

Coleman School PTO Meeting
Monday, September 9, 2024
6:00– 7:00 p.m. via Zoom

MINUTES

1. Welcome, PTO 101, and Introductions - Tracy Peck (8 min)

Welcome to the first PTO meeting of the 2024-2025 school year!

Introductions to the 2024-2025 Coleman PTO Executive Board:

PTO President: Tracy Peck
Fundraising VP: Nancy Warren
Treasurer: Karina Willis
Events Co-VP: Amber Cameron
Events Co-VP : Melinda MacKaben
Communications VP: Andrea Ramirez
Business Manager: Liz Hall
Secretary: Anne Levenson

Coleman PTO is a 501-c non-profit organization that works to support the Coleman School staff, students, and community. Coleman is lucky to have a very strong and engaged parent network of volunteers and donors. We typically raise over \$200K through direct donations, corporate matching, and fundraising events.

Coleman also receives additional Title 1 funding from the San Rafael City School District and Coleman receives funding from HeadsUp Foundation and SchoolsRules Foundation who have equity-based funding models.

Not all San Rafael Public Schools have as engaged PTOs as Coleman and not all PTOs are able to raise nearly as much money to allocate to their school enrichment programs. As you'll see tonight when we review and approve our PTO budget, we are able to help fund important and valuable academic, social-emotional, and community building programs and experiences for our Coleman students and community.

SchoolsRule and HeadsUp are two additional Foundations that support Public School enrichment programs. HeadsUp is currently running their Annual Give campaign. You should have received an envelope in your student's Friday folder, this is not to be confused with the Coleman Tiger Fund annual give campaign that the Coleman PTO is currently promoting during the month of September. Please donate (any amount) to the Coleman Tiger Fund, all dollars donated directly supports Coleman School programs, students, and community. Please consider making an additional donation (any amount) to the HeadUp annual give campaign.

HeadsUp is San Rafael's public school Foundation that raises money and supports all San Rafael City Schools, including Coleman. We say it often, Coleman is a wonderful school and we're very fortunate to be able to provide so many wonderful and important enrichment programs for our students. In contrast to the \$200K+ Coleman PTO aims to raise annually, some San Rafael School PTOs work to raise \$25K for their school enrichment programs. Donating to HeadsUp is an excellent way to support not only your Coleman students, but the broader San Rafael community.

WORKING TOGETHER TO ELEVATE EDUCATION FOR EVERY CHILD

SchoolsRule

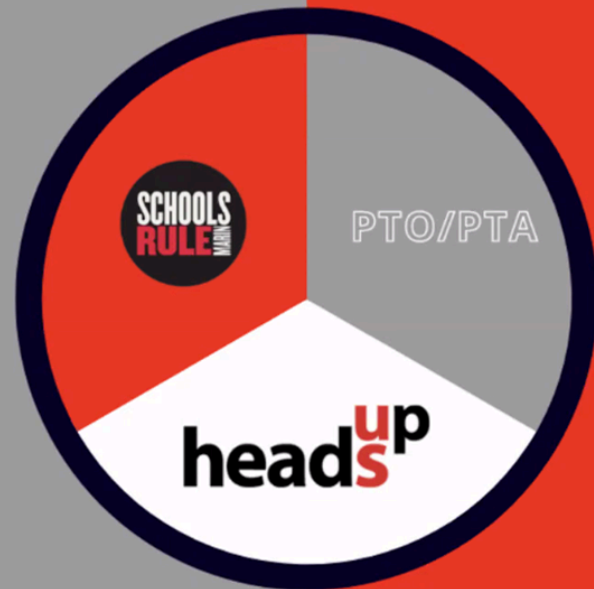
SchoolsRule-Marin is a collaboration of Marin's public school foundations, working together as one to raise funds on behalf of all K-12 students countywide. HeadsUp receives a distribution each year from SchoolsRule to help fund programs.

HeadsUp

HeadsUp is the school foundation for San Rafael City Schools. HeadsUp provides funding for arts education, enrichment programs and college access equitably across the District that benefit every child in our schools.

