

**Coleman School PTO Board Meeting**  
**Monday, February 1, 2021**  
**6:00– 7:00 p.m. via Zoom**

Join Zoom Meeting

<https://us02web.zoom.us/j/87003102267?pwd=VmF5YnU3R1MzQkQycmR1ZHNIR0RkQT09>

Meeting ID: 870 0310 2267

Passcode: 873401

**AGENDA**

1. Welcome and Introductions - meeting started 6:05PM with Lauren introducing PTO board members
2. Approve Board Minutes from December - Stephanie Parker (3 minutes) – Lauren moves to approve December minutes; Rebecca M 2nds – 31 participants – everyone approved
3. Treasurer’s report – Toni Ignoffo (10 Minutes) -
  - a. Toni spoke to role of Treasurer (this is her last year at Coleman so needs someone to take over the role
    - i. Mostly makes sure spending \$ the way we want to & paying people back (paying salary of specialists or paying someone back if they bought something)
    - ii. Timing depends on the week (some weeks 0; some 3-4) – monthly 12-15 hours (although there are some quieter months)
    - iii. Has enjoyed getting to know the community so much better & has been included in decision on how money is spent that we work so hard to pull in
  - b. Reviewed checks 12/3 – 1/19; Lauren moved to approve checks & Rebecca M 2nds – 34 participants – everyone approved
  - c. Reviewed budget: spent \$22K so far (most in discretionary funds for teachers & then to HeadsUp for PE, Music & Art) and have almost \$150K left for the year:

**Coleman School PTO**  
**Final Budget, 2020-2021**  
*January 1-31, 2021*

	2020-2021 Budget	Spent	Remaining	% Spent
Art	\$5,000	\$ -	\$5,000	0%
Assemblies / Author's Festival	\$1,500	\$ -	\$1,500	0%
Community Events	\$5,000	\$ 3,770	\$1,230	75%
Enrichment Materials	\$0	\$ -	\$0	0%
Classroom Discretionary/Fieldtrip	\$18,000	\$ 4,995	\$13,005	28%
Gardening	\$1,000	\$ 376	\$624	38%
Lunchtime/Recess Act. Coord.	\$15,000	\$ -	\$15,000	0%
Merchant Fees	\$4,000	\$ 741	\$3,259	19%
Music	\$0	\$ -	\$0	0%
Operating	\$5,800	\$ 1,686	\$4,114	29%
P.E.	\$5,000	\$ 5,000	\$0	100%
Remote Learning Enrichment	\$55,000	\$ 2,350	\$52,650	4%
Reserve	\$9,593	\$ -	\$9,593	0%
Safety	\$1,000	\$ -	\$1,000	0%
School Improvements	\$34,000	\$ 3,706	\$30,294	11%
Science Enrichment	\$0	\$ -	\$0	0%
Social/Emotional Learning	\$12,500	\$ -	\$12,500	0%
Supplementary School Supplies	\$0	\$ -	\$0	0%
Technology/Computers	\$5,000	\$ -	\$5,000	0%
Library Fund Roll Over	\$1,273	\$ 49	\$1,224	4%
Angel Network Fund Roll Over	\$1,180	\$ -	\$1,180	0%
5th Grade Fund Subsidy	\$682	\$ -	\$682	0%
<b>Total</b>	<b>\$180,528</b>	<b>\$22,624</b>	<b>\$157,904</b>	<b>13%</b>

- d. We've raised ~71K so far (includes Tiger Fund & other fundraising); yellow are estimates (discussed on spending & might go through):
- i. Discussion around blacktop upgrade – questions on district paying (not on their list of upgrades) & more educational spaces (want to make spaces that will be used so can talk to Ruth & get teacher feedback)
  - ii. Remote learning row – hoping to supplement remote learning with something else but are unsure if there will be a need when kids go back more in mid-March

