

## Carlisle PTO Meeting Agenda

Tuesday, October 4, 2016 9:00 am – Community Room, Carlisle Public Schools

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**Attendees:** Amy Caggiano, Carrie Patel, Emily Richardson, Amy Smack, Liz McIntosh, Carrie Wilson, Dennet Sidell, Jim O'Shea, Kim Boschi, Jennifer Flannery, Sandy Eisenbies, Sean Murphy, Carren Panico, Diane Troppoli, Eva Mostoufi, Debbie Merz

**Amy Caggiano called the meeting to order at 9:04**

### Administration Updates

**Dennet Sidell-** Happy October! Thank you so much for the luncheon. We had the elementary assembly so all staff members could be introduced to the students in K-4. This year's theme was food, with staff telling the children their favorites in different categories; Jim O'Shea's favorite appetizer was cotton candy. Our character trait was "Giving" in September and this month it is "Responsibility". Each month I go around to the classrooms and read a book to them on the trait. Two fire drills were performed last week, one with K and one without. They both went very well. We held the lunch and recess orientation and had 22 new parents attend. Two K paraprofessionals are now in lunch every day to help out the kids get use to the flow of the cafeteria and three adults out at recess everyday. The Castle needs one extra parent volunteer to open, but is opening most days. Full day K going well, with only two families doing half day. We rolled out iPads in grades 3,4,5 and are beginning to see how they will use them in class, K hullabaloo is happening on Thursday.

**Carrie Wilson-** During recess, due to no K buses, bus lot is a soccer area for the kids to help keep the plaza less chaotic. We are looking still to man the castle for middle school as we have spread out the areas. Great open house night with a record turnout. Specialist were thrilled to see folks, so it was nice to have that earlier than the team meetings. The opioid forum is happening tomorrow night, which came about this summer working with police, Board of Health and other school district teams to plan what sort of resources we should have. The short film, "If only" will be played and then the Chief, Jim O'Shea, Melissa Weiksnar, a local resident whose daughter died of an overdose, and a RN from Emerson will be speaking. Grades 7 and 8 will see it on Thursday morning and have the same forum available to them. Sixth grade is going to Outdoor Adventure next week and then they have the spaghetti supper right after. Professional development day is next week after Columbus Day. During this time the staff will be doing their first coaching session with the Stanford Challenge Success folks; which was funded by the CEF. We will be talking about the social climate of our school and how our kids are viewing their lives and maintaining a balance. We will be taking that data and having conversations with staff about homework and mindfulness. We will be looking to see how we can refocus to achieve that balance. The staff will be working together as teams to set goals for the year. Grades K-3 are working on the new report card. There will be a lock down drill for students in late October. Lock down drills are performed in the afternoon. The police show up and do a total lock down.

**Wish List** - In need of wooden cabinet with slots for the art room to hold the iPads. 24 - 30 slots.

**Jim O'Shea** - Thanks for the luncheon. It was amazing and so appreciated by the faculty. The introductions before the team meetings at parent nights were a great idea. Administration and the chief of police have been working on an emergency response manual for this year. We are also in talks about technical schools for 8th grade next year as we are no longer a member of Minuteman. Minuteman will still be available, but Nashoba Valley will also be an option, giving families a choice.

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### PTO Thank Yous!

Sandy Eisenbies, the spaghetti supper chair, appreciate all your work - hand in tickets on Friday.

Niressa Martin for all of her work on Membership, \$25 gift card to Nino's in Burlington for membership drive.

Suzanne Bohs & Heather Huntress for a great Teacher Luncheon. This year was luau themed.

Christopher Adamcheck & son, Christopher for providing music for the Teacher Luncheon.

Joanna and Kevin Quinlan for providing all of the flowers for the luncheon.

The many parents who donated dishes and helped setting and cleaning up the Teacher Luncheon.

Carrie Patel, Niressa Martin and Christine Lear for helping at the Elementary Parent's Night.

Liz McIntosh for all she has put in to the Spirit Shirt Sale.

Shilpa Goel for coordinating the room parents. She is documenting the process for future chairs and contacting teachers to figure out how many parents each teacher actually needs.

