

## Carlisle PTO Meeting Agenda

Tuesday, January 3, 2017 9:00 am – Community Room, Carlisle Public Schools

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**Attendees:** Carrie Wilson, Dennet Sidell, Jim O'Shea, Amy Caggiano, Sarah Nichol, Sandy Eisenbies, Carren Panico, Liz McIntosh, Emily Richardson, Amy Smack, Daniel Gonzalez, Diane Troppoli, Sara Vuckovic, Shilpa Goel, Jenn Flannelly

**Amy Caggiano opens the meeting at 9:00**

### Administration Updates

**Jim O'Shea** - Happy New Year! We had a festive few weeks in December and we are looking at getting things in order for January. Good news is the budget was approved and endorsed by the financial committee. It still needs to move forward, but it was endorsed in its entirety, so that is a really positive step in the process.

**Dennet Sidell** - The winter concerts were great and well attended. It is always so nice to see how quickly the kids progress in such a short period of time. The new elementary report cards went out. We got a lot of good, positive feedback. The faculty is meeting next week to talk about how we want to continue to improve it. We are planning on doing more formal parent feedback after either the second or third report cards go out, so parents will have seen a couple of them before giving their feedback. This way if we want to make some more changes over the summer, we will have gotten feedback from the parents as well. Mrs. Ruggieri is back from maternity leave today in Kindergarten. OLWVUS is our new bully prevention program and the committee has been trained and we have met a couple times. The big roll out is next fall, this year was really the planning stage, but we wanted to take a baseline of where we are with the children so they will be doing a survey soon. K-2 will be doing a whole class survey while grades 3-8 will be doing an online survey.

**Carrie Wilson** - In addition to all that, some of the indicators that come from the survey are things like - where in the building do we need to pay attention to where kids are gathering and where there is independent time and there might be things that we could tighten up or how to support them in a different way with the recess and lunch structure and those sorts of things. It gives us valuable information for planning for next year. The Challenge Success program work is ongoing - we took a survey to see where our needs are and looked at balance and wellness for our kids in grades 3-8. We have spent a lot of time this year already talking about homework and how it's given out and how kids are handling it. The faculty met virtually with the Stanford coaches and we did a day in-service centered on homework. The next piece of that is the parent piece and we are in negotiations with them right now, as this Stanford team will be at Concord High at end of January, so we have targeted January 26 at 7 pm and are looking to set up a parent session of some sort for that evening. It might be live or a video presentation. The 8th graders are already starting the registration process for high school. There will be things coming home to get them ready for the transition to high school. Course selection is done online here in Corey. The end of the year events and graduation are all well underway and are coming up fast. The school is still looking for a community member for SAC. They need a non-parent community member to sit on the committee. We also need a parent for our OLWVUS committee to begin to join us this spring, for the roll out next fall, which will be about a once a month commitment.

### PTO Thank Yous!

- ✓ To the entire PTO for making 2016 a great year!
- ✓ Very appreciative of everyone's involvement, without you we could not do all the great things we have done for our school

### Ongoing Business

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### Approve December 2016 Minutes -

Amy Caggiano made a motion to approve the minutes.

Amy Smack seconded the motion.

The December Meeting Minutes were approved.

### Board Updates

**President:** Room Parent Documentation/Teacher Survey, Documentation for Other Positions

Thank you from Mrs. Vanaria and all the teachers for all the programs especially the Plymouth Pilgrims. Specifics below:

*I know how much the teachers have thoroughly enjoyed the programs that have recently been funded through the Enrichment Committee. Second graders learned so much from our Drumlin Farm Visitor. She tied our Bat Research beautifully to her program for our students. The first grade also shares that their visit from the Plymouth Plantation visitor was great and that she really helped the first graders understand what it was like to live in Plymouth during that time.*

*I also wanted to let the PTO know that the Pajama Program was a wonderful success again this year thanks to the generosity of our families and staff. The second and fifth graders worked together to collect, decorate, and write warm messages on 207 pairs of pajamas. This was our seventh year, and the volunteers who drive up from Plymouth each year, always share that "Carlisle is their favorite group" because of the warm messages hand written by the students.*

*Also, with the school supplies effort getting underway, some teachers have expressed the hope that deliveries could occur the week of August 21st this year. Getting the supplies a week earlier would allow teachers to organize and distribute supplies as well as gather those specific extra supplies necessary for those students who are new to the district.*

*Again, the staff is so very grateful for the tremendous efforts of the Carlisle Parent Teacher Organization. All of the programs that the PTO organizes are wonderful examples of the amazing generosity of all of our families.*

*Please wish the board our thanks and very best wishes for a wonderful 2017.*

Job description - Please take a look and see if it is all up to date for recruiting. We should each have a timeline and/or description of our jobs to help in making the transition into those jobs go smoother.

