

CABOT PTO EXECUTIVE COMMITTEE MEETING NOTES

WEDNESDAY, JANUARY 18, 2017

- **Members in Attendance** (2 different meeting times to accommodate schedules)
 - 3:00 pm at Cabot: Jen Abbott, Sydney Balise, Joe Guarino, & Heidi Lucas
 - 7:00 pm at Joanna Josephson's house: Jen Abbott, Nicky Chapman, Ali Dunn, Joanna Josephson, Agnes Pietrzyk, Kevin Sloan & Andrea Steenstrup

- **Discussion about change in teachers' needs due to the move to Carr**
 - Heidi Lucas (teacher rep) said there could be a potential for teachers to use the equity money differently
 - Heidi Lucas and Joe Guarino (teacher reps) state that they really won't know what they'll really need until they move to Carr
 - PTO will likely set aside extra money to anticipate teachers' needs at Carr

- **Campaign for Cabot (CFC)**
 - Came close to meeting goal
 - Still waiting for possible matching gifts to come in (usually get \$2,000.00)
 - Nicky Chapman (treasurer) said another \$400.00 came in today
 - Did not get a chance to have Room parents send out CFC announcement before campaign came to a close but Jen Abbott (president) will contact Room Parent Coordinator to have room parents send out a message thanking people for donating and telling everyone that donations are still welcome
 - Question asked about doing a 2nd push for CFC if goal was short
 - Probably won't be necessary as PTO has a good reserve of funds and will still accumulate money throughout the year
 - Nicky Chapman (treasurer) also mentioned that teachers did not use all of their equity budget so there is around \$1,000 left over from that
 - Next year may try to have grades compete against each other and use Room parents more

- **Bank Account is now closed**
 - Monies for field trips will now be handled through the Newton school system

- **Storage**
 - There is a definite need to rent a storage facility for this year's Cabot Fair
 - Storage needs will diminish after Cabot Fair is over
 - However, Cabot Fair Committee wants to know if we'll be doing a Fair event at Carr especially since next year will be the 50th Anniversary of the Cabot Fair
 - Discussion about possibly doing something different on a smaller scale like a "Carr Carnival"
 - So far PTO has spent \$34.00 in initial storage fees and the rate is \$150.00/month

- Executive Committee agrees that it's worthwhile to keep storage facility until Cabot Fair event is over
 - There may be some storage at Carr
 - Andrea Steenstrup (4-5 Rep) says we should determine whether or not it would be cheaper to repurchase items for the Cabot Fair or to just pay to store it

- **Cabot Events/Traditions at Carr**
 - Will PTO recreate traditions and activities at Carr that we've done in the past or should they be postponed until Cabot is in the new building?
 - Cabot Fair Committee has expressed interest in doing a Cabot Fair next year since it will be the 50th Anniversary
 - Welcome picnic for new families
 - Discussed whether Welcome Picnic should just be for new incoming families or should it include everyone since everyone will be new to Carr next year
 - Outreach to new families should continue throughout the year
 - Responsibility of this can also be shared/passed on to grade reps
 - Can ask the Zervas and Angier PTOs to see what they've done with their traditions/activities at Carr (Jen Abbott plans to reach out to them and ask)

- **Recruitment of People for Cabot PTO**
 - Sydney Balise gave Jen Abbott a list of people who may be interested
 - Discussion of using Room parents more
 - Andrea Steenstrup suggested having a social outside of Cabot where parents can mingle and current PTO members will be around to drum up interest and talk up volunteer positions
 - She also suggests sending out a Sign-up Genius to show what areas they are interested in
 - Executive committee discussed having the social on a week night, possibly on March 1st
 - Jen Abbott will look into doing the event at the Social
 - Kevin Sloan (K-1 rep) emphasized getting more working parents involved
 - Ali Dunn (assistant treasurer) suggested working on our personal contacts and that putting approximate time commitments for each of the positions would be helpful
 - Sydney Balise suggested doing some of the recruiting when families go to visit Carr
 - Could set up booths for parents to visit and have current PTO actively talking to people
 - Nicky Chapman says that Eva will get a date soon on when families can go and visit Carr
 - Executive Committee discussed doing a survey to see what families and teachers want out of the PTO
 - Specifically we want to know what events/activities/programs are most important to them so we can assess what should stay and what might go

- Kevin Sloan emphasized that we should make sure to go broader than just events (e.g. school enrichment activities)
 - Andrea Steenstrup suggested a raffle to get people to complete the survey
 - Nicky volunteers to work on survey and she will try to get it out to us for review before February vacation
- PTO positions we need to work on getting filled
 - Welcome committee (welcome picnics, other picnics, play dates)
 - May utilize the grade liaisons to take on some of this responsibility
 - Room Parent Coordinator?
 - Talked about starting this role in the spring/summer so recruiting and training can be done earlier and parents will know who the room parents will be at the start of the school year
 - Cabot Directory
 - Cabot Fair
 - Community Supper
 - Book Fair (maybe 1 more person needed)
 - CASC events
 - Executive Committee positions
 - President(s), 4-5 Rep, Corresponding secretary?, Treasurer (Nicky does not think anyone should hold the position 3 years in a row)
 - Some members said they wouldn't mind staying in the same role and others said they could transition to a different role and fill in where needed
- **Next General PTO Meeting (tentatively set for Friday, January 27th)**
 - May instead have the next meeting be the March 1st PTO meeting/recruitment social
- **Upcoming events**
 - Meeting with Principal finalists
 - There are 3 finalists but they are not exclusive to Cabot elementary
 - Invention Invasion (March 10th)
 - Dean Bottino running the event
 - Possible parents' night out (Grade liaisons)
 - Penny Wars (probably after Invention Invasion event)
 - Newton Camp Fair (January 31st)
 - Spring Fling
 - PTO needs to figure out what's reasonable to expect for this event
 - There are members who have expressed interest in helping out but no one has taken the lead on this event
 - Andrea has reserved Newton North so we have some flexibility
 - Either April 8th or sometime in May
 - Silent auction at the Spring Fling
 - One of the PTO's bigger fundraisers as it has generated \$10K-\$11K in the past

- Work has not been done for this yet (usually members start work on getting the prizes for bidding in October)
- Agnes Pietrzyk asked if Silent Auction could be pushed out to a later date (e.g. during the Cabot Celebration) so we could have more time on this
 - Joanna Josephson says that she sent out a couple of e-mails to the all parents asking who would be interested in helping out with the Cabot Celebration and so far she has gotten no response
 - Andrea Steenstrup says that Silent Auction has been done at the Cabot Fair in the past
- Jen Abbott says she will do a Spring Fling outreach
- **Vote to approve meeting minutes from Executive Committee Mtg. on 12/13/16**
 - Jen Abbott made motion to approve, Andrea Steenstrup seconded the motion, and Executive Committee members all approved motion

MEETING ADJOURNED