

## Carlisle School Association Meeting Minutes

9:30 am on May 7, 2015

120 Oak Knoll Road, Carlisle, MA

Attendees: Christine Lear, Emily Richardson, Margo Parent, Laura France, Amy Smack, Debby Merz, Alyson Becker, Cary Keller, Shilpa Goel, Christine Spencer, Amy Caggiano, Suzan Baldoumas, Sandy Eisenbies, Amy Versaggi, Karen Smith, Niressa Martin, Emily DiRocco, Joan Wickman, Dennet Sidell

Christine Lear called the meeting to order at 9:50 am.

Approve April Meeting Minutes

Christine Lear made a motion to approve the April meeting minutes.

Alyson Becker Seconded the motion.

Vote: April Meeting Minutes were approved.

Administration Updates

Joan Wickman – Interviews this week – 8 last week and 4 more today. Hoping to identify candidates for visits next week and public forum. Process is going very well; there is a dedicated screening committee.

April – Shakespeare and Co. came and did monologues, students have trip coming up. Great Book Fair; PJ story time was very fun, kickoff for CEF with next project working on Learning Commons. Natalie LeStage is helping and CEF is using a library architect to get shelving, etc. Parents may be recruited to pack up the library to move books into music room and engineering room. Painting and carpet will be installed during the summer. 8<sup>th</sup> graders could do the book pack-up for their community service hours. Author is coming in for 6<sup>th</sup> grade; he was very engaging. Colonial program for 5<sup>th</sup> grade was great – students were captivated.

Dennet Sidell – moving into next year – School Advisory Group – looking into how do we meet the needs of all learners. New Middle School principal coming on is exciting. Teachers thank CSA very much for all they do.

CSA Thank Yous!

- Amy Versaggi for the installation of the Volunteer Groups Shed! Thanks also to Rebecca Besthoff and Joan Wickman. Policies for maintaining the shed are in place.
- Lisa Chaffin, Amy Smack and their team for the two upcoming CE programs
- Eva Mostoufi for putting the Spring Husky Apparel Sale together
- Rebecca Besthoff for her work on the CSA Nominations for the 2015-16 academic year
- Amy Versaggi and Cary Keller for organizing the Find Your Lost & Found during Parent - Teacher Conference week. May be a presence at popsicles on the plaza at end of year.
- The Events Committee for the great Movie Night in April. It was a great success. 80 kids attended.
- Phyllis Bewick and Emily DiRocco for the amazing CSA Book Fair! And Carren Panico for all that she did to make the week go so smoothly! Thanks also to the many volunteers.

CSA Updates

- EVP – Amy Caggiano – For School Advisory Committee two members are rolling off and positions need to be filled. There is a question regarding three members extending terms for continuity. Middle School principal will join the SAC once hired. Amy will send doodle poll so Board members may vote and candidates will be anonymous (as was done previously).

