

**MINUTES OF COLEMAN ELEMENTARY
PTO BOARD MEETING
March 9, 2015**

PTO Officers/Managers in attendance were: Scott Carson, Michelene Moyaedi, Jenny Keane, Jeannie Williams, C.J. Healy, Amie Reed, Lisa Dawson, Katie O'Donnell, Shae Atkinson, Tanya Burdick, Todd Judd, Monique Rutter, Jim Lynch

PTO Officers/Managers Absent: Jen Fernandez, Tammy Nyard, Tori Berghoff, Abby Pledger, Tara Fleming, Becky Ordin, Julie Luria, Melanie Matheson, Lauren Ng, John Stanko, Vita Johannson, Allison Morgan, Lisa Freitche, Toni Ignoffo, Lisa Freitag, Ariela Chick, Elaine Earvin, Leah Mazurette, Lynn Stein, Alee Nicandri, Marissa Judd, Diane Woodall, Susan Quigley, Stephanie Marti

Guests: None.

Call to Order: Michelene Moayededi called the meeting to order at 6:00 pm.

Minutes: PTO Board and General Meetings

- Minutes from 02_09_2015 PTO Board Meeting APPROVED

Heads Up Rockin' Run (Laurie Peterson)

- Run for reading will now be called "Rockin' Reading" and pay for 3rd-5th grade music (approximately \$11,000 savings for Coleman PTO).
- Tshirt Reveal! Looks great...
- Coleman's Date is 3/26
- 1st Graders have a field trip on 3/26, and they will try and move the 1st grade run to either a day before or after the field trip.
- Event website: Rockinrun.org

Principal's Report (Scott)

- Request from teachers/staff for the **playground rules** to be applied afterschool (by parents).
 - One problem area is little boys wrestling on the 'grassy knoll'.
 - Not running down the outdoor hallway
 - Use equipment appropriately in the kindergarten yard, be respectful, stay off the tricycles
 - Teachers request that parents support the enforcement of school rules
- **LCAP meetings** – Teachers and parents participating in discussions about modernization
 - Wednesday, March 25th 6:00 pm SRHS Library – District Wide LCAP Meeting – Coleman needs to organize and represent
- **Layoff Notices:** There will be pink slips at Coleman and Scott will not be able to hire back until May.
- **Facilities Meetings:** There was a presentation at Davidson last week where staff and parents went to look at the plans for modernization at Coleman.
 - They would like to move all Elementary Schools to 24 classrooms.
 - Coleman is not big enough for that objective, so Coleman would probably go to 18 classrooms.

- The Coleman Center & Balzan classroom would turn into a 3 room unit that would take up some of the basketball court. This would allow the school to accommodate 28 more students.
- Parents voiced that the playground space is important to keep.
- They are looking to possibly pass a bond for \$185,000,000.00 in November 2015. \$75-\$100 million towards Elementary School District.
- Coleman did get remodeled on the last bond in 2005 – and probably won't get a lot of attention on this bond (other schools will get priorities).
- Increasing the size of the library & breakout rooms.
- Adding another room off the staff room for parent/administration use.
- Reconfiguration of the front so that there is a drop off lane on Belle Ave.
- Scott believes that we are a pretty low priority and probably won't see a whole lot of money.
- Board will vote on proceeding on the vote for bond measure on April 2 meeting.
- Design phases will come later but Coleman needs to have representation in the decision making process.

PTO Business (Michelene):

- Kindergarteners have requested the Sun Shade again – Jenny to ask Chris to put back up.
- Jeannie attended Elementary PTO Leadership Meeting with other schools in San Rafael.
 - Many different perspectives and activities on campuses around San Rafael.
 - Parent involvement seems high in many of the schools
 - A good exercise for PTO members to hear what is going on in other schools.
- Volunteers & Parent Involvement
 - Is it time to start thinking about next year, open volunteer positions? Maybe focus on what we need to do for the rest of this year and then look at the specific needs that need to be filled as we go.
 - Recognition of the work of so many parents who do work at Coleman, not just for the PTO.
 - **Please let Michelene ASAP know if you know that you are not going to return in your current position.**
- PE Discussion
 - To adhere by the law, the school district is required to offer 200 minutes/10 days of school. This means the PTO will need to look at extending the PE instruction to the start and end of the school year (instead of starting later in September and finishing in May).