PTOs and PTAs

Each school's PTA or PTO raises money for school-specific enhancements and programs to enrich students' educational experience and



2. Approve May 2024 PTO Meeting Minutes - Anne Levenson (2 min)

Motion to approve: Liz Hall

Second: Melinda MacKaben

All in favor (number of people on zoom): 39 people on zoom

3. New 2024-2025 PTO Executive Board Members - Tracy Peck (5 minutes)

PTO President: Tracy Peck

Fundraising VP: Nancy Warren

Treasurer: Karina Willis

Events Co-VP: Amber Cameron

Events Co-VP : Melinda MacKaben

Communications VP: Andrea Ramirez

Motion to Approve: Liz Hall

Second: Anne Levenson

Approved with 39 people on zoom

4. 2024-2025 School Year Estimated Budget - Tracy Peck (10 minutes)

Line Item	2024/2025 Final	Description
Youth in Arts/Enrichment	\$ 32,000.00	Youth In Arts Dance and Visual Arts programing for all grades (full year of music from Prop 28 funding) Author Visits (\$3,000) + Assemblies (\$2,000) + 2 Days of Field Days (\$500) + other enrichment opportunities (\$4500)
Enrichment	\$ 10,000.00	
2-3rd STEM Enrichment	\$ 7,000.00	BADM "Try it Truck" Spring Semester for 12 visits (2/month for 10 classrooms)
4-5th STEM Enrichment	\$ 10,000.00	Science Fair (with Glenwood?), mobile makers
TK-1 Science Enrichment	\$ 14,000.00	2 * 12 week sessions for TK-1st grades + hours for winter prep
Green Team	\$ 2,000.00	Stipend for Green Team teacher leader (Jen McSwain)
Student Council	\$ 2,000.00	Stipend for Student Council teacher leaders (Kassy and Kim)
Reading/Math Intervention	\$ 63,000.00	PTO to supplement district and site funding to support 1.0 FTE Interventionist
Classroom/Library Books	-	\$5000 remaining in Scholastic dollars from 2022/2023 BookFair
Library Reading Programs	\$ 500.00	Prizes for reading incentives (look for community inkind donations first)
Library Improvements	\$ 10,000.00	Added to update furniture and décor
Classroom Discretionary	\$ 14,000.00	17 classrooms. \$750 per classroom + \$100 each for Intervention, Counselor, Instructional Coach + \$1K * 3 for new teachers
Positive School Team Events + Celebrations	\$ 5,000.00	Fund Hispanic Heritage, Black History, Asian Pacific Islander, PRIDE celebrations (week long activities + evening community event)
Grade Parties/Celebrations	\$ 3,400.00	\$200 per classroom (17 classrooms)
5th Grade Graduation Fund	\$ 1,000.00	to cover graduation celebration and potentially end of year party and/or sweatshirts
Antiracism Parent Ed	-	Included in Site Budget for Students (not parents)
Staff Appreciation (Lunches/Gifts/Principal Gift)	\$ 4,800.00	\$1000 - PTO/Principal Gift + \$700 - ILT Retreat + \$300 per grade for Teacher/Staff Appreciation Lunches + Staff Appreciation Week (\$1000)
Fieldtrips	\$ 20,000.00	Minimum 1 Field Trip per grade. Estimate based on \$1K per class (17 classes) + additional funding for bigger field trips (ie: Sacramento)
Community Events/Operational Costs	\$ 5,000.00	Overhead to put on Community events (Movie night, Game night, Ice Cream Social, Turkey Trot, Orientation events, School Dance, etc.), on campus childcare stipends
Fundraising Events/Operational Costs	\$ 10,000.00	Overhead to put on Fundraising events (Festival, Crabfeed, etc). No Festival due to construction (Crabfeed, Read-a-Thon, BookFair, etc.)
PTO 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, etc.)
Safety	\$ 1,000.00	Emergency/Disaster supplies for Site
Campus Improvements	\$ 5,000.00	Shade tents, irrigation timers, first aid supplies, etc.
Classroom Improvements	\$ 3,000.00	Bluetooth speakers for classrooms that don't have them yet
Electronic Sign	\$ 20,000.00	PTO supplement district funding
Office Supplies	\$ 2,000.00	Paid to district for use of School office supplies (printer/copier/laminator, etc.)
Coleman Merchandise	\$ 5,000.00	Upfront costs to order Coleman Merch,
Community Network Fund Roll Over	\$ 1,180.00	To cover any costs not donated directly by Coleman Community Network
SUBTOTAL 2024-2025 BUDGET	\$ 257,880.00	
Reserve	\$ 75,222.91	

Motion to Approve: Ms Sanchez
 Second: Amber Cameron
 Approved with 41 people on zoom

5. Tiger Fund Month - Liz Hall (5 minutes)

Our goal is to raise \$100K for the Tiger Fund during September. We have raised \$16,000 so far, it's a good start but we still have more to go before we reach our goal!