- Treasurer – report – Alyson Becker- We exceeded our expectations for this year. The CSA has \$26,000 in cash assets. Rolling CD into main account. Had a goal of spending \$39,000 and we're \$700 away from that goal. Curriculum Enrichment may go over. Spent the maximum on parent education.
- VP Elementary School – Cary Keller – spoke with Linda Vanaria about being a representative on the CSA Board and she was very enthusiastic – we need to formally bring her in.
- VP Middle School - Amy Versaggi, Chairs are in place for the Spaghetti Supper: Sarah Smith, Linda Tonies and Amy Versaggi. Graduation chairs will be put in place in the fall. Class reps and treasurers will de-brief to review how the year has gone. Shed has a few things that need to be tweaked. We need to buy a lock and there will be a move-in day.
- Secretary – please sign the attendance sheet.
- Book Fair Coordinator – Report- Emily DiRocco – Phyllis reported almost \$15,000 in sales. Our vendor says we are his largest book fair in the area. There were 80 children at PJ story time. 34% of sales occurred during the PJ story time. Carren Panico helped out with a lot during the week. Maya Bery bought \$900 of books. Usually we raise about \$4000 for the library. Thank you to everyone. It was very fun.
- Fundraising - Husky Apparel – need people to come at elementary pickup and sit there to help people order apparel. After school for the next 2 weeks at elementary pickup from 2:30-3:30. Has some inventory that will be sold off as well. Sale cut off is May 25<sup>th</sup>.
- Curriculum Enrichment – report – Amy Smack – have had a great year; all grades touched by programs. Author and Colonial visit this week. All-school assembly coming up. Person talking about Arab culture. Will do K-4 and then grades 5-8 will be slightly different performance. Students will be engaged. Living Voices coming to 4<sup>th</sup> grade on June 3<sup>rd</sup> and 8<sup>th</sup> grade will do holocaust on June 1<sup>st</sup>. Different performances. Holocaust survivor may not be able to come this year. Amy Versaggi will talk to Marcella Pixley about a substitute. (speaks to 8<sup>th</sup> grade.)
- Events Committee - Red Sox Game – 140 people are going; thanks to Andrea Kakas, Popsicles on the Plaza
- Room Parent Coordinator-Emily DiRocco has lots of transitioning to do. Process will be the same as it has been. Should publicize that room parent volunteers are being accepted for preschool- grade 5. Have done first come first serve; but we really need to seek new volunteers. Room parents will be identified by the end of May. Room parent will have easier transition.
- Husky Directory - Niressa Martin – we have to wait for end of fiscal year to purchase My School Anywhere. Working on uploading data; program is very user-friendly. Want to work on advertisers. Give parents a coupon for different activity places for each month. Every parent needs to opt in or out for My School Anywhere. There is no deadline to opt in or out so we will try to get people to accomplish.
- Retirement Party - June 8 – Christine Lear and Carren Panico are organizing the retirement party scheduled for 3:30 pm. Cutting boards will be ordered as gifts. Sue Bober and Donna Clapp are retiring.
- School Supply Kits – Shilpa Goel – After a bit of delay people have started ordering. 170 kits have been ordered. There are 630 kids in the school. Running sale for 7 weeks. Had received feedback about some supplies were of inferior quality so they have been replaced. Staples may have a satisfaction guarantee. Elementary kids are not getting the boxes; brings down price by about \$5.
- Teacher Appreciation Luncheon - May 19 – Suzan Baldoumas and Amy Caggiano have lots of great ideas. Hoping to have live entertainment – piano playing. Asking for adults or children. Email Suzan Baldoumas if you're interested. Will make Bev and Jane come into lunch. Need to find someone to sit in Jane's seat so she could eat.

## New Business

- Vote on new Slate – there is still an opening for Box Tops. Great gateway for someone to get on the CSA. Let Rebecca Besthoff or Christine Lear know of anyone who might be interested. Christine Lear will help Bridget Ferrari to help identify and organize additional family-oriented events.
- Christine Lear read the proposed slate of board members and committee chairs and introduced new members.

Emily Richardson made a motion to approve the slate as presented.

Margo Parent seconded the motion.

Vote: Approved the slate of board members and committee chairs

- CSA Name Change Vote – Christine Lear – Spoke with PTA and they would ask us to contribute \$5 per member if we chose to affiliate with PTA. Spoke with the PTO and they do not require local chapters to pay dues. Provide more opportunities to engage teachers. Room parent coordinator could be the liaison to the teacher representative. We don't need to be a part of PTA.

Cary Keller made a motion to change the name of the Carlisle School Association (CSA) to the Carlisle Parent Teacher Organization (PTO).

Christine Lear seconded the motion.

Vote: Approved

- School Advisory Council – will roll out things next week; working on transitions for certain members. Amy Caggiano will work on promoting the 2 open seats. Some discussion of promoting the Facebook page. Post note on Carlisle Parents group
- Things covered this year: moved to mail chimp; great publication every month, website became great tool, up to date, things sold, added private Facebook page, discussion with the CEF to alter our responsibilities for the grant process. May invite CEF to a social event to support and understand, class reps more clearly defined. Purchased with the CEF a storage shed, did spirit shirt sale for the school this fall; participation was high. (trying to figure out the swap; kids can probably just handle it without much planning.) Some kids want to sign them so won't give away. Established media policy, Lawrence Cohen, Ph.D. spoke to parents, central lost and found created, held two evening meetings, hosted first summer camp fair, discovered \$16,000, moving Husky Handbook online (include CASE and preschool) altered school supply kits sale to less cardboard, added new elements to book fair, Red Sox night, involved in selecting a middle school principal, and changed our name. Christine Lear thanked everyone for all they have done. Christine & Alan Lear will make a contribution to the CSA in the name of all its volunteers. Christine made a seed bomb for everyone to take. Amy Caggiano thanked Christine Lear for all she has done and for involving so many people. It has been a great year!

## Adjourn

Emily Richardson made a motion to adjourn the meeting.

Cary Keller seconded the motion.

Vote: Meeting Adjourned at 11:04 am

Next meeting: Thursday, June 4, 2015 at 9:00 am, Spalding Meeting Room

Minutes respectfully submitted by Emily H. Richardson, Secretary