

## MINUTES

### Caleb Greenwood PTSO Executive Board Meeting 5:30 pm October 2, 2024 Caleb Greenwood Action Center

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

- A. Welcome and Call to Order at 5:34
- B. Shana asks that we go around and do introductions so we all know who is in the room:
  - a. Shana Nijjar
  - b. Jessica Harold
  - c. Jenee Leathers
  - d. Julie Garrison
  - e. Katie Cole
  - f. Amy Botill
  - g. Rosanne Cherry
- C. Late Arrivals
  - a. Kim Fenessey
  - b. Courtney Hurd
  - c. Curtis Cogdill

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

##### Present:

Shana Nijjar - President  
Rosanne Cherry - Teacher Representative  
Julie Garrison - Auditor  
Amy Botill - Member at Large  
Katie Cole - Parliamentarian  
Kelly Parks - Treasurer  
Jessica Harold - Vice President

##### Absent:

Tracey Weinstein – Secretary  
Samantha Trent – Principal

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

- A. Board reviews minutes and Shana summarizes key points from the meeting – does anyone see anything that needs to be updated or changed?
  - a. Page 1 – A-2. Botill is spelled incorrectly. Should be Botill.
  - b. Page 1- A-4. Should be elaborated that Rosanne noted her appreciation for how Mrs. Trent handled the questions at back to school night about the delay in the funds for the music program. She explained it in a clear and positive way.
  - c. Page 2- A-6. Item B.a: should be “Elise has had her daughter graduate...”
  - d. Page 3- A-8. Item C.c: Ms. Pamela is the TK Aide and Mrs. Boyer is the SPED Aide.
  - e. Page 4- A-10. Item F is blank.
  - f. Page 4- A-10. Item I.a.: Should be “...but they need information on lists of students at the school.”
- B. Rosanne moves to approve with corrections above, Kelly seconds
  - a. Ayes - 7

- b. Naves - 0
- c. Motion Passes

#### A-4 President's Report - Shana Nijjar

##### A. Friday Morning Sing

- a. Jillian sent all the teachers a survey to provide anonymous feedback about the first morning sing
- b. Shana received positive feedback from parents about the new format.
- c. Rosanne Cherry said teachers liked having the parents sitting behind the students and that parents came in after the students and let the students exit first
- d. Shana said some kids felt too confined. Rosanne suggested that there be more of a walking space between the teachers and the parents to help. Also encourage parents to move in more as there was more space in the corner by the Kinders.
- e. Next Friday Morning Sing is October 18<sup>th</sup>. Jillian will be bringing Neil Nayyar, a musical prodigy who knows how to play over 100 instruments.
- f. Shana discussed the budget with Jillian who is fine with the budget as-is. Jillian did mention the issue of paying for the time of the guest musicians while they wait for the break between primary and intermediate. Shana spoke with Principal Trent about moving the intermediate time up but teachers like that recess directly follows the assembly. Rosanne will discuss this with teachers and see if they can accommodate 8:15AM for the Primary Morning Sing and 9:15AM for the Intermediate Morning Sing.

##### B. Communication with Teachers

- a. New teachers may not know about the perks provided by the PTSO. Discussed with Roseanne if at the next Staff Meeting, if she could please make sure to communicate the field trip allocation that PTSO provides to each student, and the amount of support PTSO and parents are willing to provide to teachers/classrooms so the new staff are aware and can take advantage of all the help available to them.
- b. Helpful to remind teachers that their room parents can help with communication, copies, and general assistance throughout the year and to not be shy in asking for help.

##### C. Complaints about lack of after school activities

- a. A few parents wrote on Facebook and sent emails that they are unhappy that there are no after school enrichment activities for students at Caleb this year, since yoga and Dream Enrichment are being offered this year.
- b. Principal Trent responded to the email explaining that there were many complaints about Dream Enrichment so they chose not to renew the contract
- c. The parent was asking what PTSO would do to help but it was discussed that it is not in PTSO's scope to get involved or provide after school programs or activities. Additionally, PTSO does not have authority to supervise or manage after school activities, as there is a permit process and a supervising SCUSD staff member must be present.
- d. A general discussion about why extra curricular activities are challenging to plan.
  - i. Extracurricular programs have to be run through the school district – because they require training, insurance, etc.
  - ii. The track and field are already permitted/rented/occupied by soccer and baseball throughout the year.
  - iii. Groups are welcome to gather off campus but cannot use the Caleb Greenwood name due to liability reasons.

#### D. Costumer Swap

- a. A parent approached Shana about hosting a costume swap. Families would donate past costumes for other kids to take home. The original idea was to allow people to contribute a donation to the PTSO in exchange for the costume but PTSO does not want to do that and would prefer it to be a community event.
- b. Instead of having this be something that happens after school, Mrs. Cherry suggested a booth at the fall festival and many agreed that would be a great idea. Shana communicated that she would pass on the information to the parents who were interested in planning this.

#### A-5 Treasurer's Report - Kelly Parks

- A. Jog-a-thon numbers do not reflect any fundraising from the students yet. Sponsorships are up to \$7,200
- B. Kelly needs to write a few more field trip checks.
- C. Some teachers still need to use their \$300 allotment.