The grade that has the highest participation of student/family donations to the Tiger Fund (any amount counts towards participation!) will win a Pizza and Popcicle party!

Kindergarten is currently in the lead with the highest % of participation so far! We really want 100% participation from all grades.

Please check with your employer, many companies will match their employee's donations - it's a great way to raise more money for Coleman PTO! Some companies will even make donations

on behalf of their employees, it's a tax write off! And, ask your extended family if they'll make a donation to the Tiger Fund on behalf of your student!

Everyone who makes a donation to Tiger Fund by September 30 will be entered to win a Family Portrait Session from MugsyClicks.

PTO will be collecting donations in person and offering a free cup of coffee every Friday morning for the month of September in the front of the school.

Make your donation by cash, check, or credit card (via paybee) and help us reach our goal of raising \$100K and 100% participation across our school community.

6. Upcoming PTO Events - Amber/Melinda (5 minutes)

September events:

- **Thursday, September 12:** Dad's Group Meeting (all parents/guardians are welcome) - 6:00 pm at Pond Farm
- **Thursday, September 19th :** Parent's Night Out! (Dine and Donate) - 6:00 pm at Rach Water Bar and Extreme Pizza on 4th street (adults-only)
- **Friday, September 20th:** Hispanic Heritage Celebration (community celebration and potluck) - 5:30-7:00 pm at Coleman

Save the Date for October/November Events:

- October 14-18: Book Fair in the Coleman Library (during Conference week) - look for opportunities to volunteer!
- Friday, October 25th: Trunk or Treat evening family event at Coleman
 - Free event to attend
 - Dress up and trick or treat
 - Looking for volunteers to do Dia de los muertos face painting
 - Ofrendas decorations and activities
 - Auction (classroom auction baskets) - if you want to be on the Auction Team, let us know!
 - Option to pay a small fee to be able to be a part of the Trunk-or-treat
- Dance-a-thon Fundraiser - TBC in November (students will ask friends and family for pledges to raise money while they dance!)

We will aim to publish the monthly PTO calendar of events the last week of the month prior (or earlier, if possible)



Coleman Elementary PTO September Calendar 2024

DATE	EVENT	LOCATION
Sept. 5 4-8 pm	Dine and Donate Ounces Outdoors	Ounces Outdoors Northgate Mall
Sept. 6 7:45 am	PTO Coffee Chat Tiger Fund Friday!	Front of Campus: Coleman Elementary School
Sept. 7 2-4 pm	2nd Grade Playdate	Gerstle Park
Sept. 8 3-5 pm	3rd Grade Playdate	Los Ranchitos Park
Sept. 9 6pm	PTO Meeting All are welcome!	Zoom
Sept. 12 7 pm	Kickoff Dad's Group Meeting All are welcome!	Pond Farm Brewery
Sept. 19 6pm	Dine and Donate Parents Night Out!	Ranchwater Bar
Sept. 20 7:45am	PTO Coffee Chat Tiger Fund Friday!	Front of Campus: Coleman Elementary School
Sept. 20 5:30-7pm	Hispanic Heritage Celebration	On Campus: Coleman Elementary School
Sept. 22 10am-12pm	1st Grade Playdate	Gerstle Park
Sept. 22 1:30-2:30pm	Kinder Playdate	Sun Valley Park
Sept. 27 7:45am	PTO Coffee Chat Tiger Fund Friday!	Coleman Elementary School

Save the date!

7. Principal's Report - Alex Peck (15 minutes)

It's been a great start to the school year! Even with construction on campus, students are doing really well, we're building community, teachers are off to a strong start!

