

MINUTES
Caleb Greenwood PTSO Executive Board Meeting
5:30 pm February 4, 2026
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:

Tracey Weinstein - President
Kelly Parks - Auditor
Rosanne Cherry - Teacher Representative
Shana Nijjar - Secretary
Katie Cole - Member-at-Large
Julie Garrison - Treasurer
Megan Knize - Parent
Courtney Hurd - Parent
Lily Silveira - Parent
Angela Desmangles - Parent
Alexis Lantz - Parent
Richard Brickman - Parent
Breanna Oliver - Parent

Absent:

Jessica Harold - Vice President
Amy Botill - Parliamentarian
Samantha Trent - Principal

A-3 Approval of Meeting Minutes

- A. Approval of Board Meeting Minutes for January 7, 2026
a. Katie Cole made a motion to approve the minutes from January 7, 2026. Kelly Parks seconded this motion. All ayes and no nays. The motion passed.

A-4 President's Report

- A. Finalized the date of the Talent Show which will be April 10th. Rehearsals will be the week before Spring Break.
a. Mairead will head the Talent Show. Shana and Julie will also be helping with the talent show and a few interested parents have been contacted to see if they would like to help as well.
- B. If you are interested in being on the PTSO, this is around the time of year when we start looking for positions to be filled or replaced on the board. And if you are already on the board and may want to step down or try out for a new position, this is also the time to communicate that as well. Reach out to Tracey.

- C. Jessica Harold has added all the minutes from this school year to the website. The website looks great and has tons of updates. A big thank you to Jessica for updating and cleaning everything up.
- D. The April PTSO Meeting was scheduled during Spring Break, so it is being rescheduled to April 9, 2026 and will be posted on the calendar.

A-4 Treasurer's Report

- A. Lots of sponsorship checks for the Spring Auction have been coming in and bills for the auction are being paid so that is most of the activity.
- B. It looks like most of the classes will be taking their field trips so that is great. Some field trips have had to be rescheduled because those classes did not have enough cleared drivers but scheduling a bus through the district can be quite expensive so we would need to look into that cost or figure out an alternative or see if we are able to budget in busses or work with the district to clear enough drivers for their next field trips.
- C. There have not been a lot of supplies ordered lately but just a reminder to teachers that the funds are still there.
- D. No assemblies have been scheduled but that \$2500 is still available in the budget so just a note about that. Mrs. Cherry will check in with Principal Trent about that to make sure the new committee members are aware.
- E. Reminder that the Auction Committee needs to send all invoices above \$500 to Kelly Parks (Auditor) for approval.

A-5 Teacher's Report

- A. Teacher Appreciation Week Requests from the teachers
 - a. Coffee
 - b. Lunch
 - c. Caleb Sweatshirt
 - d. Massages
- B. Sixth Grade is at Sly Park this week. Mrs. Rauh and Ms. Cole went up for the whole week. Mr. Prowell and Principal Trent went up today (2/4) for one night.

A-6 Principal's Report

- A. The Staff and Teachers like that the Beautification of the Garden would be a wonderful Fund A Need for the Spring Auction. A representative from SCUSD came back to discuss the vision we discussed and gave some specific logistics and specifications that must be followed.
 - a. Alexis Lantz commented that with the amount of work that is being put into this garden, the PTSO may want to consider adding on a long term formal committee position on the PTSO Board for someone to work consistently all year maintaining things, and also as per district guidelines.

- b. Other schools have an actual staff member that is on site part time or full time maintaining the site and gardens. Their PTSOs budget somewhere between \$2500-\$5000 to pay each of these people.

A-7 New Business

A. Garden Committee

- a. The garden committee brought cumquats from the Caleb Garden for everyone to try.
- b. Megan and Alexis brought a mock up design made by Grace Stoner, Landscape Designer, M.L.A. It included a mood board and a rendering of what the front of the school would look like.
- c. Alexis and Megan will work with Grace within the parameters to make all changes to the plans and designs to ensure it meets all the guidelines and requirements from the district.
- d. For the Fund A Need, we would need an amount for the goal of how much we would need to raise. Megan and Alexis and working with Grace to come up with that number.
- e. We also need to make sure everyone understands that since the work can only be done by the district or volunteers, these changes won't take effect immediately and will take time.

B. Auction Update

- a. The Spring Auction will be held at Greek Church on February 28, 2026 at 5:30PM. Tickets are on sale and the communication about tickets has gone out to all families.
- b. The venue, caterer, bartender and auctioneer have all been booked.
- c. We have about \$26,000 in sponsorships so far.
- d. The Procurement team has contacted over 600 businesses for donations. We have 115+ confirmed donated items. This count does not include Teacher Features & Class Gifts, which is separate. Next week, Holly & Jessica will meet to begin organizing items into group or single auction items. We will also begin uploading items to the OneCause site. Holly is making a post today on the Caleb FB site asking for donations of wine towards the auction's Wine Pull. Donated wine should have a minimum value of \$20. Wine will be sold at the event for \$25 each.

C. Monthly Dinners

- a. Upcoming fundraising dinners as follows:
 - i. February 12, 2026 - Steve's Pizza - 11AM-8PM
 - ii. March 12, 2026 - Mendocino Farms
 - iii. April 16, 2026 - Urban Plates
 - iv. May - Lefty's - Date TBD

D. Bingo Night

- a. Being planned for March 20, 2026. Julie Garrison is managing this.

E. Staff Appreciation Week

- a. Mrs. Cherry will speak to the staff and teachers about what they'd like to be spoiled with this year and get back to the PTSO.
- F. Bingo Night
 - a. Being planned for March 20, 2026. Julie Garrison is managing this.
- G. Sixth Grade Promotion Plans
 - a. Courtney Hurd will head the sixth grade promotion events with a few other 6th grade parents.
- H. Dia Fundraiser
 - a. Many people expressed interest in helping with this so Tracey will reach out to the parents and put together a committee.
 - b. There will be a fundraising component, an activity/learning component, and there will also be a book fair in coordination with Wild Sisters Book Store.

A-8 Adjournment

- A. Meeting is adjourned at 6:55pm