

**Coleman School PTO Board Meeting**  
**Monday, June 6, 2022**  
**6:00– 7:00 p.m. via ZOOM**  
**AGENDA**

**1. Welcome and Introductions** – Fred Beck & Melinda MacKaben

Last meeting of the year!

Long year – PTO Exec Committee worked hard & made things happen in a short amount of time & w/o a lot of experience with support from parents

Mike’s last meeting

**2. Approve May Board Minutes** – Stephanie Parker

Fred motion to approve & Leah 2nds - 26 participants and all approve

Secretary is an open position for next year – time commitment is about 2-3 hours per month – great way to get involved

**3. PTO Business** – Fred Beck (20 Minutes)

a) High level budget analysis for next year

Exec Team met last week to discuss preliminary budget for next year

<b>Coleman Elementary School - Parent Teacher Organization</b>																																									
<b>'22-'23 Proposed Budget</b>																																									
<p><b>TALKING POINTS</b></p> <ul style="list-style-type: none"> <li>- Budget will more closely reflect pre-pandemic activities.</li> <li>- Cost of music has risen 95%.</li> <li>- Hope to get approximately \$20k from HeadsUp and SRCS to offset art/music costs</li> <li>- Earmarked \$10k for Science Enrichment</li> </ul>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Line Item</th> <th style="text-align: right;">2022-2023 Budget</th> </tr> </thead> <tbody> <tr><td>Art/ Music</td><td style="text-align: right;">\$90,000</td></tr> <tr><td>Author's Festival/ Visits</td><td style="text-align: right;">\$3,000</td></tr> <tr><td>Classroom Discretionary/Fieldtrip</td><td style="text-align: right;">\$40,000</td></tr> <tr><td>Community Events</td><td style="text-align: right;">\$5,000</td></tr> <tr><td>Enrichment and Science Activities</td><td style="text-align: right;">\$5,000</td></tr> <tr><td>Gardening</td><td style="text-align: right;">\$1,000</td></tr> <tr><td>Merchant Fees</td><td style="text-align: right;">\$4,000</td></tr> <tr><td>Operating</td><td style="text-align: right;">\$5,000</td></tr> <tr><td>Safety</td><td style="text-align: right;">\$1,500</td></tr> <tr><td>Science Enrichment</td><td style="text-align: right;">\$10,000</td></tr> <tr><td>Social/Emotional Learning</td><td style="text-align: right;">\$12,875</td></tr> <tr><td>Supplementary School Supplies</td><td style="text-align: right;">\$2,000</td></tr> <tr><td>Technology/Computers</td><td style="text-align: right;">\$5,000</td></tr> <tr><td><b>Reserve</b></td><td></td></tr> <tr><td><b>Library Fund Roll Over **</b></td><td style="text-align: right;"><b>\$2,000</b></td></tr> <tr><td><b>Angel Network Fund Roll Over **</b></td><td style="text-align: right;"><b>\$1,180</b></td></tr> <tr><td><b>5th Grade Fund Subsidy **</b></td><td style="text-align: right;"><b>\$321</b></td></tr> <tr><td><b>Total</b></td><td style="text-align: right;"><b>\$187,876</b></td></tr> <tr><td><i>Total spent of budget surplus</i></td><td></td></tr> </tbody> </table>	Line Item	2022-2023 Budget	Art/ Music	\$90,000	Author's Festival/ Visits	\$3,000	Classroom Discretionary/Fieldtrip	\$40,000	Community Events	\$5,000	Enrichment and Science Activities	\$5,000	Gardening	\$1,000	Merchant Fees	\$4,000	Operating	\$5,000	Safety	\$1,500	Science Enrichment	\$10,000	Social/Emotional Learning	\$12,875	Supplementary School Supplies	\$2,000	Technology/Computers	\$5,000	<b>Reserve</b>		<b>Library Fund Roll Over **</b>	<b>\$2,000</b>	<b>Angel Network Fund Roll Over **</b>	<b>\$1,180</b>	<b>5th Grade Fund Subsidy **</b>	<b>\$321</b>	<b>Total</b>	<b>\$187,876</b>	<i>Total spent of budget surplus</i>	
Line Item	2022-2023 Budget																																								
Art/ Music	\$90,000																																								
Author's Festival/ Visits	\$3,000																																								
Classroom Discretionary/Fieldtrip	\$40,000																																								
Community Events	\$5,000																																								
Enrichment and Science Activities	\$5,000																																								
Gardening	\$1,000																																								
Merchant Fees	\$4,000																																								
Operating	\$5,000																																								
Safety	\$1,500																																								
Science Enrichment	\$10,000																																								
Social/Emotional Learning	\$12,875																																								
Supplementary School Supplies	\$2,000																																								
Technology/Computers	\$5,000																																								
<b>Reserve</b>																																									
<b>Library Fund Roll Over **</b>	<b>\$2,000</b>																																								
<b>Angel Network Fund Roll Over **</b>	<b>\$1,180</b>																																								
<b>5th Grade Fund Subsidy **</b>	<b>\$321</b>																																								
<b>Total</b>	<b>\$187,876</b>																																								
<i>Total spent of budget surplus</i>																																									

