

Cabot PTO
Executive Committee Meeting
Oct. 25, 2015, 7pm

In attendance:

Jen Abbott, Asst. Treasurer	Catherine Dun Rappaport, Kindergarten
Vanessa Allen, past president	Krista Kett, grade 5
Nicky Chapman, Treasurer	Josh Klein, grade 3
Erin Edwards, past president	Alice Reynolds, grade 3
Val Gopinath, Secretary	Cynthia Sanger, grade 2
Lisa Mack, at-large	Andrea Steenstrup, grade 4

Notes:

- **Dates for PTO meetings**
 - November 17, 2015, 6-7:30pm
 - ~~January 7, 2016~~ at 8:30-10am with Dr. Fleishman, Superintendent of NPS -- Note: new date TBD
 - March 9, 2016 at 8:30-10am
 - May 11, 2016 at 6-7:30pm
 - June 15, 2016 at 8:30-10am
- The Executive Committee will meet 1-2 weeks prior to these meeting dates to set agenda and discuss relevant issues
- **Rotation of PTO president responsibilities**
 - 2-3 Executive Committee members will share PTO president responsibilities for each meeting (beginning with the Executive Committee meeting prior to the regular PTO meeting for which the members will be responsible and ending at the next Executive Committee meeting)
 - The 2-3 “acting co-presidents” will have the following responsibilities:
 1. Set up the Executive Committee meeting that will begin their “term”
 2. With guidance of the Exec Committee, set the agenda for the regular PTO meeting
 3. Publicize the regular PTO meeting by contacting Val with the appropriate info (date, time, location and brief summary of topics of agenda) and creating a half page flyer
 4. Contacting the Hospitality co-chairs to arrange refreshments at the regular PTO meeting
 5. For an evening PTO meeting, contact CASP teachers about providing babysitting
 6. Being the contact people for outreach to/from Committee Chairs and staff during during the time period of their “term” . Review “PTO Co-presidents:

Timeline/Checklist”, the Cabot School calendar, and the Cabot PTO website for reference.

7. Assist in responding to parent emails re: PTO events and initiatives

- **Schedule of responsibilities (until more permanent solution evolves)**

October to mid Dec Exec Committee meeting

Responsible for Nov 17 PTO meeting

- ★ Jen Abbott (NOTE: Jen and Erin swapped times since 10.25 meeting)
- ★ Josh Klein
- ★ Lisa Mack

Mid-Dec Exec Committee meeting to late Feb/early March Exec Committee meeting

Responsible for Jan 7 PTO meeting

- ★ Vanessa Allen
- ★ Alice Reynolds
- ★ _____

Late Feb/early March Exec Committee meeting to late April/early May Exec Committee mtg

Responsible for March 9 PTO meeting

- ★ Cynthia Sanger
- ★ _____
- ★ _____

Late April/early May Exec Committee meeting to early June Exec Committee meeting

Responsible for May 11 PTO meeting

- ★ Nicky Chapman
- ★ Andrea Steenstrup
- ★ _____

Early June Exec Committee meeting to late August (?)

Responsible for June 15 PTO meeting

- ★ Erin Edwards
- ★ Heather Mehra (Note: Heather volunteered after the 10.25 meeting)
- ★ _____

Help from Kindergarten and grade 1 parents should be solicited, possibly also from grade 5 depending on their other responsibilities.

- **Finance Committee**

- A smaller “finance committee” will work on 2 or 3 scenarios for amending the PTO 2015-16 Budget to reduce our surplus
- Nicky, Jen, Josh, and Andrea volunteered to participate and will work on this before the next Exec Comm meeting which will be held prior to the Nov 17 PTO meeting.