Estimates for Fundraising and 2021/2022 School Year Budget

1) How much cash we have raised this year so far?	\$72,657
Gross Profit	<b>\$71,657</b>
budget?	
Total budget for 2020/2021	\$180,528
Total spent	<b>\$22,624</b>
Budget Balance	\$157,904
3) How much we intend to spend for rest of year?	
HeadUp/PE-Art	\$5,000
Discretionary	\$13,000
Operating	\$4,128
Library Fund Roll Over	\$1,273
Angel Network Fund Roll Over	\$1,180
5th Grade Fund Subsidy	\$682
Merchant Fees	\$3,370
Book Club - Sarah Sonnet	\$3,250
for classroom TVs (per Claudia/Mike/Ruth 1-27-21)	\$0
Social/Emotional? (Mr. Nettle)	\$12,500
Remote Learning?	\$5,000
School Improvements (Blacktop upgrade)	\$30,000
Total	<b>\$79,383</b>
4) What is left over, i.e. how much do we intend to NOT spend this year from our budget?	
	<b>\$78,521</b>
5) How much is projected for next year, i.e., carry over from this year plus what we have fundraised so far?	
	<b>\$150,178</b>
6) If we want to hit a full 180,000-200,000 budget	
	<b>\$30,000 - 50,000</b>

- e. \$78,521 likely what not spent this year & with FY20/21 fundraised, are looking at \$150K towards budget for next year
  - f. \$180-200K has been budgets for normal school year so still need to raise \$30-50K
  - g. Being conservative – still a lot of unknowns around specialists next year
  - h. Looking good though in terms of savings & being able to afford at least some specialists next year
4. PTO Fundraising
- a. Tiger Fund Update – Sara Bender (3 minutes)
    - i. Just under \$45K raised this year
    - ii. ~60 families have donated so far with an average of \$515 per donation
  - b. NO Crab Feed and Auction Report - Melinda MacKaben & Mitch Grossman (5 minutes)
    - i. Lasagna meal fundraiser & zoom call/online auction – huge thanks to all the sponsors
    - ii. very successful bringing in around \$18K and only spending around \$1K
5. Specialists update – HeadsUp (2 minutes)
- new classed started today (<https://vimeo.com/504591244>) – shorter with live webinars once a month to access anytime
6. Angel Network Update – Jennifer Fernandez (2 minutes)

- i. Recently: Giving tree very successful – over 200 gifts fulfilled, 8 meals donated from no crab feed & warm clothes for a family that needed it
  - ii. Stacey taking over next year
- 7. Principal's report – Ruth Reynolds (10 Minutes) – Hybrid schedule update
  - a. Every school has safety plans – if Marin County goes to red tier for 2 weeks can put all students back in the classroom at one time (will likely then be in orange)
  - b. Likely in March
  - c. Kids would come 4.5 hours (something like 8-12:30) 5 days a week with drop off times varying by grade like they currently do
  - d. 20-minute snack recess with school lunches taken home
  - e. Things to do in the afternoon – more like homework & enrichment programs continue in the afternoon
  - f. Distance between desks is about 4 feet & districts asking to put in order for desks (currently some desks in K/1 belong to upper classrooms)
  - g. Has passed the board & teacher union approved it
  - h. Will classrooms still shut down with positive case – would think yes
  - i. Any plan for kids to be COVID tested – no plans – resources at the Civic Center right now
  - j. Plexiglass between student desks – haven't come up with that
  - k. Why not full day if can go back 4.5 hours – there is a plan to transition but taking in increments to see how it's going
  - l. Teachers vaccinated? Not in MOU but it's a wish; right now Marin concentrating on seniors
- 8. Open PTO Positions (5 Minutes) – at risk of no PTO next year if don't fill positions
  - a. President or Co-President
  - b. Vice President Fundraising
  - c. Vice President Events (Melinda will fill)
  - d. Treasurer
  - e. Business Manager
  - f. And more!
- 9. PTO and School Upcoming Events - Rebecca Markwick
  - a. Dine & Donate - Jen Numainville (2 minutes)
    - i. Extreme Pizza – Feb 4
    - ii. Marche aux Fleurs – March 4 – correction, the 3rd
  - b. Art Show - Together While Apart: Coleman Connects Through Art - Morgan Schaffler (2 minutes) - Coleman Art Show: Together While Apart. Send images of artwork to: [morganmcarey@gmail.com](mailto:morganmcarey@gmail.com). The prompt is “What has connected you and your fellow Tigers this year?” Deadline to submit is March 1st
    - i. Submission Deadline: March 1, 2021
    - ii. Opens Online: March 10, 2021 at 6pm
  - c. Mid Winter Break, 2/15-2/19
  - d. School conferences – beginning of March, date tbd

**Next PTO meeting, Monday 3/1, 6:00 pm**