

Carlisle School Association
November Meeting Minutes – November 6, 2014
9:00 am – Spalding Conference Room

Attendees:

Christine Lear, Amy Smack, Alyson Becker, Suzan Baldoumas, Amy Versaggi, Sarah Grallert, Cary Keller, Andrea Kakas, Margo Parent, Amy Caggiano, Debby Merz, Laura France, Soni Best, Eva Mostoufi, Emily Richardson, Dennet Sidell

Christine Lear called the meeting to order at 9:01 am and asked for a motion to approve the October 2, 2014 Meeting Minutes.

[Sarah Grallert made a motion to approve the minutes.](#)

[Cary Keller seconded the motion.](#)

[Vote: Minutes approved.](#)

Administration Updates – Dennet Sidell:

- Bus evacuation went well, police and nurse spoke around safety; another fire drill evacuating to new places.
- 6th grade did outdoor education; learning to start fires.
- Spaghetti supper very well done.
- Middle school bake sale went very well; kids wore pink.
- CSA grant process was great.
- Ordering retractable fences for playground.
- Interviewing for two recess monitor positions – has interviewed 4 people; hiring should happen soon. Still would like volunteers to help open the castle. Staff at 4 corners and parent volunteers in between.
- 184 surveys completed – by December should have a summary. Looking for areas to focus on.
- Had a visit from educators in Nevada who had picked 4 districts to see what we do as they want to be best in America. Nevada educators also went to Newton, Concord & Lexington.
- T-shirts are in; organized by color to give identity to a grade.
- Grade 5 went to Estabrook woods to see turtle habitat, Kindergarten and 5th went to Clark Farm, Pilgrim here for grade 1.
- Need Announcement: no dogs allowed on campus; during drop off and pick up and Halloween parade, etc.
- Lunch room – Kindergarten will now have a tray for milk cartons on center of table. 4th grade composters have been great this year; very helpful.

CSA Thank Yous!

- Eva Mostoufi for all of her work on the Spirit Shirt sale and delivery! T-shirts – CSA made a little bit of money on them but we bought 80 t-shirts for the staff.
- Alyson Becker for processing hundreds of checks for the Spirit Shirt sale!
- Alyson Becker for preparing and submitting our taxes!
- Sarah Grallert for selling CSA Memberships at the Middle School Night and for delivering handbooks.
- Karina Coombs for keeping the website fresh and up to date!
- Amy Versaggi, Rebecca Besthoff and Margo Parent for continued efforts to find quality storage.
- Amy Caggiano for organizing and facilitating the CSA Teacher Grants
- CSA members who are working on the online Husky Handbook task force.

CSA Updates

- EVP – Teacher Grants vote, School Advisory Council candidates – Amy Caggiano – very impressed with the process. Board needs to review 19 proposals, \$23,000 budget. Amy will look at past years to look for patterns. Some proposals should have been line items for school budget. There was additional discussion of proposals. Library/Art bring in a graphic artist working on a graphic novel. May need to allocate additional funds (\$430). Amy asked for a motion to approve the Teacher Grants.

Emily Richardson made a motion to approve the Teacher Grants.

Christine Lear seconded the motion.

Vote: Approved Teacher Grants.

Alyson Becker made a motion to allocate additional funds (\$430) if requested.

Amy Versaggi seconded the motion.

Vote: Approve additional funds if the grant is requested.

