

MINUTES

Caleb Greenwood PTSO Executive Board Meeting

5:30 pm November 6, 2024

Caleb Greenwood Action Center

A-1 Call to Order & Welcome

- A. Welcome and call to order at 5:34pm

A-2 Roll Call of Executive Board Members

Present:

Shana Nijja - President
Roseanne Cherry - Teacher Representative
Julie Garrison - Auditor
Amy Botill - Member at Large
Katie Cole - Parliamentarian
Kelly Parks - Treasurer
Jessica Harold - Vice President
Tracey Weinstein - Secretary
Samantha Trent - Principal

Dylan Holcomb, Parent

A-3 Approval of General Meeting Minutes for September 4, 2024

- A. Board Reviews minutes and Shana summarizes key points from the minutes - does anyone see changes needed?
 - a. A-4 Morning Sing - Primary is at 8:15 and Intermediate is at 9:00-9:30am
 - b. D should be Costume Swap
- B. Roseanne moves to approve the FABULOUS minutes with edits from October; Julie Garrison Seconds the motion
 - a. Ayes - 8
 - b. Opposed - 0
- C. Motion Carries, Minutes are approved

A-4 President's Report - Shana Nijjar

- A. One big thing that needs to be mentioned is that Shana is having a hard time finding someone who would like to be President of PTSO next year; Shana requests that anyone interested send her way so they can learn more about the role, perhaps because they think the role is too much work. Shana is hoping to find someone soon so they can shadow her for the remainder of the year.

A-5 Treasurer's Report - Kelly Parks

- A. Kelly asks that we let her know if any reimbursement is missing

- B. Kelly shares that we received Jog-a-thon check for the \$48K (after fees) and that will be reflected next month; This is the first budget that has our two payments to Ms. Jillian for morning sing; almost all expenses are in on Fall Festival and we made a profit of \$2000
 - a. Since this is not intended to be a fundraiser, an idea for next year is perhaps that we can hire out some of the work because it was hard to find enough volunteers for everything and we would like parents to enjoy the event as well.
- C. Board members share that it was so great this year – wonderful and so much fun
- D. Kelly notes we charged for tickets but we also offered lots of scholarships and 3 and under were free – but if we don't want it to be a fundraiser then maybe we charge less because people want to come! If it is a Caleb parent maybe it is \$5 and students are \$10. Something for the committee to consider for next year
- E. Shana notes this is really helpful feedback since we are doing our recap and debrief meeting with the committee next week.
- F. Rosanne also notes that for the cake walk we should be clear that ½ dozen cupcakes is a portion or a full cake – not individually wrapped treats because we had so much at the end and it was difficult to manage. The music was also hard – need to have a speaker with device, like a CD Player. Time change was also appreciated so that it was not too late and not too dark.

A-6 Teacher's Report - Rosanne Cherry

- A. Roseanne notes Jog-a-thon was super great, organized, and the schedule worked out great. Cougar was awesome! We need the same Cougar again next year - she did an amazing job!
- B. Dylan shares he has a brother who dry cleans for future reference in case we need to keep the Cougar costume laundered professionally
- C. Rosanne notes that Student Led-Conferences for K-6 begin next week; TK should NOT be bringing students as they are not student-led
- D. Rosanne also shares that there are some shifts with Yearbook - Kelly recruited 6th graders to assist and we had 60 6th graders who were so interested so it will be all student-driven this year; they have picked the theme and are submitting the cover for approval next week.

A-7 Principal's Report - Samantha Trent

- A. 4th R - Principal Trent shares that Ms. Mandy was promoted and they had a person who was supposed to take on that role but left and Ms. Paula will be the new Program Coordinator and Ms. Felicia will be taking Ms. Paula's spot.
- B. Fund a Need
 - a. Principal Trent shares that she spoke to Kelly Parks the other day asking how much we have left over from the 23-24 fund-a-need which we designated for a speaker and classroom furniture. We have been doing a lot of work as a staff to figure out what the district can provide in terms of furniture before we use those funds. We looked at the equity-index and we are prioritized 67 out of 85 in terms of programming so it will take us quite a while to get things like social work, instructional coach, etc. In terms of facilities we rated 85 out of 90 with 90 being best maintained facilities and 1 being the worst. It will be a very long time before we see any capital improvements so it makes it unlikely our class will be outfitted with any new furniture. On Nov 19th Principal Trent is going with Kelly to the

district warehouse to see what we can swap out so we can get a feel for it. Then they plan to use that \$8000 for furniture.

