

**Carlisle School Association
Board Meeting Minutes
October 3, 2013**

Attendees:

Joan Wickman, Dennet Sidell, Rebecca Besthoff, Liza Snell, Christine Lear, Amy Versaggi, Margo Parent, Jean Barry, Susan Baldoumas, Sarah Grallert, Alyson Becker, Laura France, Emily DiRocco, Debbie Mers, Eva Mostoufi, Nancy Cowan.

Approval of Minutes

Motion by Rebecca Besthoff to approve September 5, 2013 minutes with one edit: to remove “broke even” under CSA Old Home Day Fair Item. Second by Christine Lear
Unanimous approval.

Dr. Wickman, Administration Update:

- Dr. Wickman reported successful Parents Nights.
- New intramural event – Ultimate Frisbee on Fridays.
- Great MCAS Results. High performing district. Will report more to School Committee meeting in November.
- ELA and Science meetings have occurred.
- New Math Specialist has started working.
- Jack, Dennet and Joan attended CEF evening dinner to meet the CEF board. CEF approved their grants: Engineering program and three others approved for professional development.
- Safety Assemblies in September – elementary and middle school. In October will have safety meeting with faculty.
- Professional evaluation on-boarding continues.

Dr. Sidell, Administration Update:

- ELA early child hood training – two full days last year and a third one this coming month.
- “Track my progress” – online assessment. Systems are being tested, so that the program is smoother. K-5.
- Trained about 55 parent volunteers for lunch/recess. New dismissal system is working well for 3-4, and K-2 on track to improve. Additional trainings are available – please contact Dr. Sidell.
- Eagle Scouts have been doing work on the castle. Once Castle is safe, may have special “castle days”. Will require additional volunteers.
- Kindergarten-2nd grade introduced to all teachers and staff.
- Clark Farm – Farm has hired an educational consultant (Robin) to run field trips. Fee now may be required.
- STEAM brochure has gone out – classes starting week of Oct 14-15.

CSA Thank You!

Rebecca mentioned thanks you to go out from CSA, and she read list of Thank Yous:

- Stephanie Blunt and Lisa Chaffin for coordinating the Fall Teacher Lunch
- Joanna and Kevin Quinlan for providing all of the flowers for the Lunch
- CSA board members and the many parents who donated dishes/helped
- Laura France for coordinating the CSA Fair at Back to School Night
- Sarah Grallert and Niressa Martin for Membership drive/Husky distribution
- Jennifer Sagalyn for the hospitality table at Back to School Night
- Heidi Kidder for coordinating the Husky apparel sale, ending October 21
- Margo Parent for her CSA NewsFlashes with imbedded links
- Christine Lear for posting SAC openings and collecting grant proposals
- Alyson Becker for trips to mailboxes and banks to deposit many checks
- Andrew Gorecki and the scouts for repairing/cleaning most of the Castle
- General thanks to all who work so hard for the CSA in your different roles!

New Business

VP of Middle School (6-8 grade), Amy Versaggi

- Nancy Cowan, 6th and 8th grade Treasurer, presented overview of Middle School Treasurer roles, middle school activities (6th grade Spaghetti Supper, 7th grade play and 8th grade graduation), the current funding situation, and lack of transparency. Current system is very informal, and historically there has not been a set process and things have fluctuated depending on parent effort and involvement.
- Amy Versaggi and Nancy Cowan met with administration: Joan Wickman and Susan Pray. Discussed ideas to increase transparency and make the efforts more productive and streamlined.
- Nancy described proposal: All three middle school events become CSA events. Middle school VP would be the facilitator and “owner of binders” for each event. Middle School VP would solicit chairs for each event to form committees for each event. (In event there is no interest in a particular year, there would not be a middle school event).
- Rebecca Besthoff clarified the CSA Nominating Committee would select chairs for the three event positions. VP Middle School would be responsible for publicizing the chairperson roles.
- Discussion of money and funding and who sponsors the event.
- Discussion and questions by CSA Treasurer of funding the three events. Nancy proposed a new funding structure: Focus on aligning with educational mission of CSA. Remove 8th grade graduation funding, keep 6th grade bus funding for Outdoor Education, and newly offset some funding for the 8th grade Field Trip.
- Discussion of fiduciary responsibility of CSA and CSA Mission to support educational opportunities.
- Nancy suggested to check-in with current 8th grade class chair-people and discuss “testing” the proposed financial distribution of 8th grade funds. Will report back to CSA Board.
- Rebecca suggested tabling the conversation until Nancy returns to the CSA Board with information.

Rebecca Besthoff, President, New Business:

- CSA was asked, with suggestion by and approval of the administration, to sponsor the Girl Scouts for permission to use the school facility free of charge. This is essentially renewing paperwork.
- **Motion by Rebecca Besthoff for CSA to sponsor the Girl Scouts to use the school facility free of charge. Second by Jean Barry. Unanimous approval.**

Parent Education, Jean Barry (reported):

- Proposed parent education event. Researched the events and speakers, and found that the events are well attended and well received. Speaker will bring literature on the discussion topic. Jean Barry will review literature before hand. A parent-only event. All attendees get a workbook. Total cost of event is \$250.
- **Motion by Rebecca Besthoff to bring this parent education program this fall. Second by Alyson Becker. Unanimous approval.**

CSA Exec VP, Christine Lear (reported):

- Five parent applications and one community application (through Boston Globe) for School Advisory Council. Voting will be on-line.
- Teacher Grants: have not seen enough response to date. Discussion about new administration and developing relationship with teachers and administrators may impact teachers' plans for curriculum priorities.
- Discussed possible Spring grant cycle, depending on final Fall grant cycle applications.

Treasurer, Alyson Becker (reported)

- Alyson presented CSA Treasurer Report.
- CSA lock box in School's Main Office is available to receive checks for the CSA.

Secretary, Liza Snell (reported):

- No report.

Membership, Sarah Grallert (reported):

- 256 CSA members to date.
- Almost half of revenue has come through Paypal.
- Seem to be on-track with last year.

Fundraising, Susan Baldoumas (reported):

- Rebecca reported: Heidi Kidder working on Husky Apparel Sale. This is our only Fall sale. There will be no other CSA sale (no gift wrap sale).
- Eva Mostoufi reported on the House Tour. First general meeting on October 10th at 9am in the cafeteria. Chairpeople have been meeting to define structure of the

event. Looking for advertising chairperson for the committee. Question regarding the budget and reimbursement. Alyson Becker explained reimbursement process. Still looking for leads on homes to participate. Asking for nominations of homes, and not approaching homeowners directly.

Services Coordinator, Laura France (reported):

- No report.

Publicity, Margo Parent (reported):

- Rebecca Besthoff clarified community news guidelines for CSA NewsFlash. Proposed to keep to 2-3 postings.

Room Parent Coordinator, Emily DiRocco (reported):

- No report.

Curriculum Enrichment, Lisa Chaffin:

- Rebecca Reported for Lisa Chaffin: Mr. Money has moved, so looking for ideas to replace the types of events he brought to the school. CEC is contacting teachers, too.

Adjourn:

Motion by Rebecca Besthoff to adjourn the meeting. Second by Jean Barry. Unanimous approval.

Next meeting: Thursday, November 7, 2013 at 9:00am at the Carlisle Public School conference room.