

MINUTES

Caleb Greenwood PTSO Executive Board Meeting 5:30 pm April 3, 2024 Caleb Greenwood Action Center

A-1. Call to Order and Welcome

- a. Meeting was called to order 5:38 PM

A-2. Roll Call Executive Board Members

Present:

Shana Nijjar – President
Roseanne Cherry – Teacher Rep
Kelly Parks – Treasurer
Nancy Castignetti—Secretary
Elise Brown – Parliamentarian

Additional:

Lindsey Weber- Parent
Jessica Harold- Parent
Samantha Trent – Principal

Absent:

Tracey Weinstein – Vice President
Julie Garrison – Auditor
Amy Botill – Member at Large

A-3. Approval of Motions:

1. Approval of March Minutes

- a. Ms. Cherry moved, Elise seconded, minutes approved.

2. Approval of Counselor spending up to \$500 for Mental Health Awareness Month

- a. Kelly moved, Elise seconds, motion approved.

A-4. Auction Update (Elise)

- a. Working on volunteer set-up. Should be ready to go soon.
- b. Kelly volunteered to make auction paddles (unprinted paddles will be purchased)
- c. Closing out auction items. Need to finalize teacher features.
- d. Working on getting wine and liquor donations for the Wine Grab.
- e. If a business donates something, do we promote them? We can have flyers out at the auction and at the school office, provided that the companies print and supply the flyers themselves.
- f. For next year: Is someone able to take over Elise's leadership role with the auction? Nobody has stepped up yet.
- g. Idea for next year: Think in advance about which businesses we want to sponsor the event (monetarily) vs which ones you want to donate items for the auction.

A-5. Principal's Report (Ms. Trent)

- a. Walk through today to get an estimate on costs of updating the auditorium sound system
- b. May is Mental Health Awareness month. School counselor is asking about PTSO possibly funding some goody bags, art, etc. No estimate available yet. We have approved up to \$500 expenditure. If more is needed, we can determine approval at next meeting.
- c. Ms. Trent talked to office manager Ms. Young about Volunteer-Palooza ideas, to streamline the parent volunteer process so it can be done through Google forms. Ms. Young will be working on this in advance of next school year.
- d. Tomorrow Caleb will receive a new copier, which is commercial grade and has color options.

A-6. Treasurer's Report (Kelly)

- a. Just finished Dia. Will add that amount to the budget soon.
- b. New line added to the budget for the library personnel.
- c. Money expected back from Westminster Woods.

A-7 Teacher's Report (Ms. Cherry)

- a. Who wins a prize? The class that reads the most will get a pizza party and the students who raised the most money will get gift cards to Wild Sisters.
- b. Art Arch is normally well organized but they have not been responsive lately. Ms. Cherry has had to do a lot of following up with them in order to get invoices.

A-8. President's Report (Shana)

- a. Fundraisers: We have had more success raising money with small neighborhood businesses than with larger chain stores. Lefty's and Cerveceria are coming up. Steve's Pizza will be May 30th.
- b. Dia: beat last year and raised \$15,171. It might have helped to keep it open during spring break (\$3000 additional was raised during this time). Kids liked the in-class activities.
- c. Talent Show: success! Run efficiently, 39 acts in 90 minutes. Maximum amount of people were in attendance. Ideas for next year: Turn on AC, if needed. Each student can be in one act only (to limit acts). Let kids know in advance that they won't be able to watch the other acts (so they can be lined up and ready to go).
- d. Tracey is working on Teacher Appreciation Week. She is preparing breakfast, messages, t-shirts.
- e. May 17 will be Family Picnic, we'll have DJ Char.
- f. Wed May 22nd will be Open House. Elections for PTSO open positions will happen at that time.
- g. We will need: Vice President, Secretary (elected). Co-treasurer, Parliamentarian (appointed by President).
- h. Monday June 3rd: Water Assembly
- i. A parent has asked if she can do something with Autism awareness at school. Shana will speak to her and see what she means.
- j. Yearbook delivery: Will be brought to schools and distributed to teachers. It is good for all teachers to know which day the books should be given to all students who have purchased. Ms. Trent suggests Monday of the last week (Mon June 10th).

Meeting adjourned: 6:54 PM.