

## MINUTES

### Caleb Greenwood PTSO General Board Meeting 5:30pm, January 10, 2024

Meeting in Caleb Greenwood Action Center

#### A-1. Call to Order & Welcome

- a. Meeting was called to order at 5:40 PM

#### A-2. Roll Call of Executive Board Members

Present:

Shana Nijjar – President  
Kelly Parks--Treasurer  
Nancy Castignetti – Secretary (left at 6:30 PM)  
Rosanne Cherry – Teacher Rep  
Julie Garrison – Auditor  
Elise Brown – Parliamentarian  
Tracey Weinstein –Vice President  
Amy Botill – Member At Large

Additional:

Samantha Trent – Principal  
Courtney Heard – Parent  
Jessica Herald -- Parent

#### A-3. Approval of Motions:

- a. Approved Dec Minutes  
Ms. Cherry moved, Kelly seconded, minutes approved.

#### A-4. Teacher's Report—Samantha Trent

- a. Prop 28: Caleb granted \$62,687 for arts funding. Some of this is absorbed by the district, Caleb will net about \$50K. 80% must go to staffing; however, CA has a lack of certified arts teachers. It is complicated determining how to budget.
  1. Caleb has about \$42K per year for LCFFLI & LCFELL (low income plus English language learning funding). Some of that money goes to fund substitute teachers. This year, substitutes are getting paid better so there are more available; however, cost is prohibitive so teachers are allowed less days off (including for onsite planning days, etc.)
  2. Now instead of having onsite planning days (PYP), teachers have to take time outside of normal hours and bill per diem. It is annoying for teachers (requires more time, reimbursement is slow).

3. If Prop 28 is now funding arts, then PTSO does not need to pay art budget and then could PTSO fund the onsite PYP planning days (by paying for the substitutes to free teachers during the day)
  4. Prop 28 money could possibly cover Nan and Erica's (music and art) budget, which is about \$30K. Not certain whether they would agree, since they'd then be employed by the district.
  5. It is possible that our budget surplus could support the substitutes, without making any changes to the employment for Nan and Erica. It is possible that Prop 28 money could go to additional arts funding, and PTSO could continue to pay Nan and Erica salaries AS WELL AS money for substitutes during PYP days,
  6. We will want to be sure that our process is transparent/we have good messaging to explain the decision.
  7. Ms. Cherry's advice (regarding musical arts funding): Do not start with band. Start with a choir. Would this cause friction with Nan's program? We would want to differentiate it somehow.
- a. TK: Caleb is officially slated to have a TK that will be taught by a current staff member (they might call it Universal Preschool).
  - b. It is difficult to host Dream Enrichment classes at the same time as Young Actors—space becomes an issue. Mixed reviews about the quality for this programming. Consensus is: we can put Dream Enrichment on hiatus. It would be nice to get more input from various parents to see how satisfied they have been with programs.

#### A-5. Officer Reports

##### a. President's Report (Shana Nijjar)

##### 1. Incoming Funds

1. Parent's Night Out (\$500)
2. Mountain Mikes Diner (\$250)
3. Mendocino Farms (\$210)
4. Spirit Wear (\$210)

##### 2. Library Volunteer

1. Current parent organizes our full library and volunteers to keep everything running including book orders.
2. Mrs. Cordero has asked PTSO to look into offering them a stipend for their work. Kelly and Julie not we can look into that but volunteer would need to agree to providing a 1099 annually.

##### 3. Treasurer Role

1. There are two issues I want to elevate to the group for consideration related to treasurer: 1) Current co-treasurer has not attended any meetings and I am worried about transitioning responsibilities soon given the lack of engagement, 2) Also wondering about our treasurer position being only 1 year given how much of a lift it is to transition (only just transitioned fully to Kelly recently because of all the paperwork). What do the bylaws

say about extending that term and replacing co-treasurer if needed?

