

Coleman School PTO Board Meeting

Tuesday, September 5, 2023

6:00– 7:00 p.m. via Zoom

MINUTES/NOTES

1. Welcome and Introductions – Melinda MacKaben (5 min)

Welcome everyone to the first PTO meeting of the year! Introductions of PTO Exec Board: Melinda (President), Liz (Business & Ops Manager), Jen (VP Communications), Anne (Secretary), Tracy (VP Fundraising), Irene (ELAC liaison)

2. Approve May and June Board Minutes – Anne Levenson (2 min)

Link to May 2023 minutes: [coleman-school-may-23-pto-board-meeting-agenda-minutes.pdf \(colemanpto.com\)](#)

Motion to approve: Robin

Second: Liz

All approve # people in attendance: 45

Link to June 2023 minutes: [coleman-school-june-23-pto-board-meeting-agenda-minutes.docx \(live.com\)](#)

Motion to approve: Melinda

Second: Tracy

All approve, 45 people in attendance

3. Approve new PTO Executive Board Members - Melinda MacKaben (3 minutes)

Secretary: Anne Levenson

Business Manager: Liz Hall

Motion to approve: Melinda

Name second: Marika

All approve, 45 people in attendance

Open role on PTO Exec Board: VP of Events (important role, plans our biggest fundraising events: Festival and Crabfeed)

4. Approve 2023-2024 School Year Estimated Expenses - Melinda (10 minutes)

We fundraise in the rear which means all money we spend this year was raised last year. Money we raise this year will pay for next year's PTO programming/initiatives.

Budget:

Line Item	Amount	Description
Youth in Arts	\$ 96,000.00	Full year of Youth and Arts programming for all grades
Enrichment	\$ 26,000.00	Mr. Nettel - (\$13,000) + Authors (\$3,000) + Assemblies (\$2,500) + Anna Revetta (classrooms and parent night) (\$7000) + Field Day (\$500 * 2 days)
2-5th STEM Enrichment	\$ 12,500.00	BADM "Try it Truck" Spring Semester for 12 visits (2/month for 10 classrooms)
K-1 Science Enrichment	\$ 12,000.00	\$10K for teacher + \$2K materials
Classroom/Library Books	\$ -	\$6000 Scholastic dollars from 2022/2023 BookFair
Library Reading Programs	\$ 2,000.00	Prizes for reading incentives
Classroom Discretionary	\$ 16,800.00	\$1K per classroom (16 classrooms) + \$200 each for Intervention, Counselor, Instructional Coach, SPED
Positive School Team Events + Celebrations	\$ 900.00	1 event/month (\$100 * 9 monthly events)
Grade Celebrations	\$ 3,200.00	\$200 per classroom (16 classrooms)
5th Grade Graduation Fund	\$ 1,000.00	to cover graduation celebration and potentially end of year party and/or 5th grade yearbook and/or sweatshirts
Antiracism Parent Ed	\$ 2,000.00	Specific donation earmarked for Antiracism education
Staff Appreciation	\$ 4,800.00	\$900 - PTO/Principal Gift + \$1200 - Teacher Retreat + \$2700 (\$300 * 9) Teacher Appreciation Lunches
Field Trips	\$ 20,000.00	Minimum 1 Field Trip per grade. Estimate based on \$1K per class (16 classes) + additional funding for bigger field trips (ie: Sacramento)
Community Events	\$ 5,000.00	Overhead to put on Community events (Movie night, Game night, Ice Cream Social, Turkey Trot, Orientation events, School Dance, ect)
Fundraising Events	\$ 15,000.00	Overhead to put on Fundraising events (Festival, Crabfeed, ect)
Operating	\$ 7,000.00	Estimate to cover costs for CPA (\$1750 tax filing increase from YOY) + Insurance + paid account subscriptions + refreshments for PTO meetings and coffee chats, ect)
Safety	\$ 1,000.00	TBC
Office Supplies	\$ 2,000.00	Paid to district for use of School office supplies (printer/copier/laminator, ect)
Coleman Merchandise	\$ 5,000.00	Upfront costs to order Coleman Merch
Library Fund Roll Over **	\$ 2,000.00	Funds donated but not fully used from previous years specifically for Library Books

5th Grade Fund Subsidy **	\$ 321.00	Funds raised but not fully used from previous years by 5th grade events
Community Network Fund Roll Over **	\$ 1,180.00	To cover any costs not donated directly by Coleman Community Network
SUBTOTAL 2023-2024 BUDGET	\$ 235,701.00	

Question/Feedback: How does PTO handle directed fund donations? Who approves the decision to accept the donation and use it for specific/directed purposes? May need to add language to formalize the process in PTO bylaws.

