

**Coleman School PTO Board Meeting**  
**Tuesday, September 14, 2021**  
**5:00– 6:00 p.m. virtually via Zoom**  
**AGENDA**

1. **Welcome and Introductions** – Jen Waters
2. **PTO Business** – Approve prior minutes – Stephanie Parker (2 minutes)
3. **Treasurer’s Report** – Johanna Salangsang (20 Minutes)
4. **School Upcoming Events** – Melinda MacKaben (5 Minutes)
  - a) Specialists started last week: PE started last week, art starts this week
  - b) Dine & Donate: State Room – September 22<sup>nd</sup>
  - c) Scavenger Hunt: October
  - d) International Walk & Roll to School Day: 10/6
  - e) Coleman Garden Workday: 10/9
  - f) Conference Week: 10/18 - no school Monday, minimum days rest of week
  - g) Book Faire: 11/1-11/7 (Laura James)
  - h) Margarita Mamas & Mexican Dinner have been postponed until the Spring
  - i) Coleman T-shirts & More! (<https://www.colemanpto.com/fundraising/coleman-merchandise>)
5. **PTO and Open Positions** – Stephanie Parker (10 Minutes)
  - a) President or Co-Presidents
  - b) VP of Fundraising
    - a. Monitor \$ on the website
    - b. Make sure notes go out to donations that come in via checks
    - c. Help lead push in October
  - c) Grade Level Reps:
    - a. Need Rep for Kindergarten
    - b. Other Grade Level Reps:
      - i. 1<sup>st</sup> Grade: Sophie Priolo
      - ii. 2<sup>nd</sup> Grade: Susannah Beck
      - iii. 3<sup>rd</sup> Grade: Marika Wiesen
      - iv. 4<sup>th</sup> Grade: Hilary Schmitt
      - v. 5<sup>th</sup> Grade: Jennifer McGeoge
6. **PTO Fundraising** – Melinda MacKaben (10 Minutes)
  - a) How we fundraise (<https://www.colemanpto.com/about/how-we-raise-money>)
  - b) Tiger Fund (<https://www.colemanpto.com/fundraising/tiger-fund>)
  - c) Free money (Amazon Smile, United Market, Box Tops:  
<https://www.colemanpto.com/fundraising/free-money>)
  - d) See’s Candy Holiday Fundraiser (Emily Sinclair)
7. **Dads Group** – Bobby Contini (2 Minutes)

**8. Principal's report – Mike Taylor (10 Minutes)**

Next PTO Meeting: Monday, 10/5 at 6pm!