2. Julie notes that previous one year term was put in place for checks and balances
  3. Elise Brown notes that there is nothing in the bylaws that precludes the treasurer from serving a two year term, they can be re-elected for up to one more year. She also notes the co-treasurer is an appointed position so no action is needed by the board to appoint a new co-treasurer. President can re-appoint.
  4. Shana to follow up with current co-treasurer to understand ability to engage with the PTSO and responsibilities and will report back.
4. Winter Concert
    1. February 8<sup>th</sup> at Hiram Johnson for 1<sup>st</sup>-6<sup>th</sup> Grade
    2. Kinder will have two shows at Caleb in the MPR
    3. Yearbook Committee needs two seats reserved at each concert for photos behind Spring Auction winners
    4. Shana to notify Nan and have seats reserved
  5. Spring Auction
    1. Kelly Cordero and Erica Thomas are doing a collaborative art project for each class – they are making an IB class flag to hang outside their classrooms. The flags will be turned into art which will be auctioned off at the Spring Auction
    2. PTSO will need to reimburse minimal costs for supplies which Elise notes can come out of the Auction budget.
  6. Other upcoming Events
    1. Sly Park, Young Actions Studio all on track and no action needed
    2. Westminster Woods has no deadline for scholarships and they are rolling in, much smoother process than last year
- b. Treasurers Report (Kelly Parks)
    1. Jog-a-thon money is now reflected in budget
    2. Full balance paid to Westminster Woods instead of partial balance which is why you will see that looking way over budget. That will balance out as families pay and we are reimbursed after actuals for attendance are calculated.
  - c. Teacher Report (Roseanne Cherry)
    1. Assembly money is not reflected
    2. Next Spirit Day is January 26<sup>th</sup> and it is Sports Day – same day as Kinder Tours

#### A-6. New Business

- d. Auction (Elise Brown)
  1. Auction will be April 27<sup>th</sup> tentatively @ Clunie Clubhouse
  2. Space is ~\$2500-3000

3. Looking for help with sponsorships so if anyone is interested in helping with that please send them to Elise
4. We need to confirm the fund-a-need within the next month
  1. Principal Trent shares that we are considering upgrading the sound system and creating small group seating in classrooms
  2. Elise notes we just need details on total cost and some information to begin to share with families so Principal Trent will report back
- e. Upcoming Monthly Fundraiser Dinners (Jessica Herald)
  1. January – Smash Burger
  2. February – Sellands
  3. March – Buckhorn (UV)
  4. April – Cervezeria
- f. Dia Fundraisers (Shana Nijjar)
  1. Mrs. Cordero would like to hold Dia AFTER our IB Evaluation Visit so we will host Dia on March 11<sup>th</sup>-22<sup>nd</sup>. Like last year we will have different reading activities each day and ask kids to track their reading and raise funds using 99Pledges. We are looking for a fundraiser lead for Dia.
- g. School Tours (Mrs. Trent)
  1. January 16<sup>th</sup> and January 26<sup>th</sup> run by Mrs. Cordero
- h. 6<sup>th</sup> Grade Dance (Shana Nijjar)
  1. Shannon Tash is reaching out to 6<sup>th</sup> grade parents to try and coordinate a 6<sup>th</sup> grade dance for this year – will keep everyone posted.
- i. Talent Show (Shana Nijjar)
  1. Mairead is leading the talent show this year but needs help with AV
- j. Teacher Appreciation Week (Shana Nijjar)
  1. May 6<sup>th</sup>-10<sup>th</sup>; Tracey to create a flyer with student-led actions for the week. Shana and Tracey will also coordinate breakfast and lunch for the teachers and are looking for any requests from our teachers.
  2. Mrs. Cherry notes that last year catering ran out by the time our intermediate and Kinder teachers had their lunch breaks so recommends putting out the catering in shifts, not all at once.
- k. Family Picnic Day (Shana Nijjar)
  1. Usually corresponds with International Day of the Family so considering Friday May 17<sup>th</sup>, but needs to be confirmed. Families bring a picnic and we have DJ Lady Char come for a lunch dance party.
- l. Volunteer Appreciation Event (Shana Nijjar)
  1. Tracey will lead again this year – hope to host at Sac City Brews like last year as that seemed to work well.
- m. Fall Festival (Shana Nijjar)
  1. Looking for a Volunteer Lead