

Coleman School PTO Board Meeting
Monday, February 6, 2017
6-7pm Coleman Library
(next meeting March 6, 2017-Coleman Library)

MINUTES

PTO Officers/Managers in attendance were: Mike Taylor, Bridget Radachy, Lauren Ng, Jon Haveman, Elaine Ervin, Jim Stuart, Andy Lapitsky, Jenn Fernandez, Leah Mazurette, MaryBeth Seedall, Diane Woodall, Abby Pledger, Stacey Lauman,

Guests: Amie Reed, Mary Bussi, Michelle Klopp, Rosa Mendez

1. Bridget called meeting to order at 6:00pm
2. **Approve Minutes:**
 - Lauren and Mike Approved Board Minutes from 1/18/17.
3. **Principal's Report** — *Mike Taylor*
 - Reading Intervention Program trainings, for literacy and writing, are underway for staff.
 - Moving forward on replacing turf on field. Installation date TBD.
 - MCOE sent out letter notifying the community that all San Rafael City Schools are a safe place for all students. Looking into hosting an event with Canal Alliance. All families should come to show support to our fellow community members.
4. **PTO Business** — *Bridget Radachy*
 - PTO Board and Managers for 2017/2018. Jennifer B. and Jon H. will maintain their roles as Secretary and Treasurer. Lauren Ng has volunteered to be President! IF Chair Stacey Lauman has volunteered to be CCIF Chair! Thanks, Lauren and Stacey for stepping up! Below is a list of open roles. Please step it up and volunteer for something a bit bigger than you've done before! We need:
 - VP of Communication
 - Kindergarten rep
 - Dad Co-President
 - SELAC Liason
 - Business and Operations Manager
 - Beatnik Café/Poetry Night Coordinator
 - Bingo Night Coordinator
 - Scrip Coordinator
 - Newsletter
 - Picture Day shadow to move into Coordinator role 2018/19
 - Staff Appreciation Coordinator
 - Silent Auction Shadow to move into Chair position 2018/19
 - Proposal: Back to School supplies provided by PTO for 2017/18:
 - Increase Annual Pledge Drive ask to \$550. Providing school supplies will be more equitable and less chaotic for teachers. \$70/child x 410 kids = \$20K – 30% bulk discount = \$18K. LEAP \$14K and \$14K for MPR upgrade. Jon H. reports that in previous years, 65% have given the ask amount. Supplies stay in classroom to decrease cost of replenishing in future years. Receipts from staff discretionary funds have shown that teachers are spending their money on office supplies. If PTO covers supplies, maybe staff

will spend more on enrichment. Ideas were proposed to creatively tier the ask so families have options. Motion to do this. All in favor. Motion passed.

- **Proposal: Different management/amount given for staff Discretionary Spending:**
 - Add guidelines for staff to use discretionary funds that strictly supports bylaw goals (support for children in school environment and support for classrooms for lessons being taught). If not purchasing office supplies then perhaps we can lower fund amount per staff. Work in progress.
- **Researching school lunch programs:**
 - Talking to different companies who can supply a healthy lunch in the cafeteria. Coleman is 45% “free and reduced”, so some companies will not touch us. Samples and meeting on Thurs with a company. Looking for 100% organic compostable materials. Need school district approval for this to go through. If district does not approve, then we will look into other options. Work in progress.
- **Review/revision of Bylaws for approval at March meeting:**
 - Still working on this and will aim to complete next month.
- **Looking for Volunteers for recess/drop off/classrooms:**
 - Thanks to those who filled out mid-year survey. Need volunteers for recess. Kids would like a Lego Club. Mike will create a sign-up for those parents who want to volunteer to play with a small group of students. This is meant to be a fun role, not a disciplinary one.
- **Grade Level Representatives:**
 - February Staff Lunch — 3rd Grade did last week. Thank you to those who donated/ran it.
 - March Staff Lunch — 2nd Grade to pick date with Claudia/Mike Taylor.

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

- Doing well. Behind slightly in revenue due to Poker Night and Run for the Gold having not yet happend. \$18,800 net from Crab Feed. \$7840 auction. Money spent on 20 iPads coming to lower grades.
- Ratify checks — Jon motions to ratify, seconded. All in favor. Checks approved.
- Proposed 2017/18 Budget — Draft will be discussed at March meeting.

6. **PTO Fundraising**

- **Annual Pledge Drive** – *Mary Beth Seedall*
 - End of Jan 79K, have not included corporate match yet. Looks like we’ll be about same amount as last year. Round of applause for amount collected!
- **Dine and Donate** — *Stacey Laumann and Jennifer Numainville*
 - Celia’s brought in about \$400!
- **Tiger Terrace Bricks** — time to offer again. 4x8 cost \$17-25, and we could sell for \$40-100.
 - Need someone to head this up!

7. **Dads Group** — *Andy Lapitsky*

- Crab Feed was fun and numbers were good.
- Coming up: Poker Night — March 10 @ Elks Lodge, chaired by Todd Judd. Dinner at 6, first deal at 7. Hawaiian dinner hosted by Dads. Need dealers. Have Todd review VolunteerSpot site from last year. Need to get flyer done and blurb in newsletter.

8. **Green Team** — *Melissa Laughery.*

- Bake Sale on Thurs. Remember to bring recycling every Friday.
- Spring campus work day – April 23, 2017.

- **SSC** — *Mike Taylor*
 - Meeting last Fri. How do we support students? Ideas: 1) Hire an intervention teacher (training, staff development, be in classrooms, could cost a lot) 2) Hire many instructional assistants (tough sell with low salary). Next LCAP meeting March 9. SSC Survey still to go out.

- **PTO and School Upcoming Events**
 - Global Play Day – February 8. Kids play all day upon teacher’s discretion.
 - School Tour — February 13 & March 14.
 - 2nd & 3rd Sing — February 14.
 - Kindergarten Registration — February 15. Need volunteers...2pm.
 - Dine and Donate — Uchiwa on February 16; Marche Aux Fleurs on March 8; Amici’s on March 20.
 - Mid-Winter Break — February 20-24.
 - Poker Night — March 10.
 - DMS Prom Fundraiser (adults only) — March 11. Farm Burger catering. Will send out flyer to Coleman community. Open to the public.
 - Conference Week (no school Monday, minimum days the rest) — March 20-24. Pick up at 12:30pm.
 - Maker/Science Fair –March 23.
 - Turn off TV week – March 27.
 - Art Show & Beatnik Poetry Night. Need volunteer to coordinate for Beatnik to happen. Tori looking for art show volunteers.
 - Game Night — March 31.

- Idea List 2017/2018
 - Aids in classrooms
 - Kindergarten yard reconfigure
 - Water bottle filling stations
 - New sign for front of school
 - New directional signage
 - Gaga Ball pit
 - Turf the field

Meeting adjourned 7:21pm
 Jennifer Beales, Recording Secretary