

Carlisle Parent Teacher Organization Meeting Minutes

February 4, 2016

9:00 am – Spalding Conference Room

Attendees: Christine Lear, Amy Caggiano, Emily Richardson, Lisa Chaffin, Cary Keller, Margo Parent, Nicole McGeough, Carrie Patel, Laura France, Amy Versaggi, Debby Merz, Alyson Becker, Amy Smack, Niressa Martin

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

Approve December and January Minutes

Amy Caggiano made a motion to approve the December Meeting Minutes

The motion was seconded by Alyson Becker

Vote: Minutes Approved

Amy Caggiano made a motion to approve the January Meeting Minutes

The motion was seconded by Alyson Becker

Vote: Minutes Approved

Administration Updates – notes were provided in advance.

MIDDLE SCHOOL

- Congratulations to Marcella Pixley for her latest published short story.
- Congratulations to the Scholastic winners this year whose works will advance to the next level. At the National level, work can win a GOLD MEDAL or a SILVER MEDAL. National Awards are announced in Mid-March. Silver key medalists will be able to participate in the Massachusetts Regional Awards in March.
- Congratulations to the members of the Carlisle Public School Concert Band and Middle School Choir who were accepted to the Massachusetts Music Educators Association Junior District Eastern Festival and will be performing at Lincoln-Sudbury Regional High School on March 4th & 5th.
- Next Friday students will be sharing their experiences with Shakespeare and Company who will come to do a rehearsal and performance program with the 8th grade.

ELEMENTARY SCHOOL

- Four articles on homework have been distributed to the elementary faculty. We will be reading one a week during the month of February and then discussing them at grade level meetings. These same articles have been given to middle school faculty as well. These articles will be given to parents later this school year.
- We have hired a new reading tutor Carol Knowles, who has held this position in two other districts and has many years as a school librarian. She will be working with students in grades K to 3. Dennet will be introducing her to the parents this Friday in his parent blast.
- We have two long-term substitutes coming into our classrooms, Elizabeth Zevallos will be covering for Amanda Gilchrist in grade two and Jan Liebman will be covering for Aria Niemierko's classroom in grade three.
- We will be participating in Read Across America again this year in March – we have community members come in and read to a classroom. Shawna Horgan will again be organizing this event.

PTO Thank Yous!

- CarlisleEcommunity meeting attendees for their ongoing work – Ferns signed on for \$2,000 and Laura B signed on for \$2,000 and \$500 for Husky Directory.
- The Events Committee for Movie Night in January – great Movie night – Inside Out.
- Laura France for the advance work she is doing on the Summer Camp Fair
- Alyson Becker for preparing the midyear budget report

PTO Ongoing Business

- Membership – is up to \$10,610, there are 225 households – 81% of confirmed families. New families who moved to town have signed up. 71% of all families confirmed. Logins have increased.
- Room Parent Coordinator – no report.
- Fundraising - CarlisleEcommunity update – bringing money in; have raised \$4000 for eCommunity pages and \$500 for Husky Directory.
- Elementary School VP - speaker update – Cary Keller – “Let’s Be Honest” workshop coming back March 29; possibly looking to get cheerleaders for babysitting.
- Middle School VP – Amy Versaggi - social dance dates have been identified: March 11, 18, 25 and April 8. Seventh grade play is March 17, 18 & 19 (The Music Man Jr.), Eighth grade graduation – everybody is happy with the events plan.
- Events - Bingo Night February 26, Red Sox tickets for June 20, Providence Bruins March 6 – Bingo night – Carrie Patel -February 26 in the cafeteria, looking to get Lynne Carmel to do the calling. Will also have an info table for PTO. Sports tickets can be purchased on PTO website
- EVP - Grants update – Amy Caggiano - unusually long grant cycle this year. One outstanding grant – pedal desk. Committee felt it was only serving 2 children. Also put in application for 3 tall desks and stools. Majority has voted to fund the tall desks and tall stools. There have been additional discussions regarding recess. CEF is running a spring grant cycle with a March deadline.
- Treasurer - major gift, PTO name change status, CE Funding for this year – Alyson Becker – we received a large gift this year: \$15,000. Camp fair income is \$900. Membership is more than we budgeted for. eCommunity has been a little more than expected. Found money through Susan Pray and generous donation so we’re doing very well this year. Told the Shakespeare group we could not pay for lunch. (\$2700 for their Shakespeare performance)
- Discussion of additional funds for Curriculum Enrichment Committee – in order to have two end of year assemblies we need to budget for additional funds.

Margo Parent made a motion to increase the Curriculum Enrichment Committee budget by \$1,000.