#### A-6 Teacher's Report - Mrs. Rosanne Cherry

- A. SIPPS (Systematic Instruction in Phonological Awareness, Phonics, and Sight Words) was introduced this year. This new program will be used for phonics and reading. The Benchmark Program will still be used for comprehension.
  - a. The teachers are using the program differently. Change can be challenging but the teachers are on board and learning the new program.
  - b. Teachers are looking to do an in-service training in October to address questions that have come up after using the system for over a month.
- B. The school is in need of another copy machine. The new copy machine is rented and receives maintenance. The old copier no longer works and either needs to be repaired or replaced. Potentially any remaining funds from a previous fund-a-need could be used.
- C. Jog-a-thon
  - a. Teachers cannot see who in their class is bringing in money, only the class total. This is good for privacy but Mrs. Cherry would like to be able to thank each student individually. Tracey is absent today but Shana will follow up with Tracey to see if that is a possibility.

#### A-7 Principal's Report - Samantha Trent

- A. Principal Trent is absent and doesn't have any updates to share.

#### A-8 New Business

- A. Curtis Cogdill, the Stride/Running Coordinator, presented an issue with the track. The track currently has multiple spots that are consistently muddy which makes it challenging for the students to run. The track was installed 7-8 years ago and was paid for by a PTSO Fundraiser. This means the district will not assist with any repairs and it is the PTSO's responsibility to upkeep and repair.
  - a. Students logged over 9,000 miles last year during Cougars on the Run and throughout the week, and running is a part of the Caleb community, which makes it important for us to maintain.
  - b. Curtis proposes the PTSO fund the repairs by purchasing decomposed granite to fill the divots. The DG is estimated to cost \$300/cubic yard plus delivery and he will need to rent a compactor. Curtis would ideally like for volunteers to assist with the installation of the DG to save funds.

- c. Ideally these repairs would be done by the Jog-a-thon but that means they would have to happen this weekend (October 6-7) which does not seem feasible with such little notice.
  - d. In the event the long term solution is not completed by the Jog-a-thon, temporary fixes were discussed including using sand for about \$100-200 and turning off the irrigation system a few days before October 11<sup>th</sup>
  - e. Curtis is going to discuss shutting off the water with Robert and he will gather additional quotes and compare the cost of having parent volunteers vs a landscaping company complete the work
- B. Shana moves to approve allocating up to \$2,000 towards repairing the track, Kelly seconds
  - a. Ayes - 8
  - b. Nays - 0
  - c. Motion Passes
- C. Monthly Dinners
  - a. Sept. 26<sup>th</sup> event at Sellands raised \$788.05
  - b. Oct. 9/10 at Sac City Brews 3pm-9pm
  - c. Nov 14<sup>th</sup> at Dos Coyotes 4-8pm
  - d. Dec 12<sup>th</sup> at Mendocino Farms 2:00-8:00pm (increased contribution to 30% through special promo)
- D. Jog-a-Thon
  - a. Event is Friday, October 11<sup>th</sup>
  - b. Tracey sent an email to all room parents to share with their classes. Email and website include information about how parents can volunteer
  - c. Fundraising is up to \$24,359 with a goal of \$50,000
  - d. Website will remain open two weeks after the event
  - e. Teachers will receive class shirts on Thursday, October 10<sup>th</sup>. Shana will ask Tracey if she needs help with sorting.
- E. Fall Festival
  - a. October 25<sup>th</sup> from 4:30-7:00pm
  - b. There was a group of parents upset that the event starts at 4:30pm this year. The earlier start and end time is for safety reasons in response to how dark the event was last year by the time it ended.
  - c. The committee has arranged for spotlights and additional string light
  - d. Events include face painting by Fancy Feet, little kid area by Tumblebuddies, carnival games, bounce houses, photo booth and food trucks
  - e. No wristbands this year to expedite entry. Tickets will be sold online only.
  - f. Rosanne is going to provide Jessica and Shana the markers for the cake walk.
- F. Yearbook
  - a. Already for sale; flyers are up and on the website Cost is \$30 until Dec. 31<sup>st</sup>
- G. Art to Remember
  - a. Everything went well and flyers will be sent home soon to purchase the children's art.
- H. Picture Day
  - a. The school is working with Dorian this year instead of Lifetouch. Lifetouch was unprofessional and tough to work with. Picture day is Thursday, October 10<sup>th</sup>
- I. New Ideas for Fall/Winter Events
  - a. Shana mentioned suggestions including a bingo night or movie and is looking for people interested in planning events.
- J. Candi Schurkamp cleaned out the PTSO closet with the help of Mrs. Marmion's son, Peyton, and it looks amazing!
- K. Spring Auction

- a. Courtney Hurd will be working with Kim Fenessey and Erin Bauer on the auction. Holly Longacre will head procurement with support from Jessica Harold and Theresa Gomez.
  - b. Possible venues were discussed including the Dante Club, the Sac State Alumni Center, Turn Verein and the Annunciation Greek Orthodox Church. Scottish Rite is close but expensive and challenging to decorate, and fill all the space.
  - c. There will be a new theme. Suggestions include 'Denim and Diamonds' and a Derby party.
- L. Loaves and Fishes
- a. Caleb will partner with Loaves and Fishes three times throughout the year. The first event is November 8<sup>th</sup>. A sign up sheet for donations will go out at the end of October.
  - b. Caleb will collect donations and a group of students and their parents will serve breakfast.
- M. October Newsletter coming soon.

A-9 Adjournment

Meeting is adjourned at 7:04