

Coleman School PTO Board Meeting

Monday, November 2, 2020

6:00– 6:30 p.m. via [ZOOM](#)

<https://srcs-org.zoom.us/j/98338310043?pwd=Tm1xUzJzZGVjZmtGdUJGNW4xcjlQZz09>

Meeting ID: 983 3831 0043

Passcode: 570350

Kinder and new to Coleman families, please stay on after the PTO meeting for a special meeting to answer questions about Coleman and the PTO.

AGENDA

1. **Welcome and Introductions – Lauren Monson (2 minutes)** – called to order 6:02; Lauren introduced Rey Mayoral (principal while Mike is out) and rest of
2. **Approve October Board Minutes – Stephanie Parker (3 minutes)** - always posted on PTO website (<https://www.colemanpto.com/about/meeting-minutes>) – motion to approve by Rebecca Markwick; 2nd by Toni Ignoffo – nobody opposed (32 participants)
3. **PTO Business – Lauren Monson (5 minutes)**
 - a. Directory Update – please subscribe or update your contact information if you have not already. <https://colemanpto.membershiptoolkit.com/> or download the app on your phone. -
 - b. Report out on Scavenger Hunt – Mark Numainville – successful event; about 40 families participated and it raised \$1,140; prize drawing this week & winners will be notified
4. **Treasurer’s report – Toni Ignoffo (5 Minutes)** – skipping tonight but will review next month
5. **Principal’s report – (5 Minutes)**
 - a. Introduction of interim principal Rey Mayoral
 - b. See video in Coleman Connect for details about return to school <https://vimeo.com/473074608>
 - c. School schedule can be found on Coleman and PTO website
Retired principal (48 years – high school, middle school & elementary)
Been there last 4 weeks – teachers are dedicated & Casandra Lang has done a lot of planning & organization to get kids back on school
Worked with district on safety guidelines & plans
Completed list of priorities – classrooms organized to distanced; plexiglass on teachers desks; 5 masks per students; face shields/masks for teachers; arrows guiding where to go; signs where students will line up
Met with custodians twice with 3rd custodian for Coleman – electric static cleaners to sanitize classrooms between cohorts
Large tent set up on campus for outside teaching
All fans have been installed
Outside of class learning – Monday’s all day asynchronous and same when not in class Tues-Fri
Will recommend having town hall to Mike when he’s back
Keep in mind, this is new for everyone; any issues will be worked out in a collaborative manner
6. **PTO and School Upcoming Events (5 Minutes)**
 - a. Tonight! "Best Practices to Support You and Your Child During the Re-Entry Process." It will be a recording and will be shown on the following sites: www.srcs.org and <https://www.facebook.com/SanRafaelCitySchools> on **Monday, November 2, 2020 from 6:00-7:00 p.m. This will be available in English and Spanish.**
 - b. November 10 – Return to Hybrid In Person Instruction for K-2
 - c. November 17 - Return to Hybrid In Person Instruction for 3-5
 - d. No School Wednesday November 11 - Veterans Day
 - e. No School Wednesday November 25 – Friday November 27 - Thanksgiving Break

- f. Staff Appreciation Week – first week of December - moving up (usually in the Spring); Anne Levenson will be heading it up and looking for volunteers; more info on November 16th and how to sign up & participate
 - g. Winter Break - December 18 – January 4
- 7. PTO Fundraising – Kelli Kelly (5 Minutes)**
- a. Need volunteers for Auction Committee – Plan to have a silent auction in the Spring
 - b. Tiger Fund – Sara & Melinda – 61 donations, \$36,000 raised, low for typical school year; hoping when students are back on campus, people will be more inclined to donate; working on marketing ideas with plans coming up to get families to donate; getting word out in neighborhood
 - c. Dine and Donate - Jennifer Numainville – looking for one for November but nothing set up yet
 - d. Crab Feed - this would be the 18th year; big fundraiser for the school; nothing in person but will do crab feed pick up (crab, chowder, maybe wine) + online auction (early Feb); meeting before Thanksgiving for anyone that can help

Next PTO meeting, 12/7, 6:00 pm