

**Coleman School PTO Board Meeting**  
**Monday, September 18, 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, Kelli Kelly, Abby Pledger, Stacey Laumann, MaryBeth Seedall, Jennifer Douglass, Leah Mazurette, Katie Nance, Rebecca Harris, Tori Berghoff, Jenn Fernandez, Mary Bussi, Chandos McEowen, Moriah Buckley

*Guests:* Sarah Jones, Toni Ignoffo, Teri Hollowell, Ayla Yaitanes, Cathy Falco, Jordan Theroux

**1) Welcome and Introductions**

**2) Approve Board Minutes**

- All in favor to approve minutes from 8/28/17.

**3) Principal's Report – Mike Taylor**

- *Everything is working well:* Had first SELAC meeting which was well attended. Received good feedback from Back to School Night: nice to be together for one big meeting.
- *Writing workshops:* Last Friday, a writing coach held a workshop for K-3 staff. Will hold 5 more sessions through January. This is a pilot program that will be taken up by the District.
- *Tardies and absences:* We need kids here. Please avoid middle of the day appointments and taking the students from school.
- *San Rafael Library:* Take advantage of the programs they offer. Game Day on Thurs 21<sup>st</sup>. Reading buddies for 1-3<sup>rd</sup> grades (students could be a reader or a coach).
- *Specialists started today.*
- *Mindfulness:* Starts in Oct. with Sarah and Jen coming into the classrooms. Exploration whether this works for our school. Parent night will be Nov 7. Will work with students Oct 23 through Dec. These two experts will be working directly with students. More updates to come.
- *Penn Mullin:* Local author comes to Coleman to hold reading/writing classes. Enters stories in Marin County Fair. Gives prompts for creative writing. Kids love her and she works well for all levels.

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

- Board Members Conflict of Interest Disclosure Forms – Mary Bussi
  - If you are a manager or officer please fill out form and return tonight. Due to accountant by Sep 30. Thanks to Mary for drawing up Specialist's contracts.
- Bank account is growing rapidly thanks to the Annual Pledge Drive.
- All in favor to approve written checks.
- Spirit wear is on track for paying for itself. So far, we have recovered about half of the inventory costs.

**5) PTO and School Upcoming Events**

- *Author Talk:* 10/19, local author will talk about the book "Draw the Line".
- *Game Day in Library:* Every Friday. Need volunteers to help with this along with Youth Leaders. Please see Sara Sonnet to volunteer.
- *Principal Coffee Chat:* 9/21 at 9:00am at Tiger Terrace. Might poke head in new teacher classrooms if small group.
- *Dine & Donate:* State Room, 9/26, lunch & dinner, 20% to Coleman.
- *Walk & Roll Fire Truck Parade:* 10/4, 7:45-8:45 am. Lynn Stein coordinating. Meet at Trinity Church on Grand. Escorted walk that ends with morning message. Coleman Tiger will appear.

- *Author Talk*: Oct 6, 8:30 K-2, 9:30 upper grades.
- *Heads Up Carnival*: 10/7. Raffle tickets sent out. Keep eye out for volunteer opportunities.
- *Book Fair*: 10/9-13. Will culminate with movie night. Dads will be grilling food. Will also sell ice cream and popcorn. Book Fair, in the library, will be open before and after school and open Friday until movie night starts. A signup for volunteers will come soon.
- *Movie Night*: 10/13, 6:00pm. A great time for parents to shop the book fair while kids are watching the movie.
- *Conference Week*: 10/16 (No School) – 10/20. PTO meeting on Monday eve at 6pm. All parents are encouraged to attend.
- *Coleman vs. Sun Valley Softball Game*: 10/28, 10:00 am. Sun Valley is trying to rebuild their Dad Group. Need lots of people to show up. Pacific players will show up. Volunteer signups to come.
- *Coleman Halloween Parade*: 10/31.
- *5<sup>th</sup> Grade Outdoor Ed*: 10/31-11/3
- *Poker Night*: 11/17, 6:00 pm
- *Thanksgiving Break*: 11/22-24
- *Bingo Night*: 12/1, 6:00 pm
- *Hour of Code*: 12/6
- *No Run for the Gold*: On a break for this year.

## 6) PTO Fundraising

- **Auction Update & Free Money for Coleman** – *Kelli Kelly*
  - *Auction Committee Meeting*: Wednesday, 9/20, at Michelle Klopp's house. Will discuss auctions at Crab Feed, CCIF and the potential of the Online Auction coming back.
  - *Free money for Coleman*: Shop via Amazon Smile, clip box tops, and Book Passage sales give back to Coleman. Copperfield does not have school program and is not reliable.
  - *Brainstorming a shop & donate night*: Working on the new Ace Hardware.
- **Annual Pledge Drive** – *Mary Beth Seedall*
  - \$25K + 6K to date.
  - Focusing on marketing and looking forward. No comparison for where we were last year at this time.
- **Upcoming fundraisers**: Dine & Donate and Book Fair /Movie Night.
- **Recycle Fridays**: Starting back up with Melissa Laughery. Earned \$52 already, with no promotion!

## 7) PTO Communications

- How are we doing? — *Abby Pledger*
  - Google Groups will be started using addresses from Directory. Will be an opt-out situation. Tiger Parent Forum will also start up, as an opt in. Abby will approve and send all messages.
- Photos PTO web site. Need new photos. Please send to Sian Killingsworth at [siankillingsworth@gmail.com](mailto:siankillingsworth@gmail.com).
- Directory Update — *Katie Nance*
  - Online version is done. PDF draft will be sent out this week via Blackboard Connect and Google Groups.

## 8) Dads Group — *Todd Judd*

- Dad's Group Opening Party was on Friday. Only 1 new member (spouse of former staff). Several new female members. Reminder, this group is not for Dads only. Come join!
- Idea for BBQ to reach out to Spanish speaking Coleman community. Seeking someone to help make this happen. Instead of Elks Club meeting, move meeting to Canal area. Make this "agenda item" for next Dad's mtg. Idea to connect with Canal Alliance.

**9) Angel Network – Jenn Fernandez**

- *Costume Exchange*: Need someone to run this on 23<sup>rd</sup> October. Will put box in office for donations of gently used, school appropriate costumes. Need two parents to monitor. Irma will help.
- *Bake Sales*: Can no longer be during the mornings. Only after school. Need 16 kids and 4 adults. 2<sup>nd</sup> Friday of every month. These bake sales have brought in a lot of money.

**10) School Site Council – Stacey Laumann**

- Next meeting is Wednesday, Sep 27<sup>th</sup>, 7:45am. Agenda is to approve site plan, emergency plan, culture and community building plan, and address the Survey.

**11) PTO Business – Lauren Ng**

- Approved the 2017-18 Budget.
- *Spirit Wear*: New shirts are selling at cost. Every Weds is spirit wear day. Items are for sale in the office. \$18 for all shirts. Come with exact change or donate the remaining.
- *Filled positions*: Assemblies Coordinator—Jen Waters; Online Auction Chair candidate – Sierra, Mindy will head up Green Team
- *Open positions*: Online Auction team members, APD team members

**Next PTO meeting, 10/16 (Non-school day), 6:00 pm**

Meeting adjourned 7:06pm.

Jennifer Beales  
*Recording Secretary*