

## Coleman School PTO Board/SELAC Meeting

Monday, June 5, 2017

6:00– 7:30 p.m. in the Library

### MINUTES

*PTO Officers/Managers in attendance were:* Mike Taylor, Bridget Radachy, Lauren Ng, Jennifer Beales, Tori Berghoff, Rebecca Harris, Shae Atkinson, Chandos McEowen, Jen Numainville, Stacey Laumann, Katie Nance, Leah Mazurette, Kelli Kelly, MaryBeth Seedall, Jen Fernandez, Elaine Ervin

*Guests:* Mike McNeely, Marta Nogueira, Mindy Fitner, Amie Stewart Reed, Michelle Klopp, Moriah Buckley,

Meeting called to order at 6:04pm.

#### **Governing Bodies of Coleman**

- PTO = Parent Teacher Organization
  - 501c3 non-profit
  - Includes all current parent/guardian of Coleman students, overseen by an elected board of parent volunteers.
  - Goal is to serve, enhance and maximize the educational experience of every child.
  - We accomplish this through volunteerism, fundraising and community events.
- SSC = School Site Council
  - Includes an equal number of Parent and staff representatives from the school community, overseen by the Principal and Parent Committee Chair.
  - This group is a decision-maker in the development of a school plan for submission to the governing board.
  - They write the School Plan, develop a budget, evaluate the effectiveness of improvement efforts, develops the site safety plan with yearly review, and oversees allocation and spending of federally distributed funds. They also administer an annual survey.
- SELAC = School English Learner Advisory Committee
  - Includes parents, teachers, and school appointed staff whose main concerns are safeguarding the rights of Coleman’s English Language Learners, overseen by parents and Coleman’s Community Liaison, Marta Nogueira.
  - Meets monthly with ELL parents to share information and learn concerns.
  - Focus is on testing and redesignating students as proficient in English before leaving 5<sup>th</sup> grade.

#### **School Site Council Survey**

Used to administer within Coleman. Now District has taken over so they can look at data. The same survey goes out to all SRCS Schools. Coleman has added a few site-specific questions. Below are the results:

- *Family Engagement:*
  - Most parents are here every few months. Similar numbers to last year.
  - Involvement with parent groups has increased this year.
  - Most families are discussing the school with other families at least weekly or more.
  - Most families have helped out at the school every few months.
  - Most families visit the school weekly or more.
  - Out of 112 responses, only 10 have not been involved in fundraising efforts. Most have been somewhat involved.
- *School Climate:*
  - Most families believe their children enjoy going to Coleman “quite a bit”. 0 families responded “not at all”.
  - Most families believe the school values diversity “quite a bit” and “a tremendous amount”.

- Most families believe their children have ‘quite a bit’ of respect for the staff.
- Most families believe the classroom lessons are ‘quite motivating’.
- Most families believe that administrators create a school environment that help children learn ‘quite well’.
- Most families believe the teachers have ‘quite a bit’ and ‘a tremendous amount of respect’ for their children.
- Most families believe that the school’s system of evaluating children is ‘very fair’.
- Most families believe that the school’s environment is ‘very welcoming’. This number is up 30% from previous year.
- Most families believe that their children spend about 30 minutes on homework each night.
- Most families believe
- *Communication*
  - Most families prefer email and text messages as communication methods from school.
  - Most families are ‘very satisfied’ with our specialist programs.
- *Demographics*
  - This survey was filled out mostly by English-speaking, Caucasian mothers with college degrees.
- *Survey comments*
  - Dad’s Group is non-inclusive, gender based clubs are behind the times
  - Too much homework
  - Music program needs improvement, more instruments and more current songs
  - Art program needs to allow more expression and be less structured
  - High achievers need to be challenged
  - More project based learning
  - More music, art, P.E., tech and library wanted
  - Language classes wanted
  - Communication needs improvement- reinstate Google Groups
  - Share curriculum early and often
  - Working parents have trouble participating
  - District needs to take responsibility for maintaining the campus better (Landscaping, picnic tables, play structures, field, etc.)
  - Campus feels much more inclusive, happy and welcoming this year
  - Amazing parent involvement
  - Coleman is on the upswing

### **Proposed PTO Officer Slate for 2017-18**

- President: Lauren Ng
- VP of Events: Rebecca Alexis
- VP of Communications: Abby Pledger
- VP of Fundraising: Kelli Kelly
- Treasurer: Jon Haveman
- Secretary: Jennifer Beales
- The voting of this slate was motioned first by Elaine Ervin, seconded by Mike Taylor. All were approved.
- The motion to approve all PTO managers was seconded and approved by all. PTO Managers for 2017-18 are:
  - Kindergarten Rep... Hillary Schmidt
  - 1<sup>st</sup> Grade Rep.....Meagan Seeley
  - 2<sup>nd</sup> Grade Rep.....Kelly Franklin
  - 3<sup>rd</sup> Grade Rep.....Tori Berghoff
  - 4<sup>th</sup> Grade Rep.....Heather Green
  - 5<sup>th</sup> Grade Rep.....Tammy Nygard

- Annual Pledge Drive Chair.....MaryBeth Seedall
  - Dads Group Co-Pres.....Todd Judd, Jim Stewart
  - SSC Liaison.....Stacy Laumann
  - SELAC Liaison.....Moriah Buckley
  - Volunteer Manager.....Rebecca Harris
  - Business Manager.....Mary Bussi
  - Directory Manager.....Katie Nance
- Other comments: PTO Officer and Manager position descriptions doc should be permanently displayed on PTO website.
  - PTO Officers approved to write checks against Coleman PTO account at Union Bank are:
    - Lauren Ng, President
    - Rebecca Alexis, VP of Events
    - Kelli Kelly, VP of Fundraising
    - Abby Pledger, VP of Communications
    - Jon Haveman, Treasurer

### **Financial Report**

- Jon Haveman is in Croatia and will close the books this summer.
- We currently have \$33.5 remaining in 16/17 budget which will carry over to next year
- So far raised \$179, plus carry over = \$212 for next year.
- Proposed budget...looking good for next year.
  - Music goes down HeadsUp will fund more.
  - Discretionary went down but added school supplies.
  - CooperativeVentures.com with Mr. Nettle has been added.
  - Add a position for Assemblies Coordinator?
  - Add position for Grant Writer?
- Draft Budget will be voted on at the Ice Cream Social on August 30.

### **Questions/Comments**

- A key to Coleman plaque was awarded to Bridget for her service.
- New start and end times for next year will soon be posted.
- Google Groups should be reinstated and the option to opt out instead of other way around.
- Request for teachers to share curriculum early and often.
- Add Specialists to website.

Meeting was adjourned at 7:04pm.

Jennifer Beales, Recording Secretary