Motion to approve: Melinda

Name second: Jen

All approve, 48 people in attendance

5. Welcome Mimi Melodia (interim Principal while Alex Peck is on Paternity Leave) (10 minutes)

- Principal's report

Mimi is excited to be here at Coleman! She wore her running shoes and was busy all day!

Bee/Yellow Jacket traps have been set up around campus, there is already improvement from these traps. Mimi will continue to monitor and put in additional work orders if more traps are needed.

6. PTO Community Events - new process! (5 minutes) - Melinda

- **Community Events:** Specific grades have been assigned to lead specific community events. We paired grades together so they can learn from each other and support one another. Grade Reps will be in touch leading up to these events to ask for volunteers to plan and execute. Anyone is welcome to volunteer to support any event, they don't have to be a part of the assigned grade to help out!
 - **Turkey Trot** – Saturday, November 12th : 2nd + 1st Grades
 - **Game Night** – Friday, February 9th : TK + 4th Grades
 - **Movie Nights** – 2 different nights during Book Fair week March 18-22 (one night for TK-2 G rated movie, one night for 3-5 PG rated movie) : K + 5th Grades
 - **Community Dance** – Friday, May 3rd : Need volunteers
 - **Poetry Night** – TBScheduled : 3rd Grade + Jennifer Arcuni
- **Grade level family playdates:**
 - TK - Saturday, September 9 from at 3-5pm Gerstle Park, time TBD
 - K - Sunday, October 8 from 3-5pm at Bret Hart Park
 - 1st - Sunday, September 24 from 4-5pm at Civic Center Lagoon Park
 - 2nd - Sunday, September 17 from 3-4pm at Pickleweed Park
 - 3rd - Sunday, September 10 from 3-4pm at Pickleweed Park
 - 4th - Sunday, September 24 from 3-5 pm at Gerstle Park

- 5th - Saturday, September 30 from 2-5pm at Peacock Gap Park

Parent request: Can 1st and 4th grade meetups be scheduled at the same location and/or different times so parents with children in both grades can attend both events.

7. Upcoming Events (5 minutes) - Liz

- September 7th - Dine and Donate 4-8 pm at Ounces - Northgate Mall
- September 7th - Dad's Group Meeting 7 pm at Pond Farm
- September 13th - Meeting to kickoff planning for Coleman International Festival at 6 pm on zoom.
- September 13th - Walk and Roll To School
- September 14th- TK/K/1 (+ Any Family New to Coleman) Picnic at Coleman This is a Welcome to Coleman event
- September 21st - Youth in Arts - Aglow - Tam Commons - Fundraiser
- September 29 - 5:30 - 7pm Latinx Heritage Month Celebration at Coleman
- Monday, October 2 - 5:30-6:15 pm Author Visit with Lynn McGee at Coleman / 6:15 -7pm PTO Meeting in person at Coleman

8. Positive Team Events & Celebrations - Linnea presenting on Kassy's behalf (10 minutes)

- September: Latinx Heritage Month Celebrations
- 9/29: 5:30-7pm Celebration at Coleman - Folklorico dance group will perform. All students and families and friends are invited to attend

9. Dad's Group - Nick (2 minutes)

- First Meeting this Thursday, September 7th at Pond Farm at 7 pm
- Email NickMStone@gmail.com to be added to the Dad's group email list to stay informed and involved

10. Next PTO Meeting: Monday, October 2nd in person at Coleman (3 minutes) - Anne

Schedule: 5:30-6:15 pm Author Visit with Lynn McGee
6:16 - 7:00 pm PTO meeting (childcare available)

11. Open Forum/Questions (5 minutes)

- Follow up question about the Bee/Yellow Jacket situation on campus. TK and K specifically are having a hard time adjusting to the new school environment due to the bees during lunch, some students are not eating lunch. Mimi will follow up with Kindergarten teachers specifically to find a solution, and will continue to monitor the situation throughout campus.
- After School classes on Campus run by City of San Rafael Rec Department. Most classes start this week, several classes still have space available! Visit [Activity search | San Rafael Recreation \(activecommunities.com\)](#) to sign up. Trying to fill the Guitar class - offering \$100 off price of class. Scholarships are available!