

**Coleman School PTO Board Meeting**  
**Monday, December 11, 2017**  
**6:00– 7:00 p.m. in the MPR**

**MINUTES**

***In Attendance:***

Lauren Ng, Jon Haveman, Jennifer Beales, Kelli Kelly, Abby Pledger, Mike Taylor, Mary Beth Seedall, Jenn Fernandez, Stacey Laumann, Mindy Findtner, Moriah Buckley, Hilary Schmitt, Anna Abramzon, Jennifer Douglass, Chandos McEowen, Amie Stewart Reed.

*Meeting called to order at 6:00pm.*

**1. Welcome and Introductions – Lauren Ng**

- Last PTO meeting of 2017.
- Ms. Sonnet found old memory books. Prompted idea to invite alumni to IF for reunion. One old Coleman committee included the ‘Tea Committee’. They are in the office for viewing.
- Motion moved to Approve Board Minutes from 11/6/17. All in favor. Minutes will be on PTO Website.

**2. Principal’s Report – Mike Taylor**

- Report cards are coming up. Some teachers are done, others still working on it. Mr. Taylor reviews all teacher comments for grammar, second set of eyes, and adds extra info from his point of view. Will come home in white envelope on last day before break.
- Mindfulness is wrapping up next week. It’s working and will figure out how staff can integrate it in the future. Looking into Mindfulness assemblies with 4<sup>th</sup> & 5<sup>th</sup> grades and from a High School perspective.
- Communication going home needs to get read. Phone calls are impactful. Website needs more work. Mr. Taylor would like thoughts on communications from the school.
- Kinder families have not had a fall/winter coffee chat. Will plan for this on Wednesday before break.
- In Jan/Feb Mr. Taylor will create a Writing Workshop Parent Education night. Will educate what is going on in the classrooms.

**3. Treasurer’s Report – Jon Haveman**

- Nothing earth shattering. \$9K in black.
- Behind in revenues from last year, just slightly. But doing fine.
- Don’t have revenues from Poker Night yet.
- Gross profit is \$73K.
- Expenditures, burning more slowly than last year. Teachers are on spending fieldtrip money quickly.
- Lots of \$ coming in for Outdoor Ed. Will subsidize \$38K for low-income families.
- Will need to write Mindfulness a big check...the balance of what we owe. Budget was \$18K.
- No budget for Farmer’s Market day, all produce is donated.
- Checks ratified and approved.
- \$1,600+ worth of Spirit Wear sold. Mostly kids sizes. Not really making profit on this. Worth looking into! Requests and ideas for caps and knee-high socks. Need to advertise Spirit Wear more. Looking for someone to head this up.

**4. PTO and School Upcoming Events – Lauren Ng**

- ***If you are a point person for an event, please use Rebecca Alexis as a resource.*** She can help lend conformity and distribution. If your event has past, please pull your own flyers off the boards.
- ***Holiday Break***, 12/22-1/8.
- PTO Meeting, Tuesday, 1/9.

- **Crab Feed**, Saturday, 1/27.
- **Movie Night**, 2/2. Lost the last day of book fair and movie night due to fires. 4th graders will help do some fundraising.
- **PTO Meeting**, 2/5.
- **Global School Play Day**, 2/7. Movement started a couple years ago, worldwide. The day is all about playing. Can play with math, reading and writing. More communication on what to bring and not to bring. Not all schools in the district are participating.
- **Art Show & Beatnik Poetry Night**, 2/7. Will have workshops and flyers to help kids to start their projects. For all grades. Sian Killingsworth and Tori Berghoff are working on designing the evening.
- **Kid Power** – 2<sup>nd</sup> & 5<sup>th</sup> Grades, 2/12.
- **Mid-Winter Break**, 2/19-23.
- **Parent Ed Night: Screenagers & Wait Til 8<sup>th</sup>**, 2/27.
- **Los Moles Dine & Donate**, 3/7.
- **Online Auction**, 3/12-18.
- **Maker Monday Event** (no school day), 3/19. Idea that came up while calendar planning. MPR will be open and while parents are at conferences, kids can be building something. Will wrap this around a theme. Will be parent-led with Mr. Taylor. DMS and SRHS Maker's Clubs could also come to help.
- **Conference Week**, 3/19-23.
- **Turn Off the TV Week**, 3/26-30.
- **Game Night**, 3/30.