- b. That leads me to next years fund-a-need – in speaking with the staff a lot of our tech is aging; it is on the site to fund those. To get everyone a new macbook would be \$30K so we are working on a plan for what makes sense for that but we will be looking for support for that need.
 - i. Dylan - does the district have requirements for technology?
 - 1. Yes, we have to go through district tech staff so we get certain vendors, etc.
 - ii. Amy - Are there leasing options?
 - 1. Principal Trent - Not sure - maybe something to look into. We also will have a small amount of funding leftover because the district is going to pay for Sly Park this year.
 - iii. Kelly - I don't see Sly Park in the budget; so for this year it is not in the budget so we will not have additional funds for that this year but it should be in the budget for next year.
- C. Additional Suggestions for Budget
 - a. Principal Trent shares that another suggestion I had gotten was to increase the price per pupil for field trips - \$40 instead of \$20 which would cover ALL students and then parents never have to pay for Field Trips.
 - b. Kelly - is that something we want to consider this year to approve since it is so early in the year? Something to think about if we want to decide to do that now if people will utilize that.
 - c. Principal Trent - I don't think we should do it for this year since folks have already paid – need to communicate with teacher teams on reimbursements
 - d. We also have some teachers who are using the Staff Support for various conferences, PDs, and we have some additional proposals that are coming in for those. I will also make another announcement to staff those funds are available.
- D. Choir Program
 - a. Principal Trent shares that we also have a new choir program starting Thursdays from 1:15-2:15 working with Ms. Jillian's company – 3rd-6th Grade – beginning November 7th. We don't know what the performance will look like but we might roll in an off campus field trip to bring them to a retirement community to perform. The choir also has scholarships so no student is turned away.
 - b. Dylan - I am part of the Fremont orchestra and we are also working with Ms. Jillian to bring instruments to students if we can work that out.
- E. School Play
 - a. Principal Trent shares that YAS auditions are also beginning next month – be sure to connect with PTSO if folks need a scholarship – we can also reimburse if there is a financial hardship.
 - i. Mrs. Cherry - Is there a flyer with that information?
 - ii. Tracey - Can we add the flyer and information to the website and publicize scholarships?
- F. Flag Football
 - a. We had a very successful Flag Football season coached by Principal Trent – we did not make the playoffs.

A-8 New Business

- Jog-a-Thon
 - Mrs. Cherry asks if awards were for Kinder, Primary, Intermediate and are happening; Tracey confirms that is correct and they are happening this week. Discuss if we should also coordinate a prize for TK.
 - Mrs. Cherry shares that for the Kinder Award we would like to slide our prize money to go towards a copy machine to benefit the whole school
 - Shana - I don't think you need to do that; Kinder should figure out what it wants and we can work something out for the copier.
 - Mrs. Cherry - We will huddle as a Kinder Team and decide how to spend our award bucket of funds
 - Mrs. Cherry shares Jog-a-thon feedback – make sure the tents are in four quadrants; everything went well – the arch is great! I know there was one class missed for shirts. T-shirts were ready early which was great.
 - Tracey notes we can streamline t-shirts next year and just collect sizes directly rather than having teachers complete the sizes.
 - Shana notes that spirit wear was so successful – we gave away all our old gear and sold new gear.
- Fall Festival
 - Shana - went so well and the PTSO has received so much positive feedback about how fun everything was. People were especially grateful that the food trucks were on site and inside of the campus, rather than in the parking lot, so they could still mingle and supervise their children.
 - Mrs. Cherry - loved the food trucks on site; there were 2 hayrides and the line was still long so that was good. Door monitor for cake walk was so great for crowd control. High school volunteers were great! Bounce houses were great.
 - Dylan - DJ complained about the basketball court so next year no basketballs and also move the DJ to another area.
 - Dylan - The soccer board that River Park Soccer provided at their booth was so fun and helpful with keeping kids busy. We also sold our own swag - was that okay? We would love to do more this and next year.
 - Amy - Tumblebuddies was really great and the face painting was awesome!
 - Katie - If there could be a separate beverage station that would be good. Maybe where we sell water bottles, sodas, gatorades, etc., just so long as that does not interfere with the sales of the food trucks.
 - Shana - one feedback we got was that food ran out quickly so we either need more food trucks, or need to prepare the food trucks better for the expected crowds. Food truck lines were quite long even though there were four food trucks and one dessert truck.
- Music Education
 - Principal Trent - I think I was clear in the September meeting that insurance was expensive so that is why Jillian brought the request for the extra insurance coverage to PTSO. She is requesting \$750 for additional insurance coverage that she has to get specifically for Caleb. It will take a lot of time and slows the process to go through Prop 98 funds.
 - Kelly - To confirm, the insurance is for her as a vendor Grow Resilient Families to teach music education during the instructional day?