Summer Camp fair - Does not have a designated volunteer so Diane, Jen Saak and Amy C will be working together to get that up and running. It will be a fundraiser for us. I'd love feedback from parents who have attended in the past as we haven't gotten as many parent attendees as we'd hoped. However, we keep getting feedback from the camps that it is good for them, so we are going to shorten the time frame and run the raffles throughout the night instead of just at the end, but any other suggestions for changes you have on that to make it more engaging are welcome. Amy S. brought up the issue with the raffle last year, where some kids went home with multiple camp prizes and suggested that just the kids' names be entered and one only per child.

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Room Parent Coordinator position is opening and Shilpa has documented the role and is sending out a survey to the teachers to see what each teacher needs from their room parent. Lottery? First come? Does Fifth grade need a room parent? Maybe they could move to class rep model like the rest of the middle school classes. Also searching for ways to get more volunteers for room parents, we will be reaching out to the CFC to get the word out to the incoming preschoolers and kindergarteners.

If you are returning and have questions or concerns please come to me as we would love to have you again next year.

I want to thank Sean and Sandy, who were instrumental in helping us get out an end of the year appeal via email and this was the first time we have done anything like this. I'll check with Sean to see the numbers on how many people opened the email. Last year we did send out an appeal but only to those who had not signed up for membership, so this year we decided to send it out to our entire base. It was a great way to thank our parent population and let them know about the good things the PTO was able to do this year because of their funding. We will continue to work on the graphic that was sent out to include the grants and have it up on the website for a quick overview of all that the PTO was able to do this year.

**Exec VP** - Still waiting on the grant evaluations to come back from the teachers.

**Treasurer:** Budget Updates - I don't have a lot to report, as there was not a lot of activity this month. We got a couple of memberships and we wrote a big check for the grants. I think one thing that will be interesting for us to look at is the Paypal fees. We are paying around \$500 in Paypal fees and like you said \$500 is a small grant. That's something we will have to think over and look at each of our fundraisers that we run through our website and see how we can make up for those fees.

**Publicity:** Updates/Deadlines none at this time

**Membership:** Husky Directory Status - none at this time

**Curriculum Enrichment:** Updates - We had a very successful fall and are working now on trying to finalize the program for the fifth grade. Sarah Nichol is working with seventh grade this year, which hasn't had a CE program in years, but until we can finalize the fifth grade, it's hard to know what our budget would be for the seventh grade. However, we know we do have money as we had increased our budget for this year. The seventh grade did receive a grant for a Challenge Day this year. We need to look at setting deadlines for the teachers so we can know what programs will be done each year in order to know what our budget will be.

**Events:** Altitude Recap, Valentine Create-A-Thon, Bingo, Science Event in Spring

We made around \$180 on the Altitude event that was held on the December Professional Day. Parents seemed happy with the selection of Altitude versus ice-skating as all kids love to jump. Jenn K. and Diane are on board to manage the Valentine Create-A-Thon, where our students will be able to come and decorate Valentine Day cards that will be delivered to the COA and to service personnel, as Jenn's husband is in the Coast Guard and she has connections with Hanscom too. We will have two bins near the library and main office and will be sending out an email asking for leftover art supplies to use for decorating the cards.

We will be moving forward with Bingo Night and I have been collecting things that I have found for the goody bags, so if you have extra things we can use for the prizes, we can add those to the goody bags.

We are trying to put together a science event for the spring. We want to build it around the eighth grade science fair, where they make these amazing projects, but unless you're a parent of an eighth grader, you're not seeing

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them. So we are trying to build a science event around the night the eighth graders display their projects at the school. We'd like to have a couple of different stations, for all ages, where they could work on science experiments.

Popsicles on the Plaza will be run by Karen Fardig again this June.

**Fundraising:** Apparel and Gift Cards Final Numbers, Carlisle eCommunity Next Steps, Summer Camp Fair - We are looking at running the apparel sale earlier next year just in case we run into any problems with our printer or inventory/backorders. It was hard to really know how we did compared to last year due to price differences but we need to really look at what is selling like the spirit shirt and the flannel pants and stick with those and see what new items we could bring to the sale that will be popular.

The Gift Card sale was very gratifying with \$11,890 worth of gift cards being sold which gave us \$497. The pickups and deliveries went okay but need to look at that to make it more efficient next year. Also need to look into being able to order online which would open it up to more people as many people said their family members would have ordered if they could have done it online. Plus, there are more gift card options available online then when you use the order form. Also if we move to online, the sale could be open all year.

We also want to look at how to publicize the Amazon Smile page more as well for next year.

**Volunteer Chair:** Recruitment Starting in January - We have not had a lot of success in recruiting volunteers as I have gotten no responses from our traditional methods of publicity like the Buzz. So if anyone has any suggestions on how to get the word out to more people or if you know of someone who might be interested please let me know and I'll get in touch with them.

### **New Business**

Scheduling meetings w/Amy C. to Discuss Experience to Date/Plans for New Year

Suggestions for 2017-18 Volunteers – Recruiting to Begin in January

### **Adjourn**

[Amy Caggiano made a motion to adjourn.](#)

[Carrie Patel seconded the motion.](#)

[Meeting was adjourned at 10:50 am.](#)

Next meeting will be on Tuesday, February 7 at 9:00 am in the Community Room