**Carlisle PTO Meeting Minutes**

**September 10, 2015 9:00 am - Spalding Conference Room**

Attendees: Christine Lear, Emily Richardson, Joan Wickman, Dennet Sidell, Carrie Wilson, Linda Vanaria, Debby Merz, Carrie Patel, Sandy Eisenbies, Scott Triola, Christopher Adamchek, Shilpa Goel, Nicole McGeough, Christine Spencer, Lisa Chaffin, Amy Versaggi, Amy Smack, Jennifer Flannelly, Amy Caggiano, Niressa Martin, Cary Keller, Eva Mostoufi, Margo Parent, Alyson Becker, Laura France, Caitlin O’Connor, Bridget Ferrari (via phone)

Christine Lear called the meeting to order at 9:02 am.

Dennet Sidell announced a great start to school year, no bus issues, some lunch changes – green monster is gone so tray return is easier. Still looking for additional volunteers. Assembly on Friday to introduce all adults to the elementary kids.

Joan Wickman – welcomed everyone; had a busy summer, thanked the PTO volunteers for distributing the school supplies, David Dockterman did a great presentation to teachers on growth mindset. He should come speak to parents. Great opening day with evacuation drills. Chief Fisher will come to work on safety drills; back to school nights coming up. Year-long Professional Development – differentiating instructions for students, will start in early October. Did major renovations of the library (funded by CEF) and it is now a learning commons; phase 1 has been completed, phases 2 and 3 are in progess, sitll fundraising for these, furniture is on wheels and makes the room more flexible, and also auditorium looks great. Many thanks to all parents and community members.

Linda Vanaria – Big thanks to all members of PTO for bringing so many great things to CPS. Bulk supplies seemed to be an easy process. Also thanked for the teacher appreciation luncheons.

**PTO Thank Yous!**

Many people worked over the summer and did a great deal of work.

* Amy Caggiano for all of her hard work over the summer - on just about everything! And for hosting the Newcomer Tour on August 24

• Niressa Martin for her fearless work on the *Husky Directory* and Membership throughout the whole summer

* Alyson Becker for closing the 2014-15 books and for preparing the 2015-16 budget
* Shilpa Goel for managing the sale and delivery of all Supply Kits
* Eva Mostoufi for preparing for the Spirit Shirt Sale and potential major fundraisers

• Margo Parent for staying on top of publicity over the summer

• Debby Merz for coordinating the Kindergarten Bus Chaperones

• Nicole McGeough and Emily DiRocco for overseeing the Room Parent assignment process

* Caitlin O’Connor for matching new families with current families and organizing the Newcomer Coffee, please join us if you can tomorrow morning at 9:00 am in the cafeteria
* Bridget Ferrari and the Events Committee for their planning over the summer
* Sandy Eisenbies for working on the beautiful PTO logo
* Andrea Kakas for organizing the Red Sox game for September 22
* Claire Wilcox for her endless help over the summer!

**Ongoing Business**

* Christine Lear welcomed Carrie Wilson, new Middle School principal and encouraged her to attend our meetings. Carrie Wilson announced that Middle school is going well, fifth grade is being welcomed in to the middle school.
* Approve May and June 2015 Minutes

Christine Lear made a motion to approve the May minutes

Chris Adamchek seconded the motion

Vote: Approved

Christine Lear made a motion to approve the June minutes

Cary Keller seconded the motion

Vote: Approved

• Treasurer – Budget presentation and vote to approve for 2015-16 – Alyson Becker – In May we had gone over budget but curriculum enrichment did a great job. We earned less than what we had budgeted. We should be able to do most of what we normally do. Some budget gaps; school supply kits were way down but partly due to helping kindergarten and more expensive school supplies. We can manage due to leftover from house tour and the found surplus. Aim for $16,000 for teacher grants. Curriculum Enrichment had budgeted $8,000 but exceeded by $2800 last year. Budget was increased to $10,000 for this year. No Husky Handbook printing and book fair decreased slightly. Nancy West is the new book fair coordinator. Think about promoting other parent education events. David Dockterman may be free. Events was increased – good for community building and an area we could support more.