- School Advisory Council will increase people on the committee. Deadline to apply is November 19th. Seeking new voices and male perspective. One meeting per month at 3:30 pm. Cary Keller is co-chair with Dennet Sidell. There was discussion of making the election anonymous, and time frame for positions. Consider having someone serve as another community member to represent middle school. Election will be anonymous; Amy will remove names.
- Media Policy: working document; add class reps to room parent mention. Send feedback to Amy Caggiano. School is working on their policy also.
- Treasurer – Report – Alyson Becker – Spaghetti supper numbers good, but lower than last year. Taxes due next week. Membership numbers aligned. Income is slightly lower than last year due to donations and boosters being lower. Still looking for some outstanding fundraising money. Discussion of fixed deposit. (discuss in December) Need meeting in January to review budget.
- VP Elementary School – Cary Keller – researching a possible speaker with a \$2,000 budget. Working with Jennifer Clarke and Sally Quinn Reed. Exploring several topic areas: childhood anxiety, mindfulness, and media. Hoping to heighten awareness of resources for families. Could have a panel of speakers; or have booth with information. CCHS is working on mindfulness to deal with stress. Community chest is funding a pilot program. “Mediatrician” – talks about kids raised in the digital age. Fenn School is having a speaker on this topic in January. Cary will include school psychologists in planning discussions. (Bill Gresser consultant in Acton could be a good resource.) Consensus was that it’s important to have this event for K-8. Send Cary Keller info; Christine Lear and Amy Versaggi are interested in being involved.
- VP Middle School - storage, Class Representatives – Amy Versaggi – potential storage doesn’t really work. Have moved it to space where old generator sat. A new shed will be purchased and can split the cost with CEF – somebody will have a key and David Flannery is on board. (\$4,000 split with CEF). We will explore possibilities; needs to be maintenance free. Be in touch with Amy if you have ideas.
- Class reps: met with Spaghetti Supper organizers and determined that we need to assign 6th grade class rep earlier than May/June to ease planning of Spaghetti Supper. Identify rep in January of 5th grade to give time to plan. Treasurer position is a 3-year term. Class Rep role needs to be clarified for middle school. Make a middle school button on website to help parents understand roles. Will look at what

works and what doesn't in January. CSA needs to consider how involved we want to be in the grade-specific fundraising.

- Secretary – Emily Richardson - Please be sure to sign the attendance sheet.
- Membership – Report – Sarah Grallert – Member families 256 last year, 252 this year. (We have ~360 families in the school) Booster memberships (\$75) and Donations are down. Donations are not online. Put membership form on bulletin board. Send reminder to pay CSA dues. Developing membership marketing plan of sorts; ask people to “support” CSA rather than “join”. Husky Handbook is a vehicle for fundraising.
- Book Fair Coordinator – Asking for recommendations for financial assistant – The way the money is handled is complicated. Phyllis Bewick would like to have someone open & close each day of Book Fair for finances. We need someone with accounting (CPA) background. Send names to Phyllis Bewick.
- Fundraising - Spirit Shirts and Husky Apparel – Eva Mostoufi - Had full participation in first phase of t-shirt program. Free t-shirts for all staff; and thanks to Christine Rencs for her graphic design. Second phase is husky apparel; more of a branding endeavor. Fashion show next week during 4 different recesses. Flyers will go home, website will go up; all purchases will be online. Included chess club, choir, and band things. Polo shirt with embroidered logo for each group. (\$20.) 10 items for sale. There is a Carlisle shirt designed (not for school) adult options; sports bag and string bag. Do the sale again in the spring.
- Lots of clothes in Lost & Found. Get kids to help sort items and then invite parents to come look at everything and then send stuff to Goodwill. Christine will talk to Dennet to see if CSA could take charge of this.
- Curriculum Enrichment - upcoming event – Amy Smack – first grade program is happening today. 2nd grade bats, 3rd grade program, 7th grade Shakespeare program, filling in for someone who left last year. Give info to Margo as soon as possible. Need to identify a publicity person and someone to do a flyer. Put a regular column on the web site. Karina Coombs will get this on the website.
- Events Committee – Andrea Kakas - upcoming events: picked dates, 12/10 for ice skating, tentative dates: bingo game night – January 9th and movie night 3/13, popsicles on the plaza, 6/12. T-shirt swap – possible discussion. Have 7 volunteers for committee. Possible do more movie nights. Do a spelling bee?

New Business

- CSA Grants - Christine Lear
The CSA should consider whether or not to hand over the Teacher grants to the CEF. Numerous reasons were cited and discussed. Teachers are confused by 2 (CSA & CEF) different cycles; lots of overlap. CSA could focus on curriculum enrichment and special events. Have line item for renewable items, i.e., magazine subscriptions. Any money raised under CSA teacher grants needs to be spent immediately. Need to have liaisons between the two groups. Put Middle School and Elementary and EXEC VP on the CEF so they would have a voice in the grant process. CEF would need to increase fundraising. Mission of CEF is fundraising for professional development and any large scale project associated with that. Supplemental training for teachers. Lots of little items requested through CSA

that could grow into CEF. This topic will be on agenda for next meeting; CEF has not yet discussed; Dennet & Joan will be included in this discussion.

Motion to Adjourn noted with no quorum present.

The meeting ended at 11:15 am.

Next meeting will be on Thursday, December 4 at 7:00 pm in the Spalding conference room.

Minutes respectfully submitted, Emily H. Richardson, Secretary