

Carlisle School Association
February 5, 2015 Meeting Minutes
9:00 am – Spalding Conference Room

Attendees: Christine Lear, Emily Richardson, Amy Caggiano, Margo Parent, Lisa Chaffin, Emily DiRocco, Suzan Baldoumas, Alyson Becker, Phyllis Bewick, Debby Merz, Amy Versaggi, Sarah Grallert, Laura France, Rebecca Besthoff, Dennet Sidell, Amy Smack

Christine Lear called the meeting to order at 9:01 am

Approve January Meeting Minutes

Amy Caggiano made a motion to approve the minutes.

Sarah Grallert Seconded the motion.

Vote : January Meeting Minutes approved.

Administration Updates - Dennet Sidell

- January is a solid teaching month without interruptions; additional activities: 3rd grade winter crafts, Native Americans coming the 23rd, 5th grade sheep shearing, shearer comes from SC, kindergarten did their mitten plays.
- Lost & Found has moved to dining room on the right where vending machines used to be; 3 different containers to make it more organized, 4th grade volunteers are scheduled to help.
- Last half day did mini-conferences; teachers signed up to do classes for other teachers. Will do another in the spring.
- Report cards – making more clear and consistent; make it the same K-8.
- Dr. Wickman could not attend meeting; main concern is snow!

CSA Thank Yous!

- Andrea Kakas and the Events Committee for the Bingo Night - 150 attended!
- Margo for moving the News to MailChimp - looks gorgeous!
- Amy Caggiano for creating a publicity campaign for our Faculty & Staff Grants
- Amy Versaggi for the ongoing storage efforts
- Suzan Baldoumas for convening a group to consider future fundraising opportunities
- Online Husky Handbook Task Force for time and research put into the project

CSA Updates

- EVP – Amy Caggiano – Faculty grants campaign; has received great feedback. Elementary teachers have sent emails to parents. Middle School parents are directed to website. Working with teacher to develop an article. Joan and Dennet providing impact statements. Alyson and Amy working on tightening up the financial process. There will be a grant table at the summer fair so people can see impact of grants.
- Treasurer – Alyson Becker – CD just rolled up in January but is a 6-month CD. Possibly roll into main account and designate for shed.

Vote to liquidate the CD

Alyson Becker made a motion to liquidate to CD and move into main CSA account.

Christine Lear seconded the motion.

Vote: Approved, CD will be rolled into main CSA account.

- VP Elementary School – Cary Keller is working on the speaker; and worked on the lost and found; considering shallow bins for clothing & items. In the process of being moved. Emily DiRocco has a clothing rack to donate. Could share with 7th grade play.
- VP Middle School – Amy Versaggi - The shed was approved by School Committee; funded by both CEF and CSA. David Flannery has raised some site concerns. Generator now needs to be sold through auction. Dr. Wickman is behind this and she will make sure it gets done. There is a 20% discount if shed is purchased in February. Email went out to all 5th grade parents asking for volunteers to be class reps and treasurer. Two people interested in treasurer. Once those people are set they will need to get spaghetti supper chairs identified.
- Secretary – Emily Richardson – Let Emily know if you have trouble accessing the google documents.
- Membership – Sarah Grallert - no new members.
- Book Fair Coordinator - Fair Update, Phyllis Bewick – author is Katie Smith Milway. She spans elementary through middle school. Lots of messages. Showed video. Considering doing assemblies with the author during the week of the Book Fair (Thursday). Considering a working parent morning, PJ story time, allowing people more time to browse and buy. Looked into skyping with authors but won't do this year. Author has very impressive bio. *One Hen* has been developed into a curriculum. Makes world issues accessible to elementary and middle school children. Book Fair is April 13-17 – the week before spring vacation. Maya Bery put together an information sheet on what the book fair does for the Library. It will also go on the website.
- Curriculum Enrichment – Lisa Chaffin, missing 5th, 6th and 7th grade programs. Bay Colony educators will come; they are coming for 5th grade on May 6th. Will talk about what it's like to be a 10-year-old in colonial America
- Events Committee - Family Movie Night, March 13 – Movie is to be announced.
- Publicity – Margo Parent – meeting next week to discuss hierarchy for next year.
- Nominations – Rebecca Besthoff – Need to convene a committee, will have a meeting this month, please let Rebecca know if you're interested in serving. Need to post to the public that all positions are open, but if people want to serve we'll find a spot for them. Will present slate to the board in April and new board will be voted in at May meeting. Have 7 people continuing. Please nominate people for positions and think about who would be a good fit.
- Box Tops – there will be a new cubby dedicated to Box Tops in the main office. That will be the only one. Will send flyers in backpacks with collection envelope so people can return Box Tops for the contest. There is a collection box at town hall in shelf, close to floor outside the COA. We get .10 for each Box Top. Cut-off date will be May 29th. Winner will be announced in June. Envelopes will be above box, in library, and on the CSA bulletin board.
- If you haven't, please update your job timelines and send Karina updates for your job on the website. And your timelines on your Google Drive accounts. Contact Emily Richardson for access if you don't have your password to your Google account. Thanks!

