thanks to these bake sales, we won't have to ask for graduation and yearbook donation money. We should communicate that more to parent body.

8. **Green Team** — *Melissa Laughery*

- **Farmers Market Day** – Moved to April 28, 2017. Will solicit on 21st. Need volunteers to help pick up food from Farmers market.
- **Spring Campus Work Day** – April 23, 2017. Kindergarten yard needs more work. Need to reach out to parent body to ask for tree pruners and others with special landscaping talents. Tell Theresa specific campus improvement needs and she'll make a list of tasks for the day.

9. **HeadsUp** — *Micheline Moayed*

- **Rockin' Run** — April 6. Took place in Dominican University gym, due to rain. EdConnect on Weds to remind families to turn in their pledge envelopes. Amy Jonak came with great playlist. Funds from this will help pay for music.

10. **SSC** — *Mike Taylor*

- School Site Plan was approved by Marin County Board of Education last week.
- Have not heard back from the District on the Survey. Feedback from this survey is used to drive budget for next year.

11. PTO and School Upcoming Events

- 4/5 Sing – April 4
- Rockin' Run – April 6
- Spring Break – April 10-14
- School Tour – April 18
- Farmers Market Day – April 28.
- Garden Work Day – April 23
- Run for Gold – April 30
- Staff Appreciation Week – May 1
- National Bike to School Day – May 10
- Open House – May 11 6pm (minimum day)
- Kinder Orientation – May 11 2p
- Cake Decorating Contest – May 19
- CCIF – May 20

12. Idea List for 2017/2018

Kindergarten Yard Reconfigure
Water bottle filling stations
Sign out front is warped - letters fall out
New directional signage
Turf the field

Meeting adjourned 7:08pm

Jennifer Beales
Recording Secretary