

Cabot PTO Executive Meeting Minutes DRAFT  
Monday, January 11, 2016

Location: Home of Alice Reynolds  
Time: 7:00 pm  
Present: Vanessa Allen, Alice Reynolds, Nicky Chapman, Lisa Jones, Valerie Gopinath, Andrea Steenstrup, Christine Fahey, Allana Kelly, Heather Mehra, Erin Edwards

Item I: Budget Update

- Revised budget was presented and approved at the last meeting on Nov 17, 2015; budget and summary charts posted to PTO website
- Annual Report for non-profit organization has been filed Oct 2015
- PC Report (tax report forms) have been filed Nov 2015

Nicky Chapman, Treasurer, reviewed points from Treasurer Report ...

- Key Points from November 2015 – Jan 2016

SPENDING

- Tax returns and annual report – Checks cashed so we should be all set
- Teachers have been claiming their discretionary fund money – to date just under half of the budget has been claimed. Deadline is Friday Jan15, (an extension has been asked for by one staff member as their invoice will come in later). By end of this month we should have an idea of any excess equity funds from that budget line that we can apply to other areas
- Program Enrichment grants were applied for and applications were considered and awarded just before the break, expect to start seeing that money being spent soon. We have a dedicated budget line for class libraries so any requests for books made through PE have been and will in the future be applied to that budget and not PE grant budget line (Thanks to Lindsay Pike, Catherine Dunn Rappaport and Lou DiBella)
- T-shirts were ordered, delivered and paid for. (Thanks to Brenna Green) 5<sup>th</sup> grade are being ordered separately (funded by 5<sup>th</sup> grade and PTO T-shirt allocation)
- CASC still ongoing at present about ½ of the budgeted amount is accounted for with some programs booked through April and others still to be scheduled

## INCOME

- The Book fair was a great success bringing in a profit of \$1,641.07 through new books, used books and pizza sales. (Thanks to Joanna Josephson and her team)
- 5<sup>th</sup> Grade funds are up to \$3,473 including \$513 school store and \$1,825 from the check writing campaign
- CFC – Plan to end campaign in 2 weeks allowing those families who still wish to donate to do so.

## UPCOMING

- Spring fling – had said this would be a social event with very little/ if no fundraising element to it. If the tickets and bar sales should cover the costs of this event then past figures (income \$3,600/ expenses \$3,900) don't show likely funds to add extra entertainment ... Committee is meeting tomorrow (Jan 12) and would like to know their spending budget. They had an idea to have a casino night, or a photo booth, or something like that to provide the entertainment portion to occupy people as the auction has in the past. Could we fund something like this and if so how?

### Item II: CFC

- Email blast message should have update on CFC
- Erin – should also have update specifically on 5<sup>th</sup> grade
- Reword email blast to emphasize increased participation

### Other items discussed

- Cabot Fair goal is \$4,000
- Not sure we will have yard sale this year
  - Yard sale could be offered to fourth grade if they want to jump start their fundraising
- LY Fair was approx \$10K in ticket revenue with approx \$7K in expenses
- Lisa Jones working on getting Congressman John Lewis to do a possible visit to Cabot; could be under principal's discretionary fund

### Item III: Next PTO meeting scheduling and Agenda planning

- Lou would like to move Principal's Coffee to another date in late Feb (was March 3<sup>rd</sup> – Val has asked Bev Lutton to remove this from online Cabot School Calendar)

- Upcoming Scheduled PTO Meetings
  - March 4, 8:30 am – Superintendent David Fleishman comes to Cabot
  - May 11, 6:00 pm
  - June 15, 8:30 am
- Need to schedule next PTO meeting
  - Possible Feb date – Vanessa will check; can include an agenda item “meet the specialists”
- March/ April leadership team – Heather Mehra will join Cynthia, and possibly one other recruit

Item IV: School Council Wednesday

- Vanessa will go
- Val to check online Cabot School Calendar to make sure the meetings are always posted on Wednesdays (not Monday)

Item V: Winter Events/ Spring events

- Invention Invasion – Marina and Lou settled on March 11<sup>th</sup>
- Spring Fling April 9<sup>th</sup>
  - venue was maybe going to be Newton North
  - venue has not been and needs to be finalized
- Feb 25<sup>th</sup> – Kindergarten night – run by 4<sup>th</sup> grade leaders
  - 6 – 7:30 pm
  - Heather Mehra offered to speak
- Kindergarten registration
  - In March?
  - Run by 3<sup>rd</sup> grade team – Alice and Josh to touch base with Renee Southiere and Alana November (they have run K registration in the past)
- 5<sup>th</sup> Grade UOD – Jan 21
- 4<sup>th</sup> Grade UOD – Jan 28
- 3<sup>rd</sup> Grade UOD – Feb 4
- UOD grade leaders (5<sup>th</sup> Grade Deb LaCamera, 3<sup>rd</sup> Grade Andrea Zaff)
- **UOD needs a 4<sup>th</sup> grade leader as well as overall UOD leader**
  - Erin will follow-up with Deb and Andrea S. will follow-up with another few parents who could potentially help with this
- Core Values Night
  - Recruiting is ongoing, not using Constant Contact

- Spring Fling and other big committees – need to get next year’s teams lined up

Questions: contact [cabotpto.copresident@gmail.com](mailto:cabotpto.copresident@gmail.com)