

## Coleman School PTO Board Meeting

Monday, August 28, 2017

6:00– 7:00 p.m. in the Library

# MINUTES

*PTO Officers/Managers in attendance were:* Mike Taylor, Lauren Ng, Jon Haveman, Jennifer Beales, Jim Stuart, Chandos McEowen, Leslie Piper, Kelli Kelly, Michelene Moayed, Hillary Schmitt, Stacey Laumann, Jennifer Douglass, Abby Pledger, Leah Mazurette, Rebecca Alexis, Jen Numainville

*Guests:* Michelle Klopp, Dan Sonnet, Sierra Devoto, Tori Berghoff

### 1. Welcome and Introductions

### 2. Approve Minutes (*Association Minutes from 6/5/17*)

- Motioned, seconded, Minutes approved by all.

### 3. Principal's Report – *Mike Taylor*

- First few days of school have gone well.
- Talks about a Positive School Team, bringing cultural unity to our school. It will include a new site coach just for Coleman (Molly, with a STEAM background). Look for more updates to come.
- New 3:25pm dismissal for all grades except Kinder at 3:20pm. There will be an A/B day schedule for Library and Technology.
- Chris Browning retired, and a replacement was found: Ariel Bloom. She has lots of experience, and Ms. Leipsic approved. Their first idea for P.E. is an obstacle course around the school.
- 7 art teachers were interviewed, and landed on Amanda Finn. She comes with an MFA from Stanford. Specializes in nature-based art.
- All specialists (teaching art, music, P.E., library and technology), will start on September 18<sup>th</sup>.
- HeadsUp is funding a new music program at Coleman. 4<sup>th</sup>/5<sup>th</sup> grade music teacher, Marianne Ellenberger, will teach modern pop, will keep recorder, and introduce ukulele. 3<sup>rd</sup> graders will work with Amanda Hann who has an Orff approach to music. 1<sup>st</sup> and 2<sup>nd</sup> grades will have another teacher with music/movement combined along with a cultural and language component. Kindergarten, funded by PTO, will work with a drumming teacher. Mr. Matthews is teaching full time music at Bahia Vista and no longer at Coleman. Marin Shakespeare will also come in to work with students. Hopes to continue in music in middle school. It was requested to see 'roadmap'(music plan), which will be put on HeadsUp website soon.
- Come meet new staff at coffee chats. It was requested that we put new staff bios in Coleman Connect. It was also request that parents get new staff info out BEFORE Jump Start Day to reduce parent/student anxiety.

### 3. Treasurer's Report – *Jon Haveman*

- School supplies were \$18K.
- Reduced staff discretionary budget since more was rolled into school supplies.
- Mindfulness educators will be on campus, paid through the discretionary/ enrichment materials budget.
- PTO is no longer funding LEAP.
- Music budget is way down thanks to funding by HeadsUp.
- KidPower is included in Fieldtrip/Classroom Enrichment.
- Overall budget is lower than last year.

- Spent over \$2K on spirit wear. Have new shirt designs that were a hit at Jump Start. Will have some for sale at Ice Cream Social.
- PTO is getting a credit card, only for Treasurer and President use. \$250 limit, reconciled monthly, statements are public. Motioned to approve new Credit Card Policy, approved by all.
- Need to change account signers at Union Bank. Remove Bridget and add 3 Vice Presidents. Motion to change the check signers, all approved.
- This final school year budget will be presented in the MPR during the Association Meeting/Ice Cream Social on 8/30. Will vote to approve it then.

#### 4. PTO and School Upcoming Events

- *Ice Cream Social* — Wednesday 8/30, 6:00 pm. Will vote on budget.
- *Picture Day* — Tuesday 9/12. Need parent volunteers, see Jennifer Beales.
- *Back to School Night* — Thursday 9/14 at 6:00-8 pm.
- *Summerfest* — Saturday 10/7, 10:30-4:30pm. Rebranding as a carnival. Showcases music programs and raises money for HeadsUp. Look for volunteer sign ups. See Leslie Piper for more info.
- *Book Fair* — 10/9–13. Raises money for new books for our library and inspires student reading. An author will come during the week and it will end with Movie Night. Every child has an opportunity to get a book through Angel Network/donations. Look for volunteer signups and see Sara Sonnet for more info.
- *Movie Night* — Friday 10/13 at 6:00 pm.
- *Bingo Night* — Friday 12/1 at 6:00pm. Look for volunteer signups. See Zohraa Rehman for more info.
- Look for Coffee Chat dates and opportunities to meet new teachers + specialists.