Hope can get ~\$20K to supplement art/music

Fields trips up – pre-pandemic standpoint

\$187K estimated to spend

#s will likely change a little before formal presentation in the fall

PE haven’t allocated to that yet – latest is that district will pay for all school sites

Tech/Computers - #s are safety, same as this year where we didn’t really spend \$ - there if we need it (more around \$20K during COVID times)

School improvements not accounted for here – will work with Alex to see what he wants

## Coleman Elementary School - Parent Teacher Organization



### '21-'22 Tiger Fund Donations

I

**Amount Raised**  
**\$72,549.79**

**Donors**  
**130**

**Average Donation Size**  
**\$558**

# above doesn't include matches

We've also raised about \$17K Crab Feed & \$20K Festival

Will have #s reconciled in the Fall

Goal next year will be to raise \$200K → ~\$600 per student

- b) Open PTO Executive Team Positions
  - a. Treasurer
  - b. VP of Events
  - c. Secretary

## Coleman Elementary School - Parent Teacher Organization



### '22-'23 PTO Open Positions

#### **Treasurer:**

Manage the financial affairs of the Coleman PTO. Specific responsibilities include develop, with the Board, an annual budget. Collect and maintain a full, accurate account of all income and expenses. Pay Specialists according to their contract. Post all financial transactions to Quickbooks as they occur throughout the month. Manage and balance PTO financial accounts, including Square, Paypal, Union Bank, etc. Write checks and disburse in a timely manner. Prepare financial reports and present them at monthly board meetings. Track teacher/staff discretionary funds and field trip fund. Keep detailed records of all PTO events, tracking all income and expenses. Assist accountant as necessary in tax preparation.

#### **Vice President – Events**

Oversee the work of the committees of the PTO to promote community and volunteerism. Attend all PTO Exec. Board and General PTO meetings when possible. Attend District parent advisory board meetings and act as a liaison between Coleman and the District when the President is not available.

#### **Secretary**

I  
Attend all PTO Board and Association meetings and take minutes. Send minutes to PTO Board and Slate for review. Once minutes are approved at following PTO Board meeting then save final version and post in Coleman PTO Dropbox. Secretary is also responsible for keeping digital files of all PTO Board and Associate Agendas and Minutes on the Coleman Shares Dropbox, within the appropriate folders. Requires attendance at all PTO Meetings.

Been in conversation w/ other PTOs in San Rafael – same battle of not having consistent treasurer; thinking of joining forces & adding bookkeeper. Would love to not pay for this, but really need someone to volunteer (happy to split between multiple people).

#### **4. Coleman Festival Recap – Melinda MacKaben (10 Minutes)**

Huge shout out to Anne & Tracy

Raised over \$20K

Lots of volunteers – everyone pitched in

Next year will be in October since Heads Up will be in the Spring

Anyone wants to be involved in the planning process, come on board. Would love an auction team.

## 5. PTO and School Upcoming Events – Melinda MacKaben (5 Minutes)

- a) Survey coming out soon for after school programs - Enough response from festival and talking w/ parents, preliminary list of courses to offer. Will work with Mike / Alex on spaces but Art, Guitar (Music), Spanish, Amazing Science (K & 1-3), Mindfulness, Drama Space shouldn't be an issue as they can be spread across the week  
Kinder Camp – hard to find a teacher plus you have to pay for it so typically get children who don't need that boost; if it does come back, recommend scholarship or shared cost so more accessible to all students at Coleman

-Question around GATE program – Mike to reach out to see if that can come back

- b) Kinder Promotion – Tuesday, June 7<sup>th</sup> – tomorrow at 10:45 on the grass (picnic style)
- c) 5<sup>th</sup> Grade Graduation – Thursday, June 9<sup>th</sup> – 8:30 on the grass (picnic style)
- d) First Day of School – Wednesday, August 17<sup>th</sup> - Will be bringing back K/1 Picnic. Also want to bring back other school events like Ice Cream Social, Kinder Sneak Peek Day, Movie Night, Bingo, Game Night, Poetry Night

## 6. Principal's Report – Mike Taylor (15 Minutes)

- Coleman Connect last week had teacher updates
- School Improvements – needs some deep cleaning in & out; This summer, concrete will be power washed; Majority of school will be painted; Trees trimmed & thinned
- Concern about cleanliness of bathrooms – hard time with custodial staff so manager has done an audit; looking at their schedule to look at time allotments to see where time should be spent
- Staffing – Coleman on School Board agenda for Monday the 13<sup>th</sup> and FTE is an agenda item so should know for sure Monday afternoon; all should attend who can to continue to advocate for Coleman
- 1<sup>st</sup> / 2<sup>nd</sup> Split is based on enrollment in Kinder & 1<sup>st</sup> Grade right now – you don't repeat but class is compartmentalized so you're learning new
- Learn class your child is in in August