

Cabot PTO Executive Meeting Minutes DRAFT
Tuesday, September 22, 2015

Location: Nicky Chapman's home
Time: 8:00 pm
Present: Erin Edwards, Nicky Chapman, Joanna Josephson, Heather Mehra, Sue Bottino, Jennifer Abbott, Valerie Gopinath

Item I: Upcoming Public Hearing, Wed Sep 30, Cabot School Building Project

- Erin looking for input on Lou's FAQs on building project
 - Handed out packets
- this came about because many parents have said they do not feel they have much information or know much about the building project
- Lou is also preparing a flyer with the meeting announcement and where to go for more information
 - FAQs to be printed on the back of the flyer (will go home in backpacks)
- other publicity - Lou to possibly distribute via Student Messenger
- other? From Lou or PTO (Lou is thinking from PTO)

Item II: Grade Leader/ Committee chair meeting

- mandatory meeting of all grade leaders and committee chairs needs to happen
 - crucial piece in enabling Erin to exit
- Erin has started the process of documenting president role, asking everyone to do the same so that we can begin developing a manual
 - have each committee document what they do over the course of the year for their event(s); include what to do, who to ask, etc.
 - Sue – suggested in a timeline format
- Erin distributed draft job descriptions
 - PTO Co-Presidents job description
 - Grade leader job description
- Job descriptions templates could be used to enter information into Evernote
- Other templates considered – Jen distributed a great electronic sample from Safe Arrival / Call back
- Grade leaders need to be trained and create templates/ documentation just as committee chairs will need to do
- Erin preparing email to grade leaders to give them instructions on
 - How to do publicity for their events
 - How to get events on the online Cabot School Calendar

- Fliers
- Printing (protocol and alternatives)
- Pony (NPS interoffice mail)
- Reimbursements/ getting cash
- Sign-up genius
- Who to ask
 - Prior chairs? Divide responsibilities by month?
- Plan to have manuals edited in March
- Discussed faculty involvement, where can/ should they be involved?
 - Survey
 - Executive meetings
 - Specific committees
- Some committees needing things changed from the perspective of parents/ teachers e.g. UOD, Core Values
- Should we cut out more events or get rid of extra tasks to simplify?
 - Such as events without enough volunteers → cut those events
 - Consider a mandate (every parent should/ must volunteer to help out with 2 events)
 - Box tops? Use Cabot Events Features/ Updates for reminders or to show e.g. “What are Box Tops?”
 - Remove Safe arrival/ Call back?
 - Instead of Cabot Goods, use online options such as café press; or instead of school spirit days, wear Cabot gear the last day of each month
 - Get rid of library liaison? It is currently done mostly online
- Welcome Committee
 - Needs to be re-worked
 - Packet
 - Parent buddies would be a nice idea
 - Website update
- Karina Simonian planning to be Sped PAC liaison again this year
- Parents potentially interested in PTO co-Presidents – Lisa James and Billy Lynch

Next Steps:

- Room parents
- Committee Chairs/ Grade Leader Meeting October 15, 7-9 pm Erin Edwards’ house
- PTO first meeting
- Dues – determine what should be the amount/ask for this campaign
- Budget excess – determine what to do with it