

**Coleman School PTO Board Meeting**  
**Monday, April 2, 2018**  
**6:00– 7:00 p.m. in the Library**

## **MINUTES**

***In Attendance:***

Lauren Ng, Jon Haveman, Jennifer Beales, Kelli Kelly, Abby Pledger, Michelle Klopp, Mike Taylor, Melissa Laughery, Michelene Moayed, Amie Stewart Reed, Rebecca Alexis, Stacey Laumann, Katie Nance, Mary Beth Seedall, Kelly Franklin, Jennifer Douglass, Toni Ignoffo, Siân Killingsworth.

**1. Welcome and Introductions.**

**2. Approve Board Minutes from 3/5/18.**

- Jon motioned, Michelene seconded. Minutes approved.

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

- Spring Break is coming up. Students received 25 extra minutes of recess during conference week. To make up for this, Coleman will hold its first and only, optional, drop-in education on Monday-Thursday. Will be hold in the multipurpose room. Will have a fun lunch and STEAM projects, along with reading, and grouping of grades.
- This Friday will be Spirit Day. Will do a big rainbow photo. Grades will be divided by colors that kids will wear.
- Site Planning season: received a preliminary thumbs-up budget. Will be able to hire more people. Goals are to find the right people to support teachers. Also funds are earmarked for Dave Nettle, child-whisperer, to do some work with kids.
- Next month will be LPAC and SBAC for 3-5 graders on May 5<sup>th</sup>. It is intentionally scheduled a week later than last year. There is an expectation, through writing workshops, that students will do better. Last year we didn't put in enough expectation, so now the expectation has increased for them to work hard. 3<sup>rd</sup> and 4<sup>th</sup> grade testing will be held the first two weeks of May and 5<sup>th</sup> is after that. Will send reminder to families. Students that opt out will go to library and read quietly.

**4. HeadsUp Update – *Michelene Moayed***

- Thanks to all parents who came out to volunteer for Rockin' Run. We just missed the rain. It was a huge success and Coleman was up in donation amounts. Prizes were delivered last week. The top fundraiser raised \$2,600 from Venetia Valley.
  - Was hoping to add funding for Kindergarten music, but now will not be able to do that. Having trouble finding and retaining quality teachers. Will be taking a pause to focus on that.
  - Creating agreement to what HeadsUp, teachers, and sites will be delivering to improve the quality. Hoping to have Ms. Marianne and Ms. Amanda for next year. PTO may need to help fund.

- HU is also trying a couple of different programs and is asking for parents' patience and to realize that the music program is changing (there are no longer grade level sings). Parents want to see the fruits of what their children are learning.
- Coleman Festival may be impacted since music is done. Young Imaginations is happening in the lower grades. Shakespeare in upper grades. Next year we will get back to doing concerts, but this year, invite parents for an open house.
- Consistent Achievers awards this year will go to two 5<sup>th</sup> graders and will be presented by Dr. Watenpaugh. They may be donating a brick to the student as a family gift. A HeadsUp board member who runs this luncheon is stepping down, so does anyone want to volunteer for next year?
- HeadsUp Carnival is Oct 6. Welcoming feedback or suggestions?
- Staff Appreciation Week is coming up April 30-May 4, and we need someone to take it over and shadow Michelene. Position is well –documented. We moved away from asking for donations.
  - Monday SELAC will provide lunch to all staff. Tuesday we will be providing flowers (looking for parent volunteers to bring flowers and arrange vases). Wednesday will be Barrista Day with bagels and pastries (need parents to handle coffee runs). Thursday will be Spa Day with parent-provided lunch with salads and quiche (need parents to sign up to bring food). Friday there will be a Snack Bar in the staff room all day. Need a creative person to wrap the door in paper and decorate with sayings. Michelle Klopp had idea to hold a raffle with gift card prizes.

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

- We are burning as fast as we are earning.
- Compared to last year our bank account is lower.
- APD is ahead, Scrip behind.
- Poker and Crab feed are up.
- Discretionary spending is down because we bought supplies early in the year.
- \$83K is left to spend on mostly enrichment, specialists' salary. Projecting to have \$5k left over at end of school year. Can roll it or may spend it. Lots of ideas on how to spend it.
- Written checks were approved.
- Discretionary income (a budget per each classroom) needs to be used to enrich and enhance student work. Not for school supplies. Needs to be passed by Mike and Jon. Some requests have been taken off discretionary and added to site funds. These are things that parents do not normally buy. Should we ask the same amount (\$18k) next year? We should look at what was purchased with discretionary and site funds. Next year this amount should decrease since we don't need to purchase certain items like scissors and rulers, etc. Looking for suggestion on how to streamline and provide more transparency. Will deliver this info in May. Teachers are aware to hold onto supplies and not send home with kids.
- Idea to post the budget reports on website with Minutes? Not good to put it on website. We like the spirit of transparency, but if people look at the budget first glance with no back-story, then it creates more work for the officers. People should know that if anyone has questions, they should contact an officer.
- We have a first draft of a budget for next year. This will be a work in progress that gets voted on next fall. All the categories are where we started this year, but added more into the art program. We will be looking to make changes to improve this program. Might talk to Youth in Arts. We might consider putting a little more into the other programs too.
  - School supplies are getting cut due to the durables that we don't have to buy.

