

Coleman School PTO Board Meeting
Monday, May 1, 2022
6:00– 7:00 p.m. in person
AGENDA

1. Welcome and Introductions – Fred Beck & Melinda MacKaben

Meeting in person with kids in MPR

Huge thank you for Heads Up – think raised almost \$70K

Important to support Heads Up since they raise money for all the SR schools

Also big thank you for Coleman Game Night

2. Approve April Board Minutes – Stephanie Parker

Fred motion to approve & Melinda 2nds – 15 in attendance and all approve

3. PTO Recruitment – Melinda MacKaben

Shared worksheet of positions & descriptions

Full list of volunteer work pre-COVID

Would love to fill all the roles so everyone shares the work

Presidents/Co-Presidents needed so Melinda can be VP of Events & focus on that

Co-support for VP of Fundraising also Annual Pledge Drive Chair

Would love to get English & Spanish grade reps

Green Team liaison

School Site Council liaison

SELAC liaison

Lots more – volunteer coordinator, web site manager, grand writer, school photo coordinator, event committee chairs, auction help

Coffee Chats – doing by grade level but would like to go back so all parents can go to ask questions (more interactive with principal) – not always monthly but every other or quarterly

Good to add time commitment to each job

Would be good to prioritize the list

-anything with fundraising

-good to have assembly coordinator to get those back on campus

-Work with the teachers to get volunteers

-Idea to survey parents about what they're interested in

PTO's goal between now & end of year:

End of May work on budget for next year

Recruitment needs to continue

Survey Monkey going to be sent out

4. School Upcoming Events – Melinda MacKaben

a) Dine & Donate: May 9th Kamikaze Sushi & May 20th Perry's Deli (same Saturday Perry's Deli is Youth in Arts event downtown San Rafael)

b) Book Fair: May 1st – 5th (already sold over \$1K in books; in person all week; online thru May 11th)

c) Bike Parade to School: Wednesday, May 3rd (National bike to school day. Fire Department will meet at Trinity & enter thru back gate – drawing for bike is Wednesday morning)

- d) Teacher Appreciation Week: May 8th-12th
- e) Coleman Community Dance: Friday, May 19th 5:30PM (Pizza (maybe in the middle), popcorn; dancing; TK-2 maybe 5-6:15 and then 3-5 6:30-8)
- f) End of Year Picnic/BBQ: Thursday, June 1st
- g) Kindergarten Promotion: Tuesday, June 6th
- h) 5th Grade Graduation: Friday, June 9th

Poetry night in this Wednesday – 3rd Grade have Poetry teacher; some doing at lunch time; 4th grade writing in classroom; can also read a poem you love

This Friday Pink Owl coffee truck: 7:30-9:30 fundraiser (teacher's drinks are free)

Idea for Teacher Appreciation week – bring in a massage chair – will look into if PTO has funds

5. Dads Group – Bobby Contini

Dad's Work day – doing a fence & installing artificial turf (Sunday, May 21st) (will be a meeting prior)

6. Principal's Report – Alex Peck

Alex unable to attend tonight

7. Open Forum

Casey – Pride Committee – open to all family, staff & students; will plan grade level appropriate activities; first meeting is Friday from 3-4. Please fill out the Google Form (from Principal's Update).

Plan once a week for two weeks and then will announce to students. Will need volunteers for lunch time activity & always open for support.

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