#### 5. PTO Fundraising – Kelli Kelly

- **Online Auction** – Have solid teams working on it! Also working on a couple of Spring Shop and Donate events.
- **Annual Pledge Drive** – Mary Beth Seedall
  - November was a good month. About \$70K and 40% participation. We are month behind where we were last year, but we have more money. Coffee drive this Friday 12/15. Any way to capture more 5<sup>th</sup> grade families? By second semester they are looking ahead to middle school. Raffle a prize?
- **Dine and Donate** — Stacey Laumann and Jennifer Numainville
  - Nothing in Dec or Jan. Moving Los Moles to Feb.
  - Celia's was a bust this year, despite good communication. Must have been a fluke as it was well attended in years past.
  - Reach out to school parent groups who are having meetings, that they should plan to meet at the Dine & Donate locations.

#### 6. Communications Report – Abby Pledger

- How to support admin staff and teachers for holiday and end of year gifts.
- All monetary gifts can be left in the office.
- Binder in the office with what teachers/staff like, their birthday, etc. Need to get new teachers included. Will share with grade level reps.
- Another idea is for grade level reps to host socials. Could do at a Dine & Donate.

#### 7. Dads Group

- Poker Night recap. Don't have numbers yet.
- Crab Feed! Jan 27. A save the date message went out. Eyan is working on flyer to go out in Jan. Posters will hang in early Jan and Kenneth will dress in crab outfit to gain awareness. \$60 is the price. Will focus on smaller number of items for silent auction. Need more big-ticket items, like vacation homes. Need someone to organize games and be point person at ticket table.

#### 8. Angel Network — Jenn Fernandez

- Lots of gifts, amazing response! \$500 donation and hundreds of dollars of gift cards. Community, beyond Coleman, has been coming in to donate.

9. **Green Team** – *Mindy Findtner*

- Received the Grant at HeadsUp thanks to Toni Ignoffo, It will be used for a bottle refilling station on campus. Kindergarten has no source of water on their playground. Looking for more funding to get more filling stations, perhaps to buy in bulk.
- Recycling Fridays is going well thanks to Melissa Laughery, and she is getting students involved.
- Green Sneaker Challenge is still happening on Wednesdays.
- Farmer's Market will be April 20 and starting to work on drumming up volunteers.
- Looking to build Green Team and start on education within the community.
- Sat Jan 20, will be a campus clean-up day. Lost that day during the Fires.
- Looking to move garden to within Childcare backyard. Would be open to all kids when Theresa is there (not just kids in childcare program).

10. **Coleman Carnival and International Festival** – *Stacey Laumann and Jennifer Numainville*

- Biggest fundraiser of the year. 30<sup>th</sup> Annual CCIF is On May 19<sup>th</sup>.
- Will engage teachers earlier this year. How can the music and art teachers be engaged to be sure their curriculum planning is leading toward CCIF?
- Hoping each class' auction items could be directed by art teacher as art projects. Looking for ideas around this.
- Want kids to lead on selling tickets, designing/building a new game, working the booths and get them involved.
- Car Show brought non-Coleman families into CCIF. But looking for someone to head this up or maybe a new idea to bring outer community here: professional magic show, kid bands/performances.
- What can be done at front of school to pull people in?
- Need better marketing this year.
- Need to find new chairs/leaders. Need ideas on how to get new parents involved. Build job descriptions, so it's easier to recruit. Put a mention on our PTO website. Start in Jan/Feb.

11. **PTO Business** – *Lauren Ng*

- a. Projector upgrades in classrooms.
- b. Wish List: screens in windows for lockdown drills, alternate seating, water bottle filling stations, kinder yard, outdoor lighting for evening events, more balls for recreation, hand sanitizer stations.

**Next PTO meeting, 1/9 (Tuesday), 6:00 pm**

*Meeting adjourned at 7:15pm.*

*Jennifer Beales,  
Recording Secretary*