- Theresa Fullmer is leaving, so what will her garden stipend go toward? Kids can access garden within Childcare during lunchtime. Theresa reached out to Green Team to take over the garden.

#### 6. **Projector Update** – *Lauren Ng*

- Mike has found funding outside of PTO funds that will fund tech upgrades for 4<sup>th</sup> and 5<sup>th</sup> grades next year.
- Did a soft launch during online auction and raised almost \$400. Some parents suggested televisions vs. projectors. Will use this money to roll out a TV in one classroom to allow a compare and contrast. Will cost about \$2K to make this happen and PTO will fund the rest.
- We do not have the green light from the District to service the TVs yet, but they will service the projectors.
- Can put another ask at Silent Auction during Coleman Festival.
- Private donors Coleman should be posting needs on Donors Choose.org., because large corps and private donors will fund. Jimmy Fallon is on the board and he funded all the needs for his whole state.

#### 7. **PTO Fundraising** – *Kelli Kelly*

- **Online Auction** – Came in at \$6,246 (\$2K over expectation)! Top selling items were Dine Around Marin, wine basket. Still spots available for teachers' events. Great job Kathy Ryan!
- **Annual Pledge Drive** –
  - At 61% participation. Last year was 66%, so we have some work to do. Sending out a targeted donation to those who haven't donated.
  - MB will give it another go next year! NEED someone to shadow her next year so she can pass it along.
- **Dine and Donate** – Go to Kamikaze on Saturday, April 7.

#### 8. **Beatnik Poetry Night** – *Siân Killingsworth*

- Successful event, well attended, lots of parents helped out. Mike did a great job with poetry bingo (with candy). Next year will do it the same week as Book Fair, first week in October. Want advance time to get workshops for kids. How to better integrate our PTO sponsored events with what kids are learning in classroom? Hopefully we will see an uptick in creative writing...expand Beatnik from poetry to all types of writing: screenplay, fiction, etc.
- Plug for the website which is wildly underutilized. Sian will apply Google Analytics to see how it's being used. District website doesn't have all teachers' contact info. Abby and Sian will come up with a content strategy.

#### 9. **Science/Maker Faire** – *Dan Sonnet*

- Another great event, well attended. Thanks to Sara and Dan Sonnet.

#### 10. **Communications Report** – *Abby Pledger*

- Will work with Sian on content strategy for PTO website.

#### 11. **Dads Group** – *Jim Stuart*

- Nailed down a date for Dad's work day (auction item from crab feed). Thurman family is winner. Will be taking down and putting up 850 ft. fence on Sat. April 21<sup>st</sup>. Reach out to Rebecca Harris to get a sign up sheet out.

- Run for the Gold will get going next year in the Spring. CJ Healy will take the lead. Purpose is community building.
- Numbers back from Poker Night and it was the best ever! This year we brought in Davidson but want to progress to inviting SRHS.
- Softball tournament might want to expand to the other schools. Take over the Pacific's field. Fun co-ed day.

#### 12. **Green Team** – *Mindy Findtner and Toni Ignoffo*

- Melissa Laughery is working on Zero Waste Marin. Will move in depth presentation to next month. We are #1 on the list for MMW to come in to renovate our recycling and do an audit next week.
- Garden Cleanup Day is April 22.

#### 13. **Coleman Festival Update** – *Stacey Laumann*

- Coleman Festival not being called CCIF anymore. This year's theme is Art Show. Will integrate an art show instead of the car show. Purpose is to draw the community in. Adult professional art, like at an art festival. Entry fee is \$25. Parents will be working, so not showing their art.
- Kids will perform at each grade level. Outside dancing, capoeira, 101 Dalmatians performers may do something, Jazz tap, etc. Will have these go on early to get parents there early. Need key volunteers: Marketing to spread word to other schools and community; want to do Photo Booth—need parent to find ideas and lead; Stage Support, facilitating movement on off stage.
- Will come up with schedule and send out to parents.
- Not having meetings, instead just communicating individually.
- Need to put posters on back of cars.

#### 14. **SSC** – *Stacey Laumann*

- Where is the survey? The District was supposed to do this, but the person in charge is out. Looking to do our own.

#### 15. **PTO and School Upcoming Events**

- Kamikaze Dine & Donate, 4/7
- Spring Break, 4/9-13
- Farmers Market Day, 4/20
- Coleman + Glenwood Beach Clean-up, McNears Beach, 4/20
- Coleman Work Day/Garden Day, 4/22. Theresa isn't planning it, so we need to figure out what needs to be done. Mike will help make the list. Need a lot of people to weed and prune. Will be coffee and doughnuts. Get flyer together to Rebecca Alexis and she will get it translated and distributed.
- Staff Appreciation Week, 4/30-5/3
- PTO Meeting, 5/7
- Coleman Open House, 5/10
- CF Setup, 5/18
- CF, 5/19

#### 16. **Other PTO Business** – *Lauren Ng*

- Kelly Franklin will be stepping up to run for PTO President next year! Lauren starting to download info. Next meeting Kelly will be facilitating.

**Next PTO meeting, 5/7, 6:00 pm**

*Meeting adjourned 7:30pm.*

*Jennifer Beales, Recording Secretary*