

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 – Mike kicked off & introduced PTO board members
2. **PTO Business** – Approve prior minutes – Stephanie Parker (2 minutes) - 37 participants; Linea motion to approve, Fred 2nds, all 37 participants approve
3. **Treasurer’s Report** – Johanna Salangsang (20 Minutes) - Went over the proposed budget for the year:

Line Item	2019-2020 Budget	2020-2021 Budget	<i>proposed</i> 2021-2022 Budget
Art	\$39,144	\$5,000	\$39,743
Assemblies / Author's Festival	\$3,000	\$1,500	\$3,000
Classroom Discretionary/Fieldtrip	\$38,750	\$18,000	\$28,875
Community Events	\$6,250	\$5,000	\$5,000
Enrichment and Science Activities	\$2,000	\$0	\$5,000
Gardening	\$1,000	\$1,000	\$1,000
Lunchtime/Recess Act. Coord.	\$9,958	\$15,000	\$0
Merchant Fees	\$4,000	\$4,000	\$4,000
Music	\$3,825	\$0	\$8,000
Operating	\$5,600	\$5,800	\$5,000
P.E.	\$35,632	\$5,000	\$7,000
Remote Learning Enrichment	\$0	\$55,000	\$0
Safety	\$1,500	\$1,000	\$1,500
School Improvements	\$2,500	\$34,000	\$10,000
Science Enrichment	\$2,000	\$0	\$0
Social/Emotional Learning	\$12,100	\$12,500	\$12,875
Supplementary School Supplies	\$2,000	\$0	\$2,000
Technology/Computers	\$25,543	\$5,000	\$5,000
Reserve	\$1,000	\$9,593	\$54,000
Library Fund Roll Over **	\$1,272.84	\$1,273	\$2,000
Angel Network Fund Roll Over **	\$600.18	\$1,180	\$1,180
5th Grade Fund Subsidy **	\$1,059.62	\$682	\$321
Total	\$198,735	\$180,528	\$195,494
Total spent of budget	-\$158,000	-\$45,000	
surplus	\$40,735	\$135,528	

** deposited into PTO account. To be used on specified funds only

Art: Youth in Arts – art weekly

Assemblies/Author’s Festival – thinking in future & hope to have assemblies by grade level & outside

Classroom Discretionary/Fieldtrip – some to classroom teachers & some to field trips that we hope we can do in Winter/Spring 2022

Lunchtime/Recess Act Coord – taken on this year by the school district

Music – this year we’ll have music but will start in January – giving kids slower start (music costs more than \$8K but Heads Up gave us \$9.8K grant)

Operating costs – costs for subscriptions, website, tax returns, signage, auction software, etc.

PE – everyone in SR city district getting PE so all using same group & school district taking on the cost & all schools pay a small share

Safety – support what school needs if natural disaster at school (rebuild annually)

School Improvements – work done throughout summer but have library project that we didn’t get to this summer – Mike has an idea to improve library

Social/Emotional Learning – Mr. Nettle (has worked with Coleman in past years) – will be back & working outside with kids

School Supplies – extra support PTO puts in

Technology/Computers – pivoted away from Tech teacher but looking to have digital literacy offering to kids (skills on how to navigate the internet)

Reserve – Concern not out of pandemic & school district hasn't supported schools like they are able to this year. Money in reserve this year since events typically held may not be able to happen so will not raise as much money this year; \$135K carried over from 20/21 to help with 21/22

Library Fund - \$s from book fair & birthday books – Mrs. Sonnet can use for library

Angel Network – used to support families in need – fundraise specifically for that account

5th Grade Fund - \$ fundraised specifically for 5th grade

Question on refreshing play structure (rubber coating peeling away) – school district would cover something like that

Money we have to use this year is what we raised last year & reserve from past years

Fundraising we do this year is for next year

Need to vote on budget to make this budget a reality

-motion to approve: Johanna

-motion to second: Bobby

-38 participants & all approve

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 22nd (you go to dinner & the restaurant gives some \$ back to the school – they recommend reservations)
- c) Scavenger Hunt: October
- d) International Walk & Roll to School Day: 10/6 (bike/scooter/walk to school)
- e) Coleman Garden Workday: 10/9 (big thanks to Ingrid)
- f) Conference Week: 10/18 - no school Monday, minimum days rest of week
- g) Book Faire: 11/1-11/7 (Laura James) (with Copperfields – great time to buy books for holidays; teachers & library have wish lists; money goes back to the school)
- h) Margarita Mamas & Mexican Dinner have been postponed until the Spring (fundraisers where tickets were sold in the Spring – pushed due to COVID; likely sell more tickets in Spring)
- i) Coleman T-shirts & More! (<https://www.colemanpto.com/fundraising/coleman-merchandise>) (Heather Connolly will be helping with)

5. PTO and Open Positions – Stephanie Parker (10 Minutes)

- a) President or Co-Presidents (for now duties split by executive board members)
- b) VP of Fundraising (if can't commit fully, any small job will help the PTO out)
 - 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: (introduced & huge thank you to them)
 - i. 1st Grade: Sophie Priolo
 - ii. 2nd Grade: Susannah Beck

- iii. 3rd Grade: Marika Wiesen
- iv. 4th Grade: Hilary Schmitt
- v. 5th 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>) (have 19 donations YTD & \$17,681; any amount counts just really would like 100% participation; can give cash – envelope in office – just make sure to write your name & email address)
- 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)

- 1st meeting past Friday night
- Dad's group wear orange shirts, show up at every event & help out where needed
- <https://sites.google.com/site/colemnadadsgroup>
- bcontini@gmail.com

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

- No president for PTO – nothing will get lost – we're hustling, working together & getting stuff done (so while we'd love a president, no need to worry)
- Parent Square communications – every person getting messages (nothing bouncing back) – if you're not getting anything, come to front office or call & they'll help set you up
- 30-minute block 8-8:30 every day - built in to build connections, come together, re-learning how to engage with each other → morning meetings (separate parent meeting on this) – good way to engage with child to ask about morning meeting
- Full time counselor this year (past years was only 1 or 2 days a week) & instructional coach (have highest needs around reading & literacy) → Would love to have anyone go to the board to thank them – would love to see these positions always at Coleman
- Thanks for support in getting back in person & flexibility

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