



## CPS PTO Meeting Agenda: October 2025

*Date: October 2, 2025 | Time: 10:00am*

### **WELCOME, CALL TO ORDER at 10:02 am**

#### **ROLL CALL**

- Board (voting members): Meredith Bielecki, Kaitlin Waterson, Katie Vachon, Chris Winders, Karen Landale, Deepa Chungi
- Committee members: Lynette Kelleher, Ryan Lester, JoAnn Barber, Sharon Whitt, Liese Meier
- CPS faculty / admin: none
- Parents and other school community members: none

#### **GENERAL UPDATES**

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

- Approved September 2025 meeting minutes
- DEICAC/SEPAC/PTO organization relationship updates - DEICAC and SEPAC fall under the PTO umbrella but are their own separate groups. We collaborate with them but do not manage them. Both groups do programming that is approved by the school administration. Nothing is done in a vacuum. We share resources with them such as the website and google drive. Their finances are intertwined with the PTO and they have to follow the PTO's 501(c)(3) guidelines as well. They can spend their own funds for activities the admin approves. If they request PTO funds we will evaluate the request if funds are available.
- PTO Shed - if you cannot get in let Meredith or Kaitlin know. Need to make sure it's secure so animals do not get in.
- Minted fundraiser - similar to Mabel's Labels affinity program - 20% off code and 10% back to the PTO. Remind families about the Mabel's Labels code in the spring prior to summer camps.

Updates from CPS Faculty / admin: none

#### **BOARD / COMMITTEE COORDINATOR UPDATES**

Class of 2029: Softball Tournament - October 5 - they are in good shape for it. Registration closes on Friday at midnight. Should have 4-5 teams.

Publicity: Chris Winders - newsletter is going out 10/10. Please send content updates by Tuesday 10/7. Softball team can do a wrap up and thank you in the newsletter. Chris is submitting the Trunk or Treat and Spaghetti Supper to the town newsletter that is going out next week.

Spaghetti Supper - all chair slots are filled. Things are going well. Chris is working with the Mosquito to

look for Spaghetti Supper photos from the past - a retrospect of spaghetti supper over the years.

Fundraising: UMass Lowell hockey game against Boston College on 12/5. CE letters went out this week and we will hopefully raise more funds from those. Kindergarten and 1st grade have raised the most money so far. Takes 7-8 hours to stuff envelopes and check that people have not already donated. This year it cost approximately \$700. May want to have Concord Printing do these next year if it does not cost more than \$1K. Could they go in kids' backpacks instead of the mail? Might work for lower grades but some people prefer to get it in the mail. In November we can send personalized emails to families that have not donated.

Treasurer: Katie Vachon - raised 46% of our goal for CE so far. Family donations for faculty & staff appreciation covered back to school brunch. Softball tournament has raised approximately \$1200 in registrations so far. Teacher grants - 9 applications so far with October 10 deadline. We are collaborating with CEF this year and a joint application/committee to review them. Hoping to complete the review process with School Committee approval before Thanksgiving. Reminder that CE contributions help fund these grants, so it is important that we raise as much as possible to fund them.

Curriculum Enrichment: Karen Landale and Naiara Vaz - Naiara is working on the elementary programs. Karen emailed the middle school teachers about what they want but has not had any response. She will ask Jim/Mary to remind them.

Faculty & Staff Appreciation: Back to school brunch went well. We did not order enough Panera so we need to order more next year. Chris got some feedback from a few teachers about other places we could get food instead of Panera that might be more allergy friendly - such as Pressed Cafe.

Room Parents: Krystle Gibbs and Janelle Kapusta

Events: Trunk or Treat - need more trunks. Lynette will approach a few youth sports teams to see if they want to do them. Trunks provide the candy. We provide the teal buckets and allergy free items. Should get more candy as back up.

Middle School: Deepa Chungi - 5th and 6th grade updates above. 7th grade play is Willy Wonka Jr. 8th grade

Husky Directory: Niressa Martin

DEI Committee Update: Liese Meier - Listening session for Jewish Families on Tuesday evening was a productive event. In the DEICAC everyone is a volunteer and they are trying to make inroads so that things in the community are not as charged. They welcome additional volunteers.

CPS Garden: Ayla Barmer

SEPAC: Jessie Pescatore and Almudena Pacheco - next meeting is next Thursday at 9:30 on zoom.

CEF: Ryan Lester - is the school garden solely the PTO's responsibility? CEF could get involved, too.

**ANY OTHER BUSINESS**

**ADJOURNED at 11:06 am.**

**Minutes prepared by Kaitlin Waterson and approved November 6, 2025.**