New Business

- David Dockterman will speak to parents on Saturday, May 2nd – need volunteers to organize this event.
- Outreach to busy parents who want to participate; Opportunities for Busy Parents – Amy Caggiano – Christine Lear created a list of opportunities for busy parents. On website; under the volunteer tab. There are people interested in doing the website writing.
- Homeschool Representative – Christine Lear – should we have a homeschool representative? Asked Lori Snorek-Yates. Could include this year and then put under room parent coordinator for seat on CSA, and also include parents of children who aren't at CPS. Also helping SEPAC. We should involve them in CSA

meetings; have liaison who would receive agenda and minutes. Send Rachel Reynolds publicity news. Margo Parent shares information with SEPAC.

- Nomination Preparation - Hospitality, Database Manager – Christine Lear – Volunteer form from web site goes to Amy Caggiano. Would like to make food at parents back to school night just coffee/water. Newcomer coordinator should get the coffee. People don't eat very much at these events.

Christine Lear made a motion to take Hospitality and Database Manager off the nomination slate.

Margo Parent seconded the motion.

Vote: Approved.

- Online Husky Handbook Update - MySchoolAnywhere.com - Christine Lear - Make advertising goals higher for online husky handbook. Task Force looked at a number of software programs to do online handbook – benefits: access on tablet or desktop, same info as current HH but can be sorted. There is no app, it's web-based. Will have same access as app but will be on web. Need to include terms & conditions regarding using data. Need to think of our concerns and send to Christine. Google search will not yield people in HH. Can renew membership and update information on website. School will upload all data on website and then only people with students in CPS can join the CSA. We can put CSA google calendar on it and school calendar on it. Can sign up volunteers, teachers and administrators can use too. Cost is \$400. (MySchoolAnywhere) You can print out the book yourself. Can schedule it to graduate July 31. We need to re-think the concept of selling the CSA membership. Everyone is encouraged to go look at the site. Would like to vote on this in March. Fundraising responsible for selling the ads. Need to look at testimonials; Lexington is using it. CCHS has a digital directory. Find out who the rep is for CCHS directory.
- CSA Summer Camp Fair - Thursday, March 5, 2015 – Sudbury has a fair and charged \$200 for each camp to come to their fair. Christine invited all of the camps asked for no fee but asked for a raffle prize; now has 16 camps and 10 raffle prizes. Not sure how many people will come. Need to be present to win. Meeting is at 6:30 and Summer Camp Fair is at 7:30 pm. (No morning meeting that day.) Suzan Baldoumas will run the raffle.
- Spring Teacher Appreciation Luncheon - May 19; Amy Caggiano, Suzan Baldoumas and Christine Lear to organize
- Community Caring idea from Amy Caggiano – Amy asked to take this item off the agenda.

Christine Lear asked for a motion to adjourn.

Sarah Grallert made a motion to adjourn.

Amy Caggiano seconded the motion.

Vote: Meeting adjourned at 10:35 am.

Next meeting will be on Thursday, **March 5, 2015 at 6:30 pm** in the Spalding conference room.