

MINUTES
Caleb Greenwood PTSO Executive Board Meeting
5:30 pm January 7, 2026
Caleb Greenwood Action Center

A-1 Call to Order & Welcome

- A. Welcome and call to order at 5:35pm

A-2 Roll Call of Executive Board Members

Present:

Tracey Weinstein - President
Jessica Harold - Vice President
Kelly Parks - Auditor
Rosanne Cherry - Teacher Representative
Shana Nijjar - Secretary
Katie Cole - Member-at-Large
Samantha Trent - Principal
Amy Botill - Parliamentarian
Julie Garrison - Treasurer
Megan Knize - Parent
Alexis Lantz
Courtney Hurd - Parent
Lily Silveira - Parent
Kelly Cordero - IB Coordinator

A-3 Approval of Meeting Minutes

- A. Approval of Board Meeting Minutes for December 3, 2025
 - a. Katie Cold made a motion to approve the minutes from December 3, 2025.
Jessica Harold seconded this motion. All ayes and no nays. The motion passed.

A-4 President's Report

- A. No updates that would be different from the New Business.

A-4 Treasurer's Report

- A. Just cleaning up some of the accounting/budget.
- B. There are a few parents that received reimbursements from the last school years and the checks have not been cashed so those need to be reissued and the parents need to be contacted. A few attendees have offered to contact those parents.
- C. Scholarships - Last semester, we awarded 9 or 10 chorus scholarships. This semester, we have only received one scholarship application so far. We need to work something out with Young Actors Studio about leaving some spots available for scholarship awardees.
- D. Teacher Allotments - Not a lot of teachers have turned in receipts for reimbursement but they are aware that it is available.

A-5 Teacher's Report

- A. Teachers and staff are so appreciative of all the ways they are spoiled but would like less food/snacks and more supplies so they do not need to use their own funds for supplies when they run out at the office/in the classrooms.
 - a. Kelly Parks asked if this would be an ongoing need because she is concerned about PTSO covering the costs of supplies for things that the district should be covering and wonders how we can figure this out.
 - b. Mrs. Cherry explains how the district would cover the cost of these supplies but the process and time it takes to get the supplies through the district vs. the PTSO is much slower and the need for some of the supplies is sooner rather than later.
- B. Teacher Feature - Is there a google document where teachers can update what their teacher feature is?
- C. Jog-a-Thon - everyone loved the popcorn party and DJ Lady Char dance party so thank you!
- D. Morning Sing - Teachers are requesting that parents and families fill up the back of the MPR instead of standing up front as it gets very crowded at the front of the MPR. The door in the front will be closed and everyone is requested to stand on the sides and in the back.

A-6 Principal's Report

- A. No updates that would be different from the New Business.

A-7 New Business

- A. Garden Committee
 - a. Kelly Cordero presented an amazing presentation made by Mrs. Marmion's class that is being sent to Ero-Rise to apply for a grant to beautify the outdoor space near the 3rd Grade classrooms.
 - b. Megan Knize has an idea that part of this year's Caleb Auction Fund-a-Need could help fund a professional landscaper to plan a cohesive design for the whole school.
 - c. We could take some pictures of some areas that need attention around the school and get an idea from a landscaper so we can present what our vision would be at the auction.
 - d. Megan found a landscaper that would be open to putting together a comprehensive bid/design for the school.
 - e. Megan and Alexis have toured a few other schools and their gardens look wonderful so it would be great if we could improve upon our outdoor areas.
 - f. Kelly Cordero mentioned that there is another 6th grade class working on an Eco-Rise grant for Empathy for Spaces.

- g. The committee is also discussing how each area is assigned to a particular classroom and each class would be responsible to maintain those areas.
 - h. Julie Garrison mentioned that we made money with the Fall Festival where we had anticipated spending \$6,000 but we ended up making \$5,000. Kelly Parks also mentioned that we made more than we expected in the Jog-a-Thon.
 - i. **Katie Cole makes a motion to authorize the garden committee to get a scope of work/quote/mood board for the campus plan up to \$1000 to present at the Auction for the Fund-a-Need. Kelly Parks seconds the motion. All ayes and no nays. Motion is passed.**
 - j. The garden committee is going to continue the monthly meet ups to clean up and beautify the gardens in February.
- B. Music Education Update
- a. We have not filled out music position yet, even though it has been posted 8 times in the past 2 years.
 - b. At the SET School Board Meeting, there was a discussion about how to equitably serve the most students possible. Ms. Trent was in talks with NorCal and signed a contract for 10 residencies to cover 20 classes to cover all K-6th Grade classes.
 - c. The Prop 28 funds will be spent on these residencies. They will be bringing in musical theater education.
- C. Auction Update
- a. Fund-a-Need - we organically figured out that the Fund-a-Need would cover the landscaping plans for the beautification of the school.
 - b. An all weather track was being considered but it would be about \$300,000 which seems to be out of our realm at this time.
 - c. 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.
- D. Monthly Dinners
- a. We made \$188.55 at Panda Express in December.
 - b. Upcoming fundraising dinners as follows:
 - i. January 13, 2026 - Chipotle
 - ii. February 12, 2026 - Steve's Pizza
 - iii. March 12, 2026 - Mendocino Farms
 - iv. April 16, 2026 - Urban Plates
 - v. May - Lefty's - Date TBD
- E. Website
- a. Jessica Harold has been working hard at editing the website and updated all the PTSO events under the PTSO tab.
- F. 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.
- G. Talent Show
 - a. Tentative planning for April 10, 2026.
 - b. Tracey will reach out to some new volunteers to see who would like to help with this.
- H. Bingo Night
 - a. Being planned for March 20, 2026. Julie Garrison is managing this.
- I. Sixth Grade Promotion Plans
 - a. Courtney Hurd will head the sixth grade promotion events with a few other 6th grade parents.
- J. 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.
- K. TK/Kinder Tours
 - a. January 16, 2026. Grateful for all the volunteers that are helping with that.

A-8 Adjournment

- A. Meeting is adjourned at 6:55pm