

Carlisle School Association Meeting Minutes

Thursday, September 4, 2014

Attendees:

Lisa Chaffin, Suzan Baldoumas, Alyson Becker, Margo Parent, Emily DiRocco, Karina Coombs, Caitlin O'Connor, Amy Versaggi, Phyllis Bewick, Sara Wilson, Sarah Grallert, Amy Caggiano, Soni Best, Lauree Eckler, Laura France, Anna Chan, Christine Lear, Emily Richardson, Amy Smack, Joan Wickman, Dennet Sidell

Christine Lear called the meeting to order at 9:03 am. Christine asked for a motion to approve the June 5, 2014 Meeting Minutes.

Sarah Grallert made a motion to approve the minutes.

Amy Caggiano seconded the motion.

Vote: Minutes approved.

Administrative Updates:

Joan Wickman – School got off to a great start; thanked the CSA for help. The preschool parents had asked what the process is for them to be included in Husky Handbook and how to purchase. Deadline was 8/31 but we may be able to add them. There was additional discussion of doing a special outreach to preschool families for the Husky Handbook.

Both the middle school and CCHS parents' nights are scheduled for same night. Trying to see if CCHS can change to allow parents to attend both if needed. Thank you to volunteers for delivering school supplies; and looking forward to Newcomers' coffee. Thanked CSA for support.

Dennet Sidell – First day of Kindergarten went well. PE teachers will take Kindergarten students out to Plaza to show them around and review rules. Castle will be open on Tuesdays and Thursdays for kids ages 6 and older; but only on days when there is extra support. Lunch/Recess volunteer trainings is scheduled for September 15th and 17th at 9 am in the Spalding Conference Room. Maybe elementary parents could volunteer during Middle School lunches to diminish awkwardness for students.

- Meeting with grade 4 to discuss leadership opportunities.
- There is an assembly tomorrow for grades K-4 to meet all staff.
- Parent survey coming out later this month; looking for strengths and room for improvement. Done with School Advisory Council. Looking for communications.
- First fire drill today with new plan for evacuations.
- He thanked CSA for bus chaperones; very helpful.

CSA Thank Yous!

- Suzan Baldoumas and her team for putting together the CSA Family Fun Fair
- Niressa Martin for all of her work on the Husky Handbook over the summer
- Sarah Grallert for coordinating all of the memberships over the summer and into the fall
- Erik Synnestvedt for bringing Lunch/Recess sign ups online

- Alyson Becker for closing the 2013-14 books and for preparing the 2014-15 budget
- Shilpa Goel for getting the Kindergarten Supply Kits together and for coordinating delivery of all Supply Kits
- Margo Parent for staying on top of publicity over the summer
- Mary-Lynne Bohn for new map in Husky and pending CSA/CEF flier
- Debby Merz for coordinating the Kindergarten Bus Chaperones
- Emily DiRocco for overseeing the Room Parent assignment process
- Caitlin O'Connor for organizing the Newcomer Coffee, please join us if you can!
- Caitlin O'Connor for matching new families with current families over the summer
- Sandy Eisenbies for creating a beautiful bulletin board outside the main office
- Amy Versaggi – for working on class gift, spaghetti supper and anything else!

CSA Updates:

Treasurer – Alyson Becker – There is a discrepancy between revenue and expense total because we don't have a house tour this year. There was discussion of changes and explanation of revenue and expenses. Expenses – could increase grant giving this year. Curriculum enrichment – increased to allow more growth. Numbers are all conservative. \$28,000 cushion that should be able to carry us over to the next house tour.

[Christine Lear made a motion to approve the 2014-15 Budget.](#)

[Margo Parent seconded the motion.](#)

[The 2014-15 Budget was approved.](#)

EVP - Amy Caggiano - New to the process; spoke to the staff on August 27 and told them about CSA. There is a 10/9 deadline for grants, extension following week, then week after that they will meet to review. Secured Liz McIntosh and Sally Duscha for reviewing applications. Reviewers will also include members of CSA and faculty. Identified who was new to the faculty, sent welcoming message and directed them to the website and Joan Wickman will distribute applications. Teachers are interested and there are examples on the website of what has been done before.

Student Advisory Council – Heidi Kidder coming off the council. Need to find someone if she won't do again, possibly increase term length. Would need a parent of a 5th grader. Emails will go out and everything is on the website.

Secretary – Emily Richardson – Everyone should use gmail addresses for CSA business. Let Emily know if you are experiencing trouble gaining access to gmail account or if email is not forwarding properly.

