

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

MINUTES

In Attendance: Lauren Ng, Jon Haveman, Jennifer Beales, Kelli Kelly, Abby Pledger, Rebecca Alexis, Mike Taylor, Michelle Klopp, Stacey Laumann, Mary Beth Seedall, Kelly Franklin, Michelene Moayed, Mindy Findtner, Jenn Fernandez, Jen Numainville, Gillian Pontes, Hilary Schmitt, Vita Johanson, Cathy Falco, Chris Gonzales.

1. Welcome and Introductions

- Meeting called to order at 6:00pm.
- Approve Board Minutes from meeting on April 2. Motion to approve, seconded. Approved!

2. Principal's Report – *Mike Taylor*

- **State SBAC testing:** 3-5th grades are completing state testing. Bring kids to school on time!
- **Open House** is this Thursday, 5/10. There is a minimum day and it starts at 6pm. No food for sale. Request: Possible to have them **not** mow the lawn/weed that evening (allergies). Ground crew comes when they can on a 7-4pm schedule.
- **Mr. Gonzales**—Chris Gonzales attended to educate the PTO on primary elections in June. Two candidates, Tony Thurman & Marshall Tuck, are running for the office of State Superintendent of Public School Instruction. They will determine which programs public schools will use. Tuck previously ran and did not win. Take time to research both candidates. Thurman has 89% approval rating from Democratic Party and is endorsed by many organizations. Top candidate will go on to November elections, supporting Gavin Newsom for Governor.

3. Staff Appreciation Week – *Michelene Moayed*

- Staff Appreciate week was a success. Thank yous from staff.
- Thanks to every one who helped out. Shadow time has passed, but we still need someone to step up to lead this next year. Michelle Klopp has stepped forward to take it on. Thank you, Michelle! Will have more robust budget next year.

4. Treasurer's report + Draft Budget – *Jon Haveman*

- Quiet month. Gross profit 168K.
- Library has \$4K.
- Revenues are ahead and expenses behind so we are roughly even, compared to last year.
- Dine & donate check came in and more from Fund Drive.
- \$5K discretionary left to be spent. Same with Enrichment Materials.
- Reserve fund will carryover.
- BMX bike assembly will happen to spend down that budget.
- All checks approved.
- Received one payment from artists for CF art show.
- Change in budget for next year:
 - \$750 for Staff Appreciation is now part of budget.
 - We will have a scholarship back up for Outdoor Ed.

- We will have money from Enrichment for Kid Power books. Invest in graphic novel books in dual language, for 2-3rd grade. Budgeted \$800. Next year will do an evening event for families in the fall. Content of this year's programming was good hitting on playground/classroom issues. We can work with them to fine-tune the programming. Jen Waters is taking on assembly coordination and can work on this.
- Forecast revenue is more generous, by \$9K, for school improvements. This would be used for projectors in the classroom.
- Reminder that this budget will get voted on, at the ice cream social, in August.

5. **PTO Fundraising – Kelli Kelly**

- **Annual Pledge Drive– MaryBeth Seedall**
 - Need someone to shadow MaryBeth to help next year.
 - MB has done targeted mailings. Got 5 more donations! Probably at the end of our run. In light of increasing our 'ask', we should have raised more money. With one more person to help next year, we have the possibility of raising more!
 - Could have two people, one focused on lower grades and the other on upper grades.
- **Dine and Donate – Jennifer Numainville**
 - My Thai coming up next week, Thurs 5/17. Chipotle in June. Have had one every month, which may be why there is less traffic at these events.

6. **Communications Report – Abby Pledger**

- Occasionally, for end of year, class reps will coordinate consolidated gifts for teachers. Abby is encouraging a new campaign to donate in the office or online. Will start this after Coleman Festival. Families will be able to donate a lump sum and Abby will distribute equally over ALL staff, not just teachers.

7. **Dads Group – Jim Stuart**

- Planning an EOY party for June 9th.
- Completed the Dad's makeover (won from Crab Feed auction).
- Gearing up for CF. Running the BBQ/snack bar.
- Working on reaching out to Kinder Dads. Not a lot of participation from Kinder/1st grade families. Want to work with text messaging through school.

8. **Green Team – Mindy Findtner**

- Farmer's market happened. Next year want to reach out to more volunteers, especially Latino community. Important to keep those volunteers in the loop so it's not the same PTO members helping. Want to send a big thank you poster to the Farmer's Market for donating food.
- For some roles that are new or that have shifted, will write up a description of the role to put on Dropbox.

9. **Coleman Festival Update – Stacey Laumann and Jennifer Numainville**

- We will hold a special planning and update meeting after this board meeting.

10. **SSC – Stacey Laumann**

- Had our last meeting. Achievements for the year were getting the emergency plan in place. Had an emergency drill, which went well. Will hold a lockdown drill at end of May—will get advanced notice.
- Revamping the Coleman handbook. Policy and rules are now clear.
- School site survey is planned to go out this week until the 20th and will then compile and report by EOY.

- Would be good for PTO to look at the school budget. There are lots of buckets of money, and it's good to see what comes from the state, district, etc. The District wants to have equitable funding across PTOs.
- There is no adjustment if we earn more as a PTO. The funding comes from each child in a seat.

11. PTO and School Upcoming Events

- Coleman Open House, 5/10
- Parent Volunteer Potluck, 5/16, 8:20-9:30 am
- CF set-up, 5/18
- CF, 5/19
- Lauren's going away party, 5:30 on 5/24 at Terrapin
- Last day for Specialists, 5/25
- Memorial Day (no school), 5/28
- PTO/SSC/SELAC meeting, 6/4
- 2-5 Field Day, 6/8
- Kinder Promotion, 6/12, 11am
- K/1 Field Day, 6/14
- 5th Grade Graduation, 6/14, 9am
- LAST DAY OF SCHOOL, 6/14
- Jump Start Day, 8/21
- First day of 2018-19 school year, 8/23

12. 2018-19 Officer Candidates – Lauren Ng

- Those who are taking on bigger roles, are asked why they want to serve on the PTO:
 - Kelly Franklin, President:** Is psyched to be more involved. Took a break from preschool and now settled into new job. Special gift is seeing special gifts in others, and helping the 'train' run on time.
 - Rebecca Alexis, VP Events:** Enjoys helping bring the community together and helping people feel that they are part of something magical. Looking forward to round 2 of this role...now will be able to perfect it.
 - Kelli Kelly, VP Fundraising:** Taking a break from the working world to raise kids, and now happy to be part of something bigger. Love to show kids that we care by being on campus.
 - Gillian Pontes, Secretary:** Have been at Coleman for 6 years. Happy to be part of the group and help out. Won't quit her day job, though.
 - Jon Haveman, Treasurer:** Likes making good use of his special talent with numbers.
- Need new rep for 3rd grade.

Next PTO meeting, 6/4, 6:00 pm

Meeting adjourned, 7:00pm

Jennifer Beales

Recording Secretary