



Music Booster Meeting Minutes

November 18, 2025

Meeting Attendees:

Cheryl Morecraft	Stephen Andