CPS PTO Meeting Agenda: April 2026

Date: April 2, 2026 | Time: 10:00am

Zoom Link

WELCOME, CALL TO ORDER 10:04 am

ROLL CALL

- Board (voting members): Meredith Bielecki, Kaitlin Waterson, Chris Winders, Karen Landale, Naiara Vaz
- Committee coordinators: Ryan Lester, Ashley Young, Lynette Kelleher, Sharon Whitt, Liese Meier, Heather Bullock
- CPS faculty / admin: Jim O'Shea
- Parents and other school community members: n/a

GENERAL UPDATES

Updates from PTO Co-Presidents: Meredith Bielecki and Kaitlin Waterson

- Approve past meeting minutes - March
- PTO/CEF Prom - May 9, 2026 - venue booked, 80 auction items, $3500 in sponsorships
- Volunteers for 2026-2027 - still confirming a few roles for next year. Looking
- Charleston Wrap Fundraiser - will be held this fall.
- Survey to parents (see attached PTG Concord Survey example) - planning to circulate a survey to parents before the end of the year about what the PTO is doing/what more we could do.
- End of year PTO Coffee - hold it in the Community Room at school since Clark Farm Market is now closed.

Updates from CPS Faculty / admin: Jim O'Shea - appreciates the opportunity to hear about all the programs the PTO is doing. Substantial work that we are accomplishing - makes the student and family experience better.

School committee meeting next week - 7th grade play and recognizing the directors and Jeremy Burrell who helps with sound. Budget and financing - talking about a different way to do special ed funding.

BOARD / COMMITTEE COORDINATOR UPDATES

Publicity: Chris Winders

- Newsletter - content by April 7, newsletter out on April 10. May newsletter will go out on the 15th so please include anything happening before then in the April newsletter.

- 7th grade play recap: final stages of closing everything out. Ticket sales were not as strong as last year's highest show, but close. Friday's show had the highest attendance. The show was budgeted to be in the red and it is. Cannot increase ticket prices due to licensing agreement. Cost of doing the play has doubled but the intake from the play has remained the same. Ad sales and sponsorships - almost $4000 - greatly helped offset higher budget.

  Did two surveys - students and parents - overwhelming response to continue doing the play because it sets Carlisle apart. Student shout outs to the directors because they enjoyed working with them.

  70% of families volunteered, but most were in the last few weeks. In the future, have more transparent communication about the amount of work/time commitment in the final weeks. Need to put a positive spin on how much it means to volunteer and how rewarding it is.

  Had a producer meeting the other day and they consider it a success!

Fundraising: Prom fundraiser/Charleston wrap for the fall.

Treasurer: Katie Vachon - Prom is the big fundraiser this year. The PTO will split the cost with the CEF. Will not know numbers until after the event, although costs are lower than Monte Carlisle. Will hopefully closer our fundraising gap for curriculum enrichment and teacher grants this year.

Curriculum Enrichment: Karen Landale and Naiara Vaz -

Middle School:

- 7th and 8th grade Living Voices program was terrific and teachers want to do it again next year.
- Potato Hill Poetry was a success for 6th grade
- April 6 - Cultura Latina dance assemblies
- April 14 - 5th grade Discovery Museum Electromagnetism

Elementary:

- April 6 - Cultura Latina dance assemblies
- April 14 - 5th grade Discovery Museum Electromagnetism
- 3rd grade Wampanoag program - May 1st
- 4th grade Discovery Museum programs - lights & lasers; sound waves to be scheduled
- Read Across America came in under budget

Faculty & Staff Appreciation: Ashley Young

Appreciation week: May 11 - 114

Survey results showed a preference for individual sandwiches and salads instead of a potluck. Ordering from Wagon Wheel in Lexington. Will send order forms out the first week of May.

Parents will be asked to donate dessert, drinks and chips.

Book Fair: Liese Meier - went very well. Brought in $20,000 in sales but do not know profits yet. Looking at shifting it to April next year since the main parents will have 7th graders who will be in the play. Want to give themselves enough time to do it well. Splitting PJ Story Time and face painting made a difference and brought in different traffic.

Room Parents: Krystle Gibbs and Janelle Kapusta - no update

Events: Elena Kennedy - no update

Middle School:

- Transition to Middle School - should the 4th grade have a parent/student event? Could start recruiting class reps and softball volunteers there. Katie will get the ball rolling.
- Next year's 5th grade class reps - tbd. Andrew Kelleher will be the treasurer.
- Spaghetti Supper Chairs for next year: Brin Chen and James Steele
- Katie will be meeting with all MS treasurer this spring to touch base.

Husky Directory: Niressa Martin - no update

DEI Committee Update: Liese Meier - no update

CPS Garden: Heather Bullock - planning kindergarten and 2nd grade activities. Budget is approved for those expenditures.

SEPAC: Jessie Pescatore and Almudena Pacheco - no update

CEF: Ryan Lester - Prom

Supply Kits: Sharon Whitt - teachers worked hard to keep costs down. Most increases were due to the supplier's costs. Some classes are doing "wish lists" that families can opt into. PreK kits are new this year. Sale started a week early this year and have already sold 40 kits.

ANY OTHER BUSINESS

ADJOURNED 11:02 am

Minutes prepared by Kaitlin Waterson and approved by email vote June 16, 2026.