Student Update:

1-5th Grade students are being assessed in Math and Reading using iReady now which will allow teachers to assign students into small groups for Tier 2 instruction. All students receive the same Tier 1 instruction together which is required grade level standard instruction. Tier 2 instruction is small group instruction that allows students to receive additional instruction specific to their current academic levels (at, below, or above grade level instruction). Tier 3 instruction is specialized instruction that not all students receive (special education, math or reading intervention). The Master Schedule has been designed to allow Tier 2 and Tier 3 instruction to happen at the same time across grade level bands.

Staff Professional Development Update:

- Continuing to do work in small groups (professional learning communities), teachers will have onsite staff Professional Development from our Instructional Coach
- Outside specialist: UC Berkeley History of Social Studies Project is helping us deepen the rigor within our Social Studies units
- Changing Perspectives: focusing on enhancing our inclusive practices for our students who have learning differences (expanding on work that was started last year)
- Race Work with Dr Lauri Watson - Anti-Racism and Anti-Bias work focused on school policies to ensure we're providing the most equitable outcomes for all our students (looking at language, hate speech, inclusive practices for everyone)

On Campus and Construction Updates:

Shelter in place drill is coming up soon. A shelter in place drill is different from a lock down drill. The intent is to keep the outdoor parameter locked because there is something that could be unsafe happening near but not on campus (ie: a police chase in the neighborhood). All doors are locked, classroom instruction continues, PE is moved indoors.

Grade level directories will be released soon. Working towards being able to provide a full school directory next year.

Construction Update: Phase 1: Two new TK classrooms, TK play area, new multi-use classroom (After school Tiger Club and additional classroom space). Construction was very loud today, it will continue to be loud for a few more days. There was a lot of dirt blowing around today, it did not stop students from playing.

Phase 2: Update Kindergarten Playground, add shade structures, restripe blacktop play yard. Digital Marquee Sign (shared funding from district, Bond, PTO).

Phase 3: HVAC - likely 2027/2028 (timing depends on Bonds being sold)

8. Open Forum/Questions (10 minutes)

Comment: Stacey Farrel. Stacey leads the **Community Network** which supports our Coleman families and community. There are two main activities the Community Network coordinates each year: Halloween costume drive and Holiday Giving program in December.

If you have any Halloween costumes you can donate, please hang on to them and we'll be collecting donations in a few weeks - you'll be able to drop them off in a box in the Front Office.

Q. Crystal: Did I understand correctly that the small group instruction will provide specialized instruction not just for students who are below grade level and need additional support?

A. Alex: Yes, the intent is for students to be grouped together with homogenous groups (students at same/similar level) to work together either independently or with a teacher.

Q. Crystal: Is there any interest either this year or in future years to have a student-led service project?

A. Alex: Yes, but we need to figure out how it can fit into what is already provided and what teachers are already focused on leading and delivering within the classroom.

Q. Matt: When will construction end at Coleman?

A. Alex: Phase 1 should be complete by the end of July 2025. Phase 2 should begin in June 2025 and be completed in August 2025. Phase 3 is likely 2027/2028 (HVAC), dependent on sale of Bonds.

Q. Matt: Is there a plan to turn irrigation back on? Plants around campus are looking very dry and could really use more watering.

A. Alex: Irrigation should have been turned back on a week ago, Alex will follow up and confirm it is back on. SRCS maintenance was/is working with construction to get the irrigation turned back on. It was turned off because they had to dig an unexpected trench, that work is almost complete.

Q. Mixtly: Does the iReady assessment and intervention instruction include Kindergarten?

A. Alex: No, Kindergarten is focused on learning how to participate in small group instruction. Later in the Fall, students will begin focusing on learning their letters and numbers and phonics before they are assessed in November.

Comment. Melinda: Reminder - if you're doing a home improvement project or have a connection with a construction company or artificial turf company, we can always put donations to use!

Q. Anne: Very excited that the Kindergarten playground will get an improvement with Phase 2 Bond Construction. Can we start talking about when the larger play structure can/should be replaced/improved since we know it will take awhile to happen?

A. Alex: It would be great to start raising/saving money that can be put towards improving the large play structure. The quote for a full replacement is around \$500K. Trying to get the district to pay to place the soft rubber flooring below the play structure because that is ready/need to be replaced now.

Next PTO Meeting: Monday, October 7th on Zoom