Membership - Sarah Grallert – There are 69 CSA members as of yesterday. Three or four people are needed to help give out Husky Handbook on back to school night. Alyson Becker and Cary Keller will help. Cost of membership online is a little bit more. Discussion of absorbing the fee to do online transaction.

Husky Handbook – There was discussion of doing extra outreach to preschool and kindergarten families, focusing on Husky Handbook and saving CSA information for later. Ask Claire Wilcox to send a message to new families.

School Supply Kits – Shilpa Goel - Great delivery day. Thank you to all who helped; Doug Hansel was very helpful and all was done in about two hours. There was discussion of purchasing in bulk; teachers will be asked which they prefer. Boxes for individual kits get disposed of right away. Schoolkidz is willing to deliver in bulk.

Fundraising –

Amazon Smile Affinity Program – All of your shopping done through the Amazon Smile click will give the CSA .05% profit. Target is the same. Can't have prime and smile. Affinity programs need more publicity.

Overview of Old Home Day – Suzan Baldoumas – Thank you for helping! 100 kids there. Brought in about the same as last year; need to double the sales if we do again. Look for donations or promote to Concord. \$20 for wrist bands seemed to be the right amount. Numbers for OHD were down this year. Maybe add more tents, shade is needed. Need to identify people to get volunteers to help. Have a representative at each grade level. Will have an event post-mortem to discuss in depth.

Apparel Sale – Dennet would like to do class color t-shirts. Offer sports teams and also be able to buy husky apparel year-round; being a service rather than a fundraiser. Jungle graphics in Ipswich is a great source for t-shirts; they can do anything with great quality and great prices. Ask a graphic designer to make cute t-shirts, maybe run a contest to design the t-shirts.

Services Coordinator - Laura France – Back to School night/CSA fair. Sandy Eisenbies is working on tri-folds. Letter to participants will go out today. Hospitality will be next to CSA. Middle school night they just handed out husky handbooks; should have a table at Middle School night.

Publicity - Margo Parent – Run same as last year: reminders sent a week before. Sooner is better for Mosquito. Guidelines went out and didn't hear from anyone with questions. Lots of opportunities for publicity. Last minute additions will not be allowed. If there is something new or different please copy Karina to get information onto the website.

Room Parent Coordinator – Emily DiRocco – If anybody needs the list of room parents it will be put on website and will be in Husky Handbook. There is at least one room parent for Pre-k through 5th grade. Grades 6, 7, and 8 have grade level representatives. Had a difficult time getting the email addresses this year. Emily will work with Dennet to determine best way to manage distribution lists. If you hear of room parents having trouble give feedback to Emily. Change from room parents to reps went to 6th and 7th grade parents. Letter will go next week to 8th grade parents.

VP's of Elementary and Middle Schools:

Amy Versaggi – Everything is going well and they will meet to discuss storage of stuff that is not necessarily grade specific (spaghetti supper, seventh grade play and 8th grade graduation, etc.) There is an area on Curve Street with a storage possibility. Committees have been formed for events.

Cary Keller – There will be some sort of service event – childhood anxiety is a possible topic. Getting feedback; have seminar at a good time in spring. Incorporate a panel to show resources we have available to us. Many of Concord-Carlisle resources available to Carlisle residents, not just Concord.

Curriculum Enrichment – Lisa Chaffin – They are meeting next week; typically same events are done each year, but hope to add some.

New Business

Multicultural festival – Chinese celebration was very successful. Chiao Bin Huang would like help from CSA to promote event. We had helped with the Chinese New Year last year. She needs a committee of parents to help with this event. Use CSA Buzz to promote. Mission of the event needs to be clarified and we need more specific ideas of where help is needed.

Newcomers' Coffee – Caitlin O'Connor - Please come tomorrow from 9-11 am and school tour at 10:30 by Rebecca Besthoff. There are 23 new families; and already have 13 RSVP's from new families.

CSA Fair is September 18th prior to Elementary Parents Night

Online Husky Handbook Task Force – Christine Lear will schedule a meeting and will put in the news to let everyone know that we're exploring this idea.

Shilpa Goel has kits from people who have moved. A lot of people thought they had ordered kits but didn't get them.

[Emily DiRocco made a motion to adjourn.](#)

[Sarah Grallert seconded the motion.](#)

[Vote: Motion to adjourn approved unanimously.](#)

Meeting adjourned at 10:43 am. The next meeting will be on Thursday, October 2, 2014.

Minutes respectfully submitted, Emily H. Richardson