

Cabot PTO Meeting Minutes
Thursday, October 9, 2014

Location: Cabot Library
Time: 6:00 p.m.
Present: Erin Edwards, Vanessa Allen, Lindsay Pike, Valerie Gopinath

Item I: Events

- Dues campaign – approx. \$250 short of goal (gap closing as per Lindsay)
- 5th Grade Parents' Meetings – small fee for pizza
- Library Volunteer Coffee;
 - Good showing – some classes still need volunteers; don't have to volunteer consistently e.g. Once, then two month break is okay
 - Question – How long is CORI/ SORI good for? – 3 years
- Room Parents
 - Veluto/3rd Grade needs 1 more
 - Guarino/4th needs 1 more
 - all 5th grade classes need one more room parent
 - nice, low time commitment; can sign up online; can indicate in comments on the sign-up sheet if you want to limit your involvement e.g. Just computer time from home, could sign up as forwarder only
- Square 1 Fundraiser
 - K-3 have made a piece of art
 - 4-5 could opt in
 - All art work has been submitted
 - Key dates – forms being sent home next week; turn in order by Oct 24 to take advantage of free shipping; delivered week of 18th; will get access code online and can create your own gallery; ordering online means your order will come in separately, not with the school (and you won't get free shipping in this case);
 - 4/5th Grades – can have proceeds go to CASP or Cabot PTO depending on enrollment in CASP

Item II: PTO Goals for the Year

- Fill leadership positions

- Co-Presidents - running up against timeline; need to get interested leaders to shadow Erin and Vanessa this SY so that next year (2015-2016 SY), the leadership team will be prepared; critical to have co-presidents, in order for the PTO to exist
 - Assistant treasurer - Lindsay spoke; could divide position into two; can largely be done from home; need familiarity with book keeping; could do job share – one to handle deposits, one to handle budgeting
 - Lindsay and then Vanessa spoke to rewards of joining – connection with other parents
 - Cabot Fair (\$4,500) - a few have expressed interest, but no one has stepped up to be the lead; It is a finely tuned machine; there are checklists; Cabot Fair, for example, has been going on since 1968; Does not make money
 - Question from Rachel and others – Can there be descriptions of these roles? What is the time commitment? Can this info be put online?
 - Jen Abbott spoke – looking for anyone with *possible* interest to step forward; these questions can then be answered; groups of friends are welcomed
 - Cabot fair raffle (\$8,000) - makes good money
 - Bonnie spoke re: Picture Day and volunteering; was very rewarding experience; the process and the documentation was already prepared, so it ended up being more fun than work
 - A few bites for volunteering have come in through the solicitation cards
- Fundraising Goals
 - Budget changes from FY2013-14 to FY2014-15
 - Lindsay spoke – PTO has, for example, paid for technology in the classroom
 - tech spending has since been capped – this used to be a big part of the budget
 - don't need to buy any more computers
 - budgeted to spend \$72K and to raise about \$72K;
 - have expanded the playground
 - have improved the teachers' room
 - have been able to do things
 - annual budget incl \$45 K for dir classroom support (cap on dir support to keep equity among NPS) cap for Cabot is about \$40K (enrichment programs, teacher classroom supplies, classroom libraries, field trips technology , invention)

- Campaign for Cabot is the biggest source – annual check writing fundraiser matched by some companies
- spring fling and silent auction are big ones
- smaller ones (art fundraiser, book fair)
- TY in fortunate position to have smaller budget; spending needs are smaller
- Maintain reserves year to year – sometimes spend from reserves (e.g. this summer) can help to cover in bad years
- Question asked – how much time is involved for treasurer position – 10-20 hrs up front; usually 5 or less per week; Is a regular job; sometimes last minute check requests; Is a home based job, primarily
- Carr fund – on track for 2017-2018SY
 - Once at Carr – there won't be the blacktop community
 - Won't have people meeting each other at pick-up and drop-off; will impact fundraising; may need a buffer to account for the change in this future Cabot community;
 - Could borrow from the experiences of Angier
 - There are some differences e.g. technology, which we have needed to fund for; won't need to fund for that at the Carr location;
 - Trying to think of ways to have community building happen *off* the blacktop
- Community building
 - Post drop-off coffee at Edwards' house October 16
 - Nov 21 parents' night out at Union street – (looking for people to head this event)
 - Past night outs (paint bar, brewers' coalition)

Item III: Principal Update

- New Building
 - We have an architect and a project manager
 - Feasibility phase
 - First meeting in October
 - Will need to decide on renovate vs. rebuild
 - Budget is \$45 MM – savings involved in adopting a modeling project like Angier; savings in going green (state is more likely to reimburse with these adoptions)
 - Community meetings will be happening in the coming months

- Traffic concerns
 - Blue zone
 - Bus company has asked for more law enforcement
 - Encourage to park on Eastside parkway
 - The fire hydrant – must leave four feet on either side else \$200 ticket
 - No one is supposed to park on Parkview
 - Rachel’s question – visibility is poor for parents who have to pick up from the teacher at dismissal – Lou – will ask the teachers to bring the students closer to the curb so they can see the parent and dismiss straight to the curb
 - Bonnie – could we set up a task force?; Lou – already have one
 - Lou – also Bridges is very dangerous; the school won’t be understanding about violations on that street
 - Parent - Kindergartners should not be walked in

- Gifting
 - Limit of \$50
 - School district has a policy of no gifts; it is partly an equity issue
 - Can do classroom supplies
 - Books earmarked for class
 - Cannot hand a gift card to a teacher
 - Classroom supplies budget from NPS is fairly generous
 - Books are especially welcome
 - Staff receive a lot of gifts
 - Staff are very grateful

Item IV: Room Parents - Jacqueline Badeau, Room Parent Coordinator

- Room parent training
 - Roles and expectations
 - Lead, forwarder, gifter, event planner
 - Lead – oversees, assigns role
 - Forwarder – fwd emails from Erin Vanessa to the class list; timeliness is important
 - Event planner – plan class breakfasts, publishing parties, end of year picnic
 - Gifter – organizes holiday and end of year class gift
 - No obligation to give gifts
 - Specific policy set by city and state
 - “but everybody does it factor”

- Document .pdf will be online
- Newton “honor thy teacher”
- Usually holiday gift is classroom supplies
- Rachel – suggestion – can we ask teacher’s to create a wish list?
- Reps – Heidi Lucas, Nate Veluto – teachers have asked that room parent check in with them
- Question from Marie C. – could we, for a gift, pool all the amounts into Campaign for Cabot donation?
- Can do sign-up genius with anonymity
- Room parents should introduce yourself to the teacher
- How to resources avail
 - Roles/ expectations
 - Sample letter to class re gift giving
- Question from Bonnie – can we recognize the para professionals, e.g. Custodian, classroom staff other than the teachers, secretaries? – there is a teacher appreciation committee and they do get recognized
- End of Year picnic –
 - Many saying it was too much
 - K-4
 - Dates early
 - Ms. DiBella and Teachers working on Standard Format for Picnics
 - Many did not like the suggestion of bringing their own lunch

Item V: Questions

- What is Cabot fair raffle?
 - Gifts from everyone
 - Give books of 6 tickets (approx. \$30 to the kids) to each students – a challenge
 - At the fair, prizes are raffled off to the people who bought the tickets
- Motion to end
- Seconded
- Meeting adjourned