Teacher Luncheon. We get donations from people and we just absorb them into our account. Need to apply it toward the luncheon expenses. We don’t need that for paper goods, and should consider spending on food.

House tour has allowed us to do this type of budget – there may be ways that we make up for this. Alyson is in her third year as Treasurer, looking for someone to shadow her to eventually take over. Please talk to Alyson or Christine Lear if interested. Had several people submit receipts that were a year old and has closed the books; please submit receipts promptly.

Alyson Becker made a motion to approve the Carlisle PTO budget for 2015-16

Amy Caggiano seconded the motion

Vote: Approved

* Exec VP - Faculty & Staff Grants – Amy Caggiano - emails have gone out, deadline is October 15 and will not be extended. Amy collects all applications and then sends them to the committee for a 7-day review process. Committee includes administrator and one teacher from Elementary and Middle School, also Susan Pray (Business Manager) and a technology rep. CEF has same grant cycle as PTO. PTO funds day-to-day items. Meeting is on 10/22 to review grants, then they go to the school committee. Funds will be moved over after that review. If grants are approved we’re asking for a paragraph, alerting parents, and also providing photographs so we can show parents where funds end up.
* Teacher Luncheon - September 22 – Christine Spencer – Luncheon is up on Sign-up genius. They can’t set up night before but could use help with set-up day of. Still looking to promote to room parents. Will go in news tomorrow, need to reassess promotional emails. Has been on Facebook, in Buzz, and went to Carlisle Parents Group on Facebook. There are 125 staff and teachers. Chris Adamchek offered to play acoustic guitar.

• Secretary - Google Accounts – Emily Richardson - google accounts have problems, we’re working on addressing those. Please let Emily know of any new problems. Also, please sign the sign-in sheet for this meeting.

• Husky Directory/Membership - Members signed up, Early Release Day Discounts (Kimball Farm on 9/22) Niressa Martin has 389 households; half have confirmed information and 74% have paid membership. Have raised $685. Have added out of district families and CASE students. Amy Caggiano will ask about identifying a room parent for the home schooled students. Will work on boosting membership at back to school night. Tutorials are available and will show a video. Early release day discounts, have negotiated several discounts, need to promote further. Could do a poster to promote. Spaghetti supper will be looking for donations so we need to be careful. Do we want to change support and join, but need consistent message.

• School Supply Kits - Sale and delivery – Shilpa Goel – had 75 to 80% of students buying kits. Got less than half back. We tried to keep mark-up less than $5. It is a fundraiser, but teachers had questioned mark-up. (Have researched the cost savings, and they are significant.) We need to be a bit more transparent about it being a fundraiser and should remind teachers that it’s a fundraiser. Need to make the decisions about school supply kits after December. Remind parents of warranty – if pencils break they can be returned. Add a parent testimonial to promote next year.

• Fundraising - Spirit Shirts – Eva Mostoufi – one sale just spirit shirts Sept 14-25, t-shirts will be delivered two weeks later. Keeping same price, everything will go to website, second sale will be an October apparel sale, getting eighth graders involved for volunteer time. There will be a variety of items in time for holidays. Can’t do fashion show this year. (Maybe next year). Everything is online only. Will meet with Carrie Wilson to discuss t-shirts for Middle School.

• Services Coordinator - PTO Fair is September 17 prior to Elementary Parents Night – Laura France – planning for next Thursday. Some organizations have yet to get back to us. Will do the Husky Directory table with a banner to draw attention to it. Eva Mostoufi has contacts for printing companies.

• Publicity – Margo Parent – at the end of the year (after spring) we need to set up the fall luncheon link to sign-up genius and bus chaperone link because it’s too rushed in the fall. People need to remember to contact Margo first in order to publicize events.

• Room Parent Coordinator - Status Report – Nicole McGeough - every classroom has a room parent, many are seasoned room parents. Teachers and room parents have been notified. Sent a message to all room parents to check in, and hasn’t heard of any problems. Room parents will get class lists and Middle School reps will get whole grade.