Treasurer's Report (Michelene for Jenny)

- ✓ Vote to Approve Treasurer's Report, Approved
- ✓ Vote to Ratify Checks, Approved
- \$68,000 left to spend in the budget
 - \$1,300 left in operating
 - \$5,200 in enrichment
 - Field Trips are moving along, teachers are spending discretionary money
- Book Fair made \$1852 net
- Crab Feed \$12,241 net
 - Expenses were a little higher this year, cost more to rent the space, crab prices up!
- Golf has had a \$500 registration already
- Annual Pledge Drive \$73,832
 - Still receiving monthly payments so that money will continue to go up gradually
- Scrip going really well

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- United Cards \$400-\$500 each check (great!)
- Amazon Smile \$61 on the last check
- Total Income to Date: \$107,854
 - Projection to date
 - Above where we were last year (\$96,360)
 - Dad's club income is up
 - Green Team income is down (recycling)
 - Dine & Donate income is down (Celia's coming up on Thursday, that will help)
 - Scrip is way up
 - Bag donations – you can say “Coleman” even if they don't ask. We are in the system and the check out person can click and select us!
 - Bingo Night – have had only one so can't compare totals
 - Crab Feed down a little – unpaid auction items will put us up
 - Poker Night way above
- 5th Grade Expenses – Extra money from Outdoor Ed to help pay for the expenses at Graduation
 - Discussion about paying for some of the Graduation Expenses (such as refreshments)
 - In the past it came out of 'Enrichment' – Jenny is proposing to come out of the 5th Grade Fund
 - PTO will help provide refreshments for after the ceremony, we voted and approved \$250 to start and Scott will see about adding more.

PTO Events (Jeannie)

- Turn off TV Week – March 9-13
- Game Night - Friday, March 13
 - Set up at 1:40 pm.
 - Event begins at 6:00 pm.
 - Bring the whole family!!!
 - Dinner for sale!
- Parent Tours – March 13, April 7
- Online Auction Opens – March 23
 - Lauren is having some bookmarks made to promote the event
- Rockin' Run – Thursday, March 26
 - Monique Rutter is our site contact. Emails will be going out to get volunteers to get helpers during the day
- Class Photos – Friday, April 3 (**change of date**)
- 4/5 Sing April 21st
- Davidson Social for 5th Graders (Mike Mink from Glenwood idea). CJ will reach out.
- Bingo Night in May

PTO Fundraising

- **Annual Pledge Drive Update (Amie Reed)**

- \$76,778 – approximately to date!
- \$300/family average
 - Idea to create a tiered program to recognize family contributions.
- \$4,000 in fees to the credit card company. Amy will move to encourage more checks next year.
- Dine & Donate Thursday @ Celas
- Dine & Donate @ Marche Aux Fleurs on March 25th
- Online Auction starts March 23rd
 - Donations are coming in
 - PTO please contact the businesses that you frequent and ask for a donation. Form is in the office.

District Business (Amie Reed)

- Board Position filled by Maika Llorens. Amie attended the meeting and was very impressed by all four candidates.
- LCAP Meetings – parents are encouraged to go to both. Childcare included
- Budget Advisory Committee – it would be good to have a Coleman Rep on it. Meets on Thursdays at Davidson.
- Agenda for tonight's SRCS Board Meeting
 - Changes in middle school math programs
 - Goals for Superintendent
 - Golden Bell Nominations
 - **Coleman School Youth Leaders have been nominated for a Golden Bell Award!**

PTO Communications (Mich for Abby)

- Scott is really happy with the online newsletter
- Google Groups – Parents must select “receive email” in their Google Acct.

