

MINUTES

Caleb Greenwood PTSO Executive Board Meeting
6:00 pm January 5, 2022
Zoom call - social distancing

A-1: Call to Order & Welcome

A-2: Roll Call of Executive Board Members

Present: Mairead Reinhard - President
Kristin Peer - Vice President
Rosanne Cherry - Faculty
Ellen Martin - Secretary
Chris Schofield - Co-Treasurer
Lisa Epstein - Auditor
Jennifer Wade - Member at Large
Amy Pisarsky - Parliamentarian

Also Present: Julie Garrison - Co-Treasurer, Elise Brown, Principal Michelle Rossi

Absent: Jennifer Wade- Member at Large

A-3: Approval of Executive Board Minutes for:

- a. 12-1-21- Will occur next meeting due to notes not being uploaded

A-4: Officer Reports

- a. President's Report - Mairead: gave a brief update and a welcome to 2022. Passive fundraising info will be coming from Pam Johns, we have one later in the month at Panera. We also have upcoming school tours coming, these upcoming tours will be for incoming kinder families with a plan to have some tours at a later time for families who already attend but would also like a tour. Nam will be recording all classes in the action center starting next week for the Winter concert which will occur in february. She is working on recorder music with 3rd graders and on movement and music with 6th graders.

- b. Treasurer Report - Chris Schofield & Julie Garrison
 - i. Chris shared the budget vs actuals: Not a lot of expenditures in the last month. We did receive the checks for the last two dinner fundraisers. Anonymous donor check was resubmitted with ideas about how to use these funds.
 1. Mairead asks if we have funds set aside for incoming families, we do not but can look at this.
 2. Ms Rossi asked how much the sex education for 5th and 6th graders is and Chris found the line item for \$1750.00
 3. Chris reviewed our statement of financial position, overall we are doing well.
 4. Plan for Mairead, Chris and Kelly to meet regarding the funds for the action center and on Dia.
 5. Last Chris verified that no one had objections to him signing a letter of engagement with the accounting firm who does the PTSO taxes, no one objected.
 6. Lisa had questions regarding the Barnes and Noble event in the past, Chris will get back to her offline.
- c. Faculty Report - Rosanne Cherry- Our new Kinder teacher is in place and is a good fit with the kinder teacher group. It has been really nice meeting with Kelly to review the IB units. She asked Ms Rossi when volunteers might be allowed back in classrooms, currently this is not planned to be allowed, they will discuss further offline. She shared some information regarding the upcoming kinder tours, that they will occur outside, and will incorporate students to help with the tours. Last she said thank you so much for the new faculty lounge.

A-5: New Business

- a. Dia Literacy Event- Lisa shared that Kelly Cordero is working on what this will look like. The plan is to be more student lead and on campus.
- b. Auction (Elise Brown)- Elise joined us and gave updates regarding the upcoming auction. Previously the board canceled an account with Greater Giving, the online bidding portion of the auction. She did some research and compared Greater Giving and One Cause. Elise gave a brief overview of the difference between the costs of the two. She also showed the group the rough budget for the auction with an estimate of approximately \$6600 needed from PTSO for the auction. Chris asked Elise for a breakdown of what the \$6600 will cover, Elise gave a brief overview of this. She also let the group know that tickets should be available in the next month and that

the auction group is discussing what will occur if covid does not allow us to have an in-person auction.

- i. Elise asked for a decision from the group on if they would like to use Greater Giving or One Cause for the online bidding part of the auction. Mairead asked if we will also need to purchase Bill's site-Elise clarified that she does feel we will still need this. Mairead asked for Elise's recommendation, she recommended we use Greater Giving.
 - ii. Chris recommended we vote on which online bidding site to use and that we vote on the draft Budget
 - iii. Kristen asked what the covid contingency plan looks like, Elise gave an overview that it would look like an online auction with a possibility of a drive by dinner and wine pickup
 - iv. Mairead made motion to approve both using Greater Giving and to approve the draft Budget, Rosanne Cherry seconded this motion
 1. Group voted 8 in favor and 0 opposed to using Greater Giving
 2. Group voted 8 in favor and 0 opposed to draft Budget
- c. Faculty Lounge- Mairead led a discussion about the faculty lounge. It has been funded by parents and families. It is turning out really nice and has been an effort driven by parents and families. Overall it has been a huge success and really appreciated by the teachers and staff at Caleb.
- i. Elise asked the PTSO for a donation to sponsor replacement of things in the staff lounge as they are used, such as coffee pods and snacks. She asked PTSO to sponsor this at a cost of \$75/month. Chris said he felt like this could be included in the staff appreciation line item.
- d. Teacher Supplies- Mairead and Roseanne gave a brief summary that historically teacher gifts came at the beginning of the year to support teachers buying things for their classrooms. Roseanne would like to see this go back to the beginning of the year and to be a giftcard to a site to purchase things for the classroom. This will be talked about again in the future.

A-6: Principal's Report: Principal Rossi reviewed that there will be changes coming regarding covid protocol. She also reviewed that today most classes were pulled for testing today and to review who has registered for covid testing. She also reviewed that there is a third party who does this testing. Also she reviewed that going forward only people not vaccinated will be tested. She also let the group know that testing is always available if it is requested. She shared that they numbered the cafeteria benches so that it is easier to trace when they have a positive covid who was in contact with the

positive individual. Kristen asked if there has been discussion of going back to virtual and the answer was no (NO!!). It was also shared that all of our teachers are back on campus, none are currently out sick.

A-7: Adjournment 7:11 p.m.

- Next Executive Board meeting is Wednesday, February 9 at 6 pm (via Zoom).