• VPs of Elementary and Middle Schools – Cary Keller & Amy Versaggi - have heard some pushback on the change to online Husky Directory. All parents might need more information to log into Husky Directory. Spaghetti supper is October 20th. Seeing gap between what happens here in Carlisle vs. what happens at CCHS. Need to create a better bridge to moving on to CCHS, and wants to organize a group of parents. Also wondering about a Middle School teacher rep on the PTO. Amy will talk to Linda to see if she can identify a Middle School teacher to serve on PTO. Could also be addressed by the CCHS regional school committee or by the School Advisory Committee (SAC). Amy Caggiano – Sara Wilson and Peter Gambino were elected to the SAC at the end of last year. Teacher yet to be named.

* Curriculum Enrichment – Lisa Chaffin & Amy Smack – will email all teachers about keeping same programs. Had added 4 new programs last year. Some question about 2nd grade.
* Events - 2015-16 calendar – Bridget Ferrari – via phone – Looked into possibility of getting more events for the year. Some are standards, but has added Red Sox game and back to school t-shirt swap at elementary night. Halloween Bash on 10/23: meeting principals with added fun. (ice cream social). Movie night in November. Ice Skating at Middlesex on Dec 16, Book swap on Jan. 13 (tentative) Feb 26 for bingo night, movie night in March, still looking at an earth day type of event, Banta-Davis/Spalding clean-up effort, possible game night in May, popsicles on the plaza in June. Thinking of one larger event that might have a small fee associated with it; but rest of events are free. Will have a table at back to school night with flyers promoting events. Send Bridget a message if you have ideas, questions, etc.
* Newcomer Coordinator - Newcomer’s Coffee is September 11 at 9-10:30 am in cafeteria – please join us! – Caitlin O’Connor – 3 administrators coming; please come by to welcome and meet the new families (14) new ones. Some have requested peer parents.

**New Business**

* Fundraisers: United Script, Town Directory – Christine Lear – we are unable to fundraise through the Husky directory. Eva Mostoufi has looked into creating an online Town Directory while considering minimal volunteers & time. Has researched products, has looked at 2 things – edirectory which has lower cost being digital. Would need to sell ads to cover the cost. Can contact Red Balloon advertisers. Would allow classified ads, like a little Craig’s List. Could have business listings and like Angie’s list for local businesses. Would generate ongoing money for the PTO. Cost: Company has offered us a 50% discount, we’re owners of source license, only cost is to host website. Their hosting fee is $29/month. Gives us listings, white pages, business, classifieds, articles, etc. License is $1000. And we would need the domain name. Town manager has agreed to give us the information. Town is going to re-do their website. (need $1100 to start up) Possible ad revenue – 3 tier listing system. $20 per month, free or $30 per month. Could cover costs within 2-3 months. Hard to predict how it will go but thinks between $4000-$5000 per year. Regular software upgrades go through. New modules that get added on would cost extra. They will guarantee that our directory will work with upgrades. If you want to upgrade features there will be a fee. There needs to be someone who will pursue advertisers. Laurie Brown will work with Eva Mostoufi to set this up. Does not come with mobile app. Could generate traffic by having town calendar on it.

United Script – other fundraiser – selling gift cards would give us 2-17% back. You can only pay on their website with a debit card. We could promote as a three-week event. Rep thought we could raise between $6000-8000 per year.

Cary Keller Made a motion to spend $1100. to purchase the edirectory license for a Carlisle Community Directory

Alyson Becker seconded the motion

Vote: Approved

• Membership increase for 2016-17? – Christine Lear – we lose .75 for every membership. Think about the membership. Alyson will look at cost per student and compare to other towns so we can compare ourselves. Ask about membership fees in other towns. Other towns were very different.

* PTO Configuration Task Force - including Nomination process – need to figure out how PTO should be structured. Needs to be done now as nominating process begins in January. Amy Caggiano is looking to collaborate more with Concord and discovered all 3 elementary schools have co-presidents. The structure hasn’t been looked at in a long time. Let Christine Lear know if you wish to discuss.

**Adjourn**

Cary Keller made a motion to adjourn

Emily Richardson seconded the motion

Vote: The meeting was adjourned at 11:13am

Next meeting will be on Thursday, October 1, 2015 at 9:00 am in the Spalding conference room.

Minutes respectfully submitted, Emily H. Richardson, Secretary