- Principal Trent - Yes
- Julie - What about other vendors? Do they pay their own insurance or do we cover it?
- Kelly - She is a 1099 contractor so we should not be reimbursing her for insurance that is unrelated to the expenses PTSO is paying for. Since our contract with her is for Morning Sing and not for in-class music because that is being covered by Prop 98 funds I do not think we should be paying for the insurance. I understand there was a miscommunication about that so want to be respectful of her because we love having her. Would this be a one year thing and next year she could build into her rate?
- Kelly - We do not pay Erica's insurance who is another contractor so that isn't equitable.
- Tracey - What is the delay going to be for Jillian getting in front of students if the insurance is not covered by PTSO?
 - Principal Trent - The original proposal was kicked back because of insufficient coverage which is how we got here. It then goes to employee relations to determine if the role needs to be negotiated and that is the stage we are at. If he says fine then we can move forward then we don't want to go through the process again. She can't do anything until the district responds.
- Kelly - In September we said we could use the extra funds for 'other expenses' so that is an option already built into the budget. But it should be one time and next year it should be baked into her music education proposal.
- Mrs. Cherry - I like that because her proposal said \$11K and we have \$13K in the budget – so as long as we make it clear and public it is one time then those additional funds could be used for that.
- Kelly - I think that feels reasonable and the communication needs to be clear.
- Principal Trent - If Jillian's proposal gets denied by the district, then you are already paying for her insurance and I can't reimburse PTSO for that so I agree that seems reasonable.
- Kelly - We need to put this to a vote.
 - Kelly makes a motion for Jillian to receive a one-time use of \$750 of her discretionary funds to use in her proposal for music education.
 - Mrs. Cherry seconds the motion
 - Ayes - 7
 - Nays - 1
 - Motion passes
- Mrs. Cherry - we also need to discuss the spring performance with her and how that is going to work since we paid for it but there is no guarantee of in-class music instruction to support student preparations
- Track Maintenance
 - Principal Trent - Sprinklers are turned off and based on our assessment of the track (walked with a professional landscaper), we are not proceeding with turning those on until all other work orders are addressed.
 - Dylan - The soccer club is very thankful to Caleb for letting us use the school. Next time for new business we should push on the soccer club a bit to help support maintenance because it is in their best interest to support the school. I would like to see those kinds of partnerships.

- Julie - Is there a way to leave some trash cans out on the weekend for RP Soccer?
 - Principal Trent - RP needs to put it in their proposal for next year and pay for custodial on top.
- Monthly Dinners
 - Jessica shares that Next Thursday 4-8 at Dos Coyotes is our next dinner; Dec 12th Mendocino Farms 2-8 follows that
 - Jessica shares that The Pie Company does a pie partnership where you can sell pies and they cost \$12 each and we can charge \$14-\$20 at our discretion. There is a 100 pie minimum. Should we look into that as a fundraiser?
 - Let's remember this for next year so we can get on their calendar for Thanksgiving.
 - Mrs. Cherry - we have done this before.
 - Tracey - Let's hold for next year at Thanksgiving.
- Yearbook
 - Shana shares again that 6th Grade is in charge. Don't forget to buy your yearbook! Prices go up January 1st.
- Art to Remember
 - Shana shares that the deadline has passed; Nov. 4th and that orders should be mailed out soon and received in time for Christmas.
- New Ideas for Fall/Winter Events
 - Julie shares that she will be putting out a call to the families for the setup of a Bingo night. Only concern is about prizes.
 - Tracey notes we have tons of swag in the PTSO closet and could use that for prizes.
 - Mrs. Cherry says we could also do a couple gift card for blackouts and then swag for all other winners.
 - Tracey and Shana offer to support prizes. Tracey also has a giant bingo ball roller we could use.
 - Mrs. Cherry reminds that we do have to cap the number of participants to ensure we are in compliance with fire code.
 - Shana shares that 5th grader Nixon has organized Run to Feed the Hungry team for Caleb. Flyers are up around campus for those who want to sign up!
- Spring Auction
 - Shana shares the following details about the Spring Auction
 - Greek Orthodox Church on March 29, 2025
 - We have a \$5000 donation to pay for the venue from Neal Kelly, MD Sacramento Region Community Foundation. He will be paying PTSO directly then Kelly will pay the deposit so the venue is free.
 - Theme: Music Festival Theme
 - Title: Caleb Palooza, Green and Gold, Caleb City Limits with a poll to vote
 - DJ: DJ Lady Char, perhaps Buzzard for auctioneer
 - Attendance Goal is 300 up from 220 this year
 - Sponsorship Levels begin at \$10K
 - Possible fund-a-need: Popup stage and sound system
 - Nov. 13th to do high-level layout and discuss details

- Going to use Zeffy instead of Greater Giving auction website from last year
 - Jessica: we need to revisit that just given how much work was put in to setting Greater Giving up.
- Loaves and Fishes
 - Shana shared that it is Friday, November 8th.

A-9 Adjournment

- A. Meeting Adjourned at 7:30pm