

## Carlisle PTO Meeting Agenda

Tuesday, September 6, 2016 9:00 am – Community Room, Carlisle Public Schools

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Attendees: Amy Caggiano, Carrie Patel, Emily Richardson, Amy Smack, Liz McIntosh, Chris Chiapella, Margot Frost Stuart, Lisa Chaffin, Margo Parent, Nicole McGeough, Niressa Martin, Ericka Borges, Susie Shaw, Carren Panico, Diane Troppoli, Daniel Gonzalez, Eloisa Marquez-Gonzalez, Sarah Nichol, Amy Versaggi, Sara Vuckovic, Jen Flannery, Carrie Wilson, Dennet Sidell, Jim O'Shea

Amy Caggiano called the meeting to order at 9:05

### Administration Updates

Jim O'Shea -

- The past weeks have been filled with professional development for teachers, getting the classes ready for the new year, and working on developing goals for the year.
- Goals included developing leadership teams, focusing on social/emotional health of students, acclimating students with the use of technology and shaping their needs for the future.
- Jim met with parents and staff to get sense of the community. Thanks everyone for the warm welcome.

Carrie Wilson-

- Middle school is alive and well, bit different this year with Wednesday start but we are underway.
- Few changes in the staff includes Ms. Stephanie Freni the new 6th grade Team teacher/Special educator, Mr. Zuckerman moved to 6 grade to replace Ms. Rooney as the Social Studies teacher, Ms. Taylor Murphy was hired from the Sudbury school system to take over 7th grade Social Studies.
- Open houses will be changing this year, making it more about the school climate versus outside organizations.
- Cross-country with Mr. Gale starts tomorrow.

Dennet Sidell -

- Kindergarten started today. Now that is it full day all week this year, the teachers will have extra support from paraprofessionals in the classrooms.
- This week we will be having two assemblies, an all school on Wednesday to kick off the year and then an elementary only one on Friday to introduce the younger students to all the teachers and support staff.
- Two staff changes in elementary this year with Ms. King moving from 4th to 3rd grade and Ms. Demers moving from 2nd to Kindergarten.

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- Open house for Elementary will be on September 22nd at 6:00pm, with school related organizations in the Core lobby and then at 6:30 pm a Parent Welcome in the auditorium with Dr. Sidell, the new superintendent Jim O'Shea, and the new Director of Student Support Services Will Verbits.

Amy Caggiano played the video that was produced by Samantha Rottenberg and was viewed during the Spring Teacher Luncheon. It went along with the Super Heroes theme of the luncheon and captured the students detailing what super powers they believed their teachers had.

### PTO Thank You's!

- To all of you for your support of the PTO and for your patience as we get up to speed
- Carrie Patel for her feedback and hard work as we transitioned the Board
- Christine Lear for her continued dedication and for not de-listing her phone number ... yet
- Niressa Martin for her fantastic work on the Husky Directory and Membership throughout the whole summer
- Alyson Becker and Carren Panico for transitioning the financial information and for preparing the 2016-17 budget
- Emily Richardson for creating the new Gmail accounts
- Susie Shaw for planning the Newcomer Tour (8/24) and Coffee and for working on the Peer Parent Program
- Diane Troppoli for joining the PTO without even seeing a job description!
- Shilpa Goel for managing the sale and delivery of all Supply Kits
- Liz McIntosh for preparing for the Spirit Shirt Sale
- Eva Mostoufi for her continued work on the Carlisle eCommunity
- Sean and Linda Murphy for jumping right into publicity over the summer
- Kate Rotman for coordinating the Kindergarten Bus Chaperones
- Suzanne Bohs and Heather Huntress for co-chairing both Teacher Appreciation Luncheons
- Nicole McGeough and Shilpa Goel for overseeing the Room Parent assignment process
- Chris Chiapella and Margot Frost-Stuart and the Events Committee for their planning over the summer
- Sandy Eisenbies for working on the website

### Ongoing Business

[Approve June 2016 Minutes -](#)

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

[Carren Panico seconded the motion.](#)



The June Meeting Minutes were approved.

## Board Updates

### President:

#### Insurance Update

- We have inquired into getting insurance for the PTO, due to climate in town over the pass year. PTO volunteers are covered if in a position that is requested by the school (library, lunch/recess, etc.) but during events such as movie nights that we host, the board would be liable if anyone was injured.

#### Back-to-School Night Change

- Responsibility for the back to school nights have been moved back to administration - 6-630 PTO, CEF, CPAC and school library will have tables for families to learn more about each organization. From 630 -7 pm Jim O'Shea, Will Verbits and Dr. Sidell will speak in auditorium. Community organizations that had come in the past were informed and offered space during our camp fair in the spring. Still working out the schedule for the Middle school night, Carrie Wilson offered each organization a few minutes to speak before she does versus setting up tables.

### Exec VP: Faculty & Staff Grants

- Forms for submitting grants have been emailed to all faculty and staff. The two parent-held committee positions have been filled and now we are just waiting for submissions from the faculty, with a deadline of October 13th.

### Treasurer: Budget presentation and vote to approve for 2016-17

- Budget is conservative this year - we received large miscellaneous donations last year, that we do not expect to get every year. Insurance line item, hopefully will be coming in lower. CE increased to \$12,000, moving money from grants. Directory expense is for our software. Ecommunity - Eva and Christine are looking for volunteers to help with that, as it will be replacing the house tour as a fundraiser, as it was too different to sustain. Trying to facilitate the move of the Facebook conversations about plumbers, electricians, etc. to Ecommunity, to show our advertisers that we are getting traffic. Conservative projection of \$3000 from Ecommunity this year.

