

Coleman School PTO Board Meeting

Monday, April 12, 2021

6:00– 7:00 p.m.

Join Zoom Meeting

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

Meeting ID: 870 0310 2267

Passcode: 873401

AGENDA

1. **Welcome** Lauren welcome to all; Mike will be back next week

2. **Approve Board Minutes from March meeting** (3 Minutes) (on PTO website) – Lauren motion to approve. Jen N. 2nds. 22 participants → all approve

3. **Open PTO Positions and nominations** (5 Minutes)
 - Open Executive Positions: (any questions, can reach out to Lauren)
 - President! (or Co-President) (delegation/project management position)
 - VP Fundraising
 - Other available volunteer opportunities - description on website: (<https://www.colemanpto.com/storage/app/media/PTO%20Job%20Descriptions.pdf>)
 - Nominations: (will vote next week on these positions)
 - Johanna Salangsang (Treasurer)
 - Melinda McKaben (VP Events),
 - Jen Waters (VP Communications)

4. **Treasurer’s report** –Toni Ignoffo (10 Minutes)
 Reviewed checks to approve – biggest is \$5K to Heads Up for specialists this year. Jen moves to approve, Linnea 2nds → nobody opposed
 Only spent about 20% of budget:

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

	2020-2021 Budget	Spent	Remaining	% Spent
Art	\$5,000	\$ 5,000	\$0	100%
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	\$ 8,445	\$9,555	47%
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	\$ 2,834	\$2,966	49%
P.E.	\$5,000	\$ 5,000	\$0	100%
Remote Learning Enrichment	\$55,000	\$ 3,800	\$51,200	7%
Reserve	\$9,593	\$ -	\$9,593	0%
Safety	\$1,000	\$ -	\$1,000	0%
School Improvements	\$34,000	\$ 6,206	\$27,794	18%
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	\$1,322	4%
Angel Network Fund Roll Over	\$1,180	\$ -	\$1,180	0%
5th Grade Fund Subsidy	\$682	\$ -	\$682	0%
Total	\$180,528	\$36,172	\$144,356	20%

Year over Year comparison (The \$7,663 is a lot of the schwag (shirts/yard signs)):

	2020-2021	2019-2020	Difference
Bank Balance	\$231,204	\$204,274	\$26,930
REVENUES			
Tiger Fund	\$63,130	\$88,188	-\$25,058
Scrip	\$5,623	\$4,664	\$959
Dine & Donate	\$1,999	\$1,877	\$122
Crab Feed	\$11,046	\$35,725	-\$24,679
Softball Game	\$0	\$264	-\$264
Poker	\$0	\$5,475	-\$5,475
Coleman Carnival	\$760	\$2,294	-\$1,534
Run for the Gold	\$0	\$2,570	-\$2,570
Other	\$7,663	\$2,147	\$5,516
Total	\$90,227	\$146,453	-\$56,226
COGS	\$3,017	\$10,275	-\$7,258
Gross Profit	\$87,209	\$136,178	-\$48,969
EXPENDITURES			
Discretionary Spending	\$8,295	\$8,416	-\$121
Crab Feed	\$2,017	\$7,275	-\$5,258
Operating	\$2,834	\$3,563	-\$729
Field Trips	\$150	\$517	-\$367
Poker	\$0	\$436	-\$436
Run for the Gold	\$0	\$1,970	-\$1,970
Other	\$252	\$26,445	-\$26,193
Total	\$35,503	\$131,925	-\$96,422
NET REVENUE	\$53,143	\$379	\$52,764

Coleman Elementary School PTO
MONTHLY TREASURER'S REPORT
03/31/21

Beginning Bank Balance, 7/1/2020 \$178,371.60

YTD Income	\$90,227.09	
Cost of sales	\$3,017.86	
YTD Other Income	\$1,690.77	
YTD Gross Profit	\$	88,900.00
YTD Expense		(\$35,503.12)
YTD Other Expenses		(\$252.94)

Net Income \$1,437.83

"Other" Account Recap

Library	\$1,321.84
Angel Network	\$1,180.00
5th Grade Fund	\$682.00

Ending Bank Balance, Union Bank General Operating	\$231,515.54
Total General Accounts Holdings	\$231,515.54

5. **Principal's report** – Ruth Reynolds (10 Minutes)

Smooth opening with new schedule

If Marin goes to yellow, might go full time (sometime in May)

School was pressure washed over Spring break

Going to get \$17,500 from district for PE

Heads up \$9,500 for Enrichment (could be music, drama, art, dance)

6. **PTO and School Updates and Upcoming Events** - (10 Minutes)

- Coleman Virtual Tour! - <https://www.colemanpto.com/>

- Dine & Donate - Sabor a Mexico – TOMORROW – Tuesday April 13

K-2 order 4-5:30 & grades 3-5, order 5:30-7; if use Door Dash, will not get donation

- VOTE! School Parcel Tax G&H – vote by mail by May 4 <https://www.yes4sanrafaelschools.org/>
PTO is in support of this measure – important for our students; district says if these don't pass will have to lay off a large number of teachers; not very different from what is paid on property taxes now. Can sign up to phone bank if you have an hour or two to spare
- Run for the Gold – ends May 16, 2021. Register here: <https://www.eventbrite.com/e/16th-annual-run-for-the-gold-tickets-148554549657>
virtual like last year; info all in Coleman Connect; \$10 per runner – register early to ensure you get a t-shirt
- Staff & Teacher Appreciation – first week of May (look for emails asking for donations/help/sign ups)
- School Work Day – need volunteers - (need ball wall painted – it's chipping – idea for murals)
- Coleman Festival – what to do next year?? Need volunteers
- Blacktop update (about \$25K and had set aside for school improvements this year – and district has now agreed to pay for it all)
- Specialists update for next year
Have heard PE is really important & Art
Exploring Drama
Reach out to PE Teachers from last year
Reached out to Art Teacher from last year
If anyone has connections on teachers, please let Lauren/Mike know in case last year's teachers are not available
Maybe assemblies on internet safety
Question: What about a rotation of specialists and including some science? = can let teachers/Mike know what parents would like & then they ultimately decide and plan into day
Question: All schools combine – that will not happen but Heads Up decided to give each school \$ and they can decide how to use it
Teachers thought PE was big need and art was second. Then Drama/Dance popped up across grade levels
Testing out movement class next week (through Marin Ballet)
Question around language class – unsure if time; might be hard if only once a week or every other week
Maybe put small committee to work with teachers & Mike
- Apolis Coleman Market Bags \$35.52 – email lmonson@gmail.com if you want one. Limited supply.

7. Other PTO Business (5 Minutes)

- May 22nd – going to be the Dad's work day (from no crab feed)
- Still need to schedule work day from 2020 Crab Feed
- Dad's meeting this week Thursday at 6 outside Tam Commons

Next PTO meeting, Monday 5/3, 6:00 pm