### Ongoing Business

[Approve September 2016 Minutes -](#)

[Amy Caggiano made a motion to approve the minutes.](#)

[Carren Panico seconded the motion.](#)

### Board Updates

**President:** Back-to-School Night Feedback- SEPAC, CEF, Spaghetti Supper, Recess, PTO, and eCe set up tables with good resources for new families. The introductions from the Administration were well attended. Middle school was less attended in the beginning. Those community organizations who normally come to Back-to-School night were offered a place at our camp fair. Specialist rooms were not well visited on middle school night. Any feedback you may have on the Middle School night, please send to Jennifer Flannery and to Amy Caggiano for Elementary. There is concern that 5th grade needs to be better promoted and more information on 5th grade given, maybe starting in 4th grade; i.e. the math assessment for honors math. Creation of a handbook for 4th graders and their parents as a welcome to middle school would be helpful. Jennifer Flannery will begin to work with Carrie Wilson on these ideas. Social pieces, early release, going to ferns, etc. where all areas of concern for some parents and students. Parents have expressed the need for more focus on the social and emotional piece for boys. Parents expressed a desire to have a 5th grade handbook of sorts; one place for all events versus getting information in bits and pieces.

Carlisle Farmer's Market - Farmers market did not draw a lot of traffic but the 6th graders got a good chance to sell tickets.

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**Exec VP:** Faculty & Staff Grants - Currently, only two grants have been submitted.

**Treasurer:** Budget Updates - We are tracking a little differently this year than we have in the past, in hopes of streamlining the process. Membership numbers are running a little behind this year. We raised our luncheon budget by \$300. The spring luncheon has two people chairing it this year to help keep it manageable. We'd like everyone to keep a look out for decorations for luncheons to help keep cost down. Tracking Paypal fees so we can have a true account of what is coming in. Many thanks to Carren Panico for reviewing our accounting system and streamlining it. We'd like to put the onus back on the committee people to keep track of their expenses and to give them a better sense of what they will need for their budgets. Please submit any receipts in right after the event so we can close out things quickly and not carry them over.

**Publicity:** Update and deadlines - Next PTO news goes out on 10/21. All submissions need by 10/19. The Buzz deadline is 10/28.

**Membership:** Husky Directory Status, Gift Certificate/Raffle for New Members - We are 60% to our goal of \$12000. Aug - \$5190 Sep - \$1810 Oct - \$180 Total - \$7180 (153 memberships)

**Curriculum Enrichment:** Updates - We are working on all the information that has come in and will have a list of programs soon.

**Events:** 2016-17 calendar - Oct 28th - movie night Halloween theme, need ideas for DVDs remembering K-4 is biggest audience.

**Fundraising:** Apparel & Gift Card Sale Kick-off November 1, Carlisle eCommunity update and volunteer needs - Sara Vuckovic is doing the gift card sale and Liz McIntosh will run apparel sale. Liz ran an incremental sale in September, selling 65 shirts to students at \$10. Shirts were offered to new teachers and teachers who moved grades for free and given to other teachers at cost, which we believed to be \$5. We need to include estimated delivery time in winter sale flyer, as it is often confusing to parents as to when they are getting them. We need to get together for a merchandising meeting to discuss ideas and cost for apparel sale.

**Eva - cEc** - \$5700 came in via ads for last year. New financials for the year are \$497, with \$600 in mail for this year, Red Heat Tavern gave us \$200 and Eva is chasing down a few more. Christine and Eva are working together by seasons (ant, gardens, etc) to push them at the appropriate times on the website. Looking for articles related to the seasons; i.e. pruning, gardening, etc. We need to drive people to cEc to get more traffic to the site. It is a great vehicle for us to fundraise for our school, with easy sign in and ease of adding link to a website.

**Volunteer Chair:** Next Steps - We are looking for people to write articles for cEc, as well as someone to enter all the events on the site, as they need to be keyed in. The hours are very flexible and can be done from home. We need an excited sales person to go out into the community to bring in sales ad. Circle Health is looking to advertise, but we need people to help with the follow up. Looking to use room parents to get the word out about our volunteering needs.

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**Middle School Chairs** - We are looking to add a middle school teacher representative, possibly Mrs. Gray or Mr. Gale.

### **New Business**

Concord-Carlisle Boy Scouts Sponsorship - need our sponsorship to use the gym for free.

There was some discussion on why we don't sponsor them since we sponsor the Girl Scouts. The Boy Scouts inclusion policies were cited as to why the PTO stopped sponsoring them, but with the recent change in the Boy Scouts policies there now seems to be no reason to not sponsor them.

Carren Panico made a motion to approve our sponsorship of the Boy Scouts.

Eva Mostoufi seconded the motion.

The motion to sponsor the Boy Scouts was approved.

### **Adjourn**

Amy Caggiano made a motion to adjourn.

Carrie Patel seconded the motion.

Meeting was adjourned at 10:35 am.

Next meeting will be on Tuesday, November 1, 2016 at 9:00 am in the Community Room.

Minutes respectfully submitted by Carrie Patel, PTO VP