Carren Panico made a motion to move the vote on the budget.

Chris Chiapella seconded the motion.

The 2016-17 budget was approved.

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### Publicity: Update and deadlines

- Information has been submitted to the Buzz, next deadline for news is around 9/28, but will confirm. Flash email needed for luncheon on the 16th to hopefully get some last minute volunteers. Hope to use room parents in coming months but right now they are a little too new to expect them to get things out at this time. We have six sandwich boards in the shed.

### Membership: Husky Directory Status

- First year we graduated students off the online directory, no problems encountered. Membership in our biggest fundraiser and last year we raised \$10,000 in first 3 months, while this year is a bit slower, with August bring in \$5190 and September \$320 for a total of \$5510. Would like to do a raffle to encourage sign up. We currently have 119 families signed up for memberships. 76% families made their information viewable in the directory.

### Curriculum Enrichment: 2016-17 calendar

- Amy Smack - thanks for increasing the budget. 7th grade is the only grade without a CE program. 7th grade uses the faculty grants quite healthily, but we are available if they want anything. We will be in contact with all the teachers and find out if they want all the same programs as last year and set those up. Greek Mythology program was a huge success last year. The kids gave them a standing ovation, which they stated was the first they ever had.

### Events: 2016-17 calendar

- Chris Chiapella - Volunteers are still needed for committee meetings. Hoping to bring events that will be great for all grades. Intent is to do a bike fair with the police department to introduce bike safety. Carlisle Chief Fisher indicated that he is on board and has a small budget for safety, i.e. bike helmets. However, still working on putting that together.
- Carren suggested putting together a fair just for the middle schoolers, on road safety and safe routes as many middle schoolers ride their bikes to school. Need to get the message out to the community to find volunteers to help out. Trail committee in town, has tried to do this before so they may be a great resource.

### Fundraising: Spirit Shirts

- Liz McIntosh - Short spirit shirt sale in the fall, end date on program of September 16th but no delivery date as of yet, so there is some area for improvement.

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### Volunteer Chair: Next Steps

- Diane Troppoli - Demographics in town are changing and we are in need of new ways to drum up excitement to get volunteers. See if there are ways to bring in homeschoolers kids, who may take advantage of the music/sport programs here. We do have some homeschoolers listed in the directory and they do get the PTO news. We received an email from a parent with a child in CASE inquiring about the PTO, so last year we added a room parent for the CASE class. Lisa O'Brien volunteered for this year.
- Library volunteers - 50% filled, please contact Sara Wilson if you can help out.

### Middle School Chairs

- Amy Versaggi/Jen Flannery- Middle school reps - Two big events are the spaghetti supper and 7th grade play - administration took back the 8th grade graduation events with parent support. Oct 18 is the spaghetti supper, 7th grade play has chairs in place and the 8th grade events will be finalized as we get closer to the spring. Middle has class reps vs room parent for each class, as there is not really a need for them in each homeroom. Spring is the busy time, with the 6th grade social dance and running the concessions for the 7th grade play. Nicole McGeough is 6th grade rep., Gail Bernardin is the rep. for 7th and Laura France is the rep. for 8th.

### Committee Updates

Newcomer Coordinator: Newcomer's Coffee is Friday, September 9 at 9-11 in cafeteria – please join us!

- Susie Shaw - 8 families requested peer parents and we still have 7 extra parents who volunteered if needed, publicity put out for coffee on Friday and decided to forego muffins etc., coffee only!

School Supply Kits Chairs: Sale and Delivery

- School supply kits - 600 delivered in record time due to numerous volunteers.

Room Parent Coordinator

- Thanks again to Shilpa for taking over room parents. She was unable to attend but has reported having a little trouble this year filling all spots. Any new ideas on how to recruit? Shilpa will be documenting the process for future coordinators, therefore now would be a good time to review process. Please share any new ideas on how to recruit room parents. It's also a

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good time to reconnect with teachers to find out what they really need from the parents, i.e. do they really need two, etc.?

Teacher Luncheon Co-Chairs Update: Tuesday, September 20

- Tuesday Sept 20th, sign up genius was sent out and it was publicized in the BUZZ, on our website and on Facebook.

### New Business

Vote on PTO Insurance

- Amy Caggiano spoke with Peg Rollins, an agent in town who reviewed the quotes we were given from various companies. Peg recommended that we move forward with the national PTO insurance, which is \$569 versus \$3000 for individual. Property and crime could be added on but we are not sure we need it. We are still up the air as to if the shed is covered by the school. Adding on property would increase it to \$825, which we don't see as necessary at this time.

Amy Caggiano made a motion to buy the PTO insurance for \$569.

Diane Troppoli seconded the motion.

The motion to buy the PTO insurance for \$569 was approved.

Middle School Faculty Representative

- Linda Vanaria is once again the elementary rep to PTO. This year we are looking for a Middle school teacher to join her as a liaison to the PTO. We are no longer asking them to come to meetings but just review our minutes and share that information with all the other teachers.

Carlisle Farmers Market Community Table – Saturday, September 24 -

- PTO will have a table at the market, to promote and provide info for upcoming events.

### Adjourn

Amy Caggiano made a motion to adjourn.

Carrie Patel seconded the motion.

Meeting was adjourned at 10:15 am.

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Next meeting will be on Tuesday, October 4, 2016 at 9:00 am in the Community Room

Minutes respectfully submitted by Carrie Patel, PTO VP