Grade Level Check Ins

- 5th Grade: (Lisa Dawson)
 - Davidson Tour tomorrow, Parent Meeting 6:30 pm.
 - CJ & Lisa working on the after graduation picnic
 - Maria Lubamersky organizing yearbook, collecting donations
 - 5th Grade Legacy Gift for class to leave for the school.
- 4th Grade: (Not Present) No updates
- 3rd Grade: (Not Present): No updates
- 2nd Grade: (Not Present): No updates
- 1st Grade: (Not Present): Not present. Hosting lunch on March 26th
- Kindergarten (Not Present): Hosting lunch in April.

Dad's Club (Todd)

- Crab Feed Auction Winner “Build Day” Saturday, March 28th

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- Need Dads to go out and help work on the project
- Building a new fence
- Todd will send out the info to Dads – Moms please encourage Dads to go!
- Golf Tournament – Will discuss at tonight’s meeting
 - Registration to open and be promoted soon.
 - Can we increase registration fees to \$150/player?
 - Golf made \$4,400 last year

Coleman Carnival and International Festival – Saturday, May 30th (CCIF) (Jim Lynch)

- Thinking about how to get more people from outside our community to come on campus to spend some money
 - Car show on campus. Jim asking around to see if he can get enough interest.
- Jim will be getting more information out to Coleman soon
 - Volunteer Coordinator & Raffle Coordinator Positions open – big jobs that need filling soon.
- CCIF Planning Meeting – By the end of March, date to be announced soon.

Green Team Update (Tanya)

- Garden Work Day
 - Maybe just mulching. Weeding will be difficult after district has ‘whacked’.
 - Theresa can order mulch
 - Pick a date in April.
- Walk & Roll is going well
- Site Council approved the wording for signage around the kindergarten parking lots (bilingual)
- Composting at Lunch: Each classroom will be assigned a week. Each kid in the class will take a turn monitoring the compost cans. 3rd graders seem to really like it. How could we also educate kids on what goes in the compost and what does not. Tanya will send a Google Groups email to inform parents of what the plan is, and to ask for more parent help.
- Cool the Earth has a new App and a short scripted play promoting the App/Game. Tanya will take that on to implement at school.

SELAC Update (Michelene for Marissa)

- Main item that came up at the meeting was that parents want more help supporting their children better. Parents don’t feel that they can help their kids in school as the student English work progresses.
 - One idea is to get supplementary text books in Spanish that parents can sign-out for the year and keep at home.
- Many kindergarten & first grade families in attendance

Site Council (Michelene for Jen Labovich)

- SSC Survey is Mandatory and has 20 required questions
- Michelene has met with the SSC and developed questions for the survey. (Included at the bottom of these minutes).

- 29 Action Items from last survey, we need to address as a School/PTO/SSC

**Next meeting on Monday, April 6 at 3:30 pm in Coleman Library
Need volunteer for afterschool snacks, please contact Michelene.**

**The meeting was adjourned at 8:00 PM
C.J. Healy, Recording Secretary**

Additional Survey Questions:

- 1. In the past year, how would you rate the quality of communication regarding Coleman? (Include Comment Box)**
- 2. In the past year, have you noticed an improvement in school safety and environment?**
- 3. Please rate your overall grade level satisfaction for the grades you have children in.**
- 4. In the past year, how would you rate the quality of Coleman Events? (Include Comment Box)**
- 5. On June XX, 2015 at 6:00pm, there will be a meeting to review the results of this survey and discuss the budget plan for next school year. Will you attend?**

Comment Box: Please provide any comments or feedback you may have that was not covered or that you would like to provide more detail on.

Also attached is the LCAP Survey Questions from the District. We don't get to change these, just add questions we want.