Christine Lear seconded the motion

Vote: Approved

- Secretary – Emily Richardson – please send any updates to your job to Emily. Should be in google docs.
- Services - Summer Camp Fair – March 9 – 7-9 pm in the cafeteria. Many vendors have been generous with the donation to the raffle. Have 16 vendors – can use the corridor for space too. Publicity: in backpacks, mosquito, and PTO. Facebook, Could go on city in the woods. Could use sandwich boards to promote. Could reserve the rotary. Update the website
- Curriculum Enrichment – Lisa Chaffin – Native American event was successful. Still looking for Assembly. Shakespeare is next week.

- PTO Organizational Chart – vote There has not been a lot of discussion about the changes. Co-chairs for Curriculum Enrichment. Now they have one vote. Should divide the responsibilities equally between the two co-chairs.
- There was additional discussion of Middle School events that are not PTO events. Should the school be managing the funds? Should there be a MS treasurer who would manage all the funds. Should hire an accountant to file their taxes?

Vote (Please see addendum for slate of positions)

[Cary Keller made a motion to approve the proposed slate of PTO positions](#)

[Amy Caggiano seconded the motion](#)

[Vote: Approved the slate of new PTO positions](#)

New Business

- Nominating - Recruiting Season - outreach - info tables at February 26 Bingo Night - please represent your position if at all possible – the more people we have the better. Let Christine Lear know if you can attend.
- Superintendent Search - choose representative for search – Melissa McMorrow would like us to choose one representative to sit on the search committee. Meeting is this month. Cary Keller will serve as our representative.
- Funding for Sports Teams – buses are needed for traveling teams and parents need to pay for this as we are such a small town. Fee does not cover the costs. (Intramural sports). It's hard to think of expanding what we're offering. Will discuss next month. The eCommunity may allow us to help fund intramural sports.
- Thinking about next year and the PTO, will you keep your position? Interested in another? Questions? Please contact Christine to let her know what your thoughts are about next year. People don't want to take on a big job. Need to communicate that there are a lot of small jobs. There is great documentation and that will help people to do jobs.
- Amy Caggiano is working on the back to school checklist
- We're not going to do retirement parties this year. We'll order the boards and teachers will get at the retirement party for faculty.
- Spring Teacher Luncheon is in full swing.
- Book Fair – week of April 11th - use the chart that Maya Bery used last year. Debby Merz – theme is "Read Local". Heidi Stemple is the author and mother is Jane Yolen. Her day has not been chosen. Have the wizard again. Author is \$1000. Have same book distributor. Fine tuning the gift certificates, will do raffle, do Wednesday story time reading. Heidi Stemple does books for all ages. Might try to get some of the books from the Concord Museum Trees exhibit. American Girl Doll will be donated to the raffle for the book fair. Isabelle – 2014 doll of the year. Could there be something for a boy?

Adjourn

[Christine Lear made a motion to adjourn the meeting.](#)

[Amy Caggiano seconded the motion.](#)

[The meeting was adjourned at 10 :34 am.](#)

Next meeting will be on Thursday, March 3 at 9:00 am in the Spalding conference room.

Minutes respectfully submitted by Emily H. Richardson, PTO Secretary

ADDENDUM - PTO Organization

| Chairpersons (Voting Members) | Coordinators |
|---------------------------------|--|
| President | |
| Vice President | |
| Treasurer | |
| Fundraising Chair | Carlisle E Community Coordinator |
| | Apparel Sale Coordinator |
| | School Supply Kit Sale Coordinator |
| | Affinity Program Coordinator |
| | Early Release Day Discount Coordinator |
| | Gift Card Coordinator |
| Events Chair | Monthly Family Centered Events |
| | Luncheon - Fall |
| | Luncheon - Spring |
| | Back to School Event |
| | Summer Camp Fair |
| | Book Fair |
| | |
| Curriculum Enrichment Co-Chairs | |
| | |
| Membership Chair | Membership |
| | Newcomers |
| | |
| Volunteer Chair | Volunteer Program (Guild) |

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|--------------------------|------------------------------------|
| | Library Volunteer Coordinator |
| | Lunch/Recess Volunteer Coordinator |
| | |
| | Nominating Committee |
| Communication & Outreach | PTO News |
| | Technology Coordinator |
| | Room Parent Coordinator |
| Middle School Chair | |
| | 6th Grade Representative |
| | 7th Grade Representative |
| | 8th Grade Representative |
| | |
| | 6th Grade Treasurer |
| | 7th Grade Treasurer |
| | 8th Grade Treasurer |