#### 5. PTO Fundraising

- Annual Pledge Drive – *Mary Beth Seedall*
  - Brought in over \$24K at Jump Start day.
  - Will remind people about the school supplies via Friday Folder.
  - Coffee drive, to solicit more donations, will come soon.
  - Another push with donation form will go home next week in PTO packet.
- Dine & Donate – *Stacey Laumann and Jennifer Numainville*
  - Next Dine & Donate is scheduled for State Room on Sep 26<sup>th</sup>, reservations encouraged.
  - On months that don't have a restaurant scheduled, there are stores that will do shop and donate. List of stores can be provided.

#### 6. PTO Communications

- How We Communicate Presentation — *Abby Pledger*
  - VP of Communications is a new role. The goal is to support the PTO and bring consistency in our messaging as well as translation.
  - We are bringing back Google Groups (starts with entire parent body, with option to opt-out), and Tiger Forum (for parents to opt-in).
  - We want a welcoming, inclusive community and we need to write our messaging to be mindful of this, by using bullet points, and being concise, clear and fun.
  - Moriah Buckley and Marta Nogueira will translate.
  - Will work on getting ONE vendor for volunteer signups.
  - This info will go home in PTO packet.
- Directory Update – *Katie Nance*
  - Emails will come out to verify info through MySchoolAnywhere.com.

#### 7. Staff Appreciation — *Micheline Moayedi*

- Each grade will pick what they'd like to do for staff, each month. It doesn't have to be lunch...could be chair massages, coffees, etc.
- 5<sup>th</sup> grade is coming up first in September.
- 4<sup>th</sup> grade, October.
- 3<sup>rd</sup> grade, November.
- 2<sup>nd</sup> grade, January.
- 1<sup>st</sup> grade, February
- Kindergarten, March
- Staff Appreciation Week, April/May.
- Need a volunteer to shadow Michelene this year to learn the ropes and take over next year.

#### 8. **Green Team**

- Looking for a new Green Team lead to manage the following:
  - Walk-n-Roll to School
  - Recycling
  - Farmer's Market Day
- Will solicit leads at Ice Cream Social.

#### 9. **Dads Group**

- New Presidents Jim Stuart & Todd Judd
- K-1 BBQ was great success. Lots of new signups.
- Dad's Group kick off Party Sep. 15<sup>th</sup>.
- Ice Cream Social, Dad's will scoop.
- 10/28 Softball Game, Coleman vs. Sun Valley. May integrate with kickball. \$50 entry fundraiser with food at Albert Park.
- Poker Night will be on 11/17.
- Dad's will be at volunteering at Summerfest carnival
- Movie Night will include a fundraising BBQ.

#### 10. **School Site Council**

- Looking for one more parent. Meets at 7:45 am, once a month. Look for meeting dates.
- School Site Council works on disaster/safety plan for the school and develops a survey to solicit improvement suggestions.

#### 11. **PTO business** — *Lauren Ng*

- 2017–2018 Board Final Roster and Open Positions can be found on PTO website and on Dropbox.
- Online Auction Chair needed. We didn't do an online auction last year, as no one stepped up to manage. Do we skip it again this year? Next steps are for past online auction chairs to meet with VP of Fundraising to figure out how to move forward.
- Need a parent to be an Assemblies Coordinator (new PTO position). Work with Principal to identify potential content for all-school assemblies. Sort through solicitations sent to the school for consideration.
- PTO Packet is going home 9/1.
- Specialists will start 9/18.
- PTO Meeting Schedule was sent out via email, also on Dropbox and PTO website.

Meeting adjourned at 7:18pm

*Jennifer Beales, Recording Secretary*