

Carlisle School Association Meeting Minutes
Thursday, October 2, 2014
Spalding Conference Room

Attendees: Christine Lear, Amy Caggiano, Lisa Chaffin, Margo Parent, Karina Coombs, Laura France, Nicole McGeough, Sarah Grallert, Cary Keller, Emily DiRocco, Soni Best, Suzan Baldoumas, Amy Versaggi, Amy Smack, Emily Richardson, Dennet Sidell

Christine Lear called the meeting to order at 9:01 am. Christine asked for a motion to approve the September 4, 2014 Meeting Minutes.

Emily DiRocco made a motion made to approve the minutes.

Amy Caggiano seconded the motion.

Vote: Minutes approved.

Administration Updates:

Dennet Sidell - Pictures went smoothly; parent night went well, Middle School parent night is tonight.

- Safety training on lockdown with teachers and will be done with kids later. DARE officer will visit younger grades. Fire drill went well - going to FRS for elementary grades and congregational church for Middle School grades.
- Math curriculum review committee met.
- Parent survey is open for another week.
- K-2 teachers are receiving iPad training; looking at applications for small groups or 1:1, and for skill-based teaching and assessments.
- Elementary assembly - introduced all teachers, staff (adults);
- T-shirts - colored by grade level with big logo. (K-5) Will be worn for spirit day; might be worn when students meet with buddies. Colors will remain the same so you would always need to get a new t-shirt the next year. There could be a "t-shirt pass it on day" at the end of each year.
- Two Lunch/Recess trainings have been held; please report any issue no matter how small so it is kept on record. Talk to Lori or Dennet Sidell. Castle will be open if we have enough volunteers. It won't be open on MWF so grades 1-2 can use; Stop/Go sign on Robbins for children to know status. Need 3 parent volunteers for castle. Some teachers are present at recess. PE teachers are instructing younger kids on rules for games. Parent donated a ping pong table for outside and will be set up on plaza. More equipment has been ordered for plaza. Getting retractable fence to catch balls.
- 2nd grade going to MFA, fifth grade fashion show, K going to Clark Farm
- Spaghetti Supper!

CSA Thank Yous!

- Niressa Martin for all of her work on the Husky Handbook, with baby in arms!
- Sarah Grallert for selling CSA Memberships at both Back to School Nights
- Karina Coombs for her constant attention to the CSA website
- Alyson Becker for graciously transitioning from PayPal to Stripe
- Mary-Lynne Bohn for the new CSA/CEF flier
- Caitlin O'Connor for coordinating and Carren Panico for providing treats at the Newcomer's

Coffee.

- Rebecca Besthoff for conducting the tour for the Newcomers
- Margo Parent and Clare Seeley for coordinating the Teacher's Appreciation Luncheon
- Joanna and Kevin Quinlan for providing all of the flowers for the luncheon
- CSA board members and the many parents who donated dishes/helped setting and cleaning up
- Laura France for coordinating the many details of the CSA Fair
- Carren Panico for the healthy hospitality table at the CSA Fair
- Sandy Eisenbies for updating the trifold for the CSA Fair
- Eva Mostoufi for all she has put in to the Husky Apparel Sale - more to come!
- Kristine Rencs for helping refine our designs for the Husky Apparel

CSA Updates

EVP - Amy Caggiano - Will do analysis of this grant round; deadline is 10/9, only have 3 applications, Claire Wilcox will send a reminder. Review will begin 10/23. \$23,000 has been budgeted for grants. School Advisory Council - election for new members; mandated 3-year term for SAC, realized that to be compliant we don't need to hold election at this time. Dates for SAC meetings are on CSA website. Elections will be revisited in August 2015. Meetings are open to the public.

Social Media - there is a Facebook CSA group not administered by the CSA. Amy has obtained rights to administer the group. There are 33 members today; not very active. Limit group and make private. There was discussion of the new spaghetti supper Facebook page for this year. Agreed to vote on the FB page.

[Amy Caggiano made a motion that the CSA take ownership of and privatize the Facebook group.](#)
[Emily Richardson seconded the motion.](#)

[Vote: Approved unanimously.](#)

There was additional discussion of the need for a social media policy from a school perspective. School Committee needs to approve all School Policies. Christine will contact Joan Wickman regarding the policy. Christine Lear and Amy Versaggi will work on this issue.

There was discussion of purchasing a \$120. navy or royal blue table drape with CSA logo on it, to formalize the organization on Back to School night. It could also be used at bingo night and other events. There is storage available for this and other CSA items.

[Margo Parent made a motion to purchase a CSA table drape.](#)

[Amy Caggiano seconded the motion.](#)

[Vote: Approved.](#)

Treasurer - Alyson Becker - number will go up for membership. Citizens bank sent a check - don't know who did matching program.

Membership & Elementary School Back to School Night update - Sarah Grallert - There were just over 200 families, similar to last year. Make a note of numbers after each event to compare to last year.

Fundraising - Christine Lear - Eva Mostoufi coordinated the t-shirt sale for CSA. We're also paying for staff shirts (80). Next year the t-shirt sale will be online. Sales will be offered at holidays and in the spring; would like to have extras to sell at events. Shirt swap could be done at popsicles on the plaza, or could do at move up day.

Curriculum Enrichment - Lisa Chaffin and Amy Smack - getting new requests from teachers, committee being formed. Have booked 3 out of about 10 things. Needs bigger presence on website.

Room Parent Coordinator - Emily DiRocco - Room parents received email distribution lists and guidelines. Discovered some undeliverable addresses. Some discrepancies between emails and Husky Handbook.

Husky Handbook Task Force - Christine Lear - A group met to discuss publishing the Husky Handbook online. The discussion inspired a number of other issues pertaining to CSA membership and presence in Carlisle community.

New Business:

School Advisory Council Request - Alyson Becker - Should CSA explore switching elementary and middle school start times. Duxbury has made this shift. SAC or school should send a survey to assess interest.

Review Teacher Luncheons - Margo Parent - Luncheon went well and teachers loved it, but not without lots of individual pleas made to volunteers in the final days before the event. There was much discussion with many ideas offered on how to change the luncheon. Christine asked if Margo could write up some options and we'll review and discuss at November meeting. Please send ideas to Margo.

CSA Meeting Time - Christine Lear reported that a parent wanted to know why CSA doesn't meet at night. It was discussed and agreed we should hold some meetings in the evening.

Christine Lear made a motion we pick two meetings to do at night for the remainder of year and reassess at the end of the year.

Alyson Becker seconded the motion.

Vote: Approved - Meet in Spalding Conference room for March and December at 7 pm.

Communication Solutions - Christine Lear - CSA needs to find direct ways of reaching families with a targeted, more personal message; most easily accomplished through room parents. There was discussion of making better use of the website and also making news less frequent. An example was given from Watertown where grade level coordinators worked with room parents to send out information. Continue with Buzz going to once per month, and communications should have a link going back to the website. Need to use this tool and also protect the resource. Margo will announce she will publish CSA News monthly and will also publish News Flashes as necessary.

Soni Best asked if it's possible to get a janitor to come in and clean up after kindergarten lunch; they need a lot of help. This is worth revisiting.

Sarah Grallert made a motion to adjourn.

Amy Versaggi seconded the motion.

Vote: approved unanimously.

Meeting adjourned at 10:49 am. The next meeting will be on Thursday, November 6 at 9:00 am in the Spalding conference room.

Minutes respectfully submitted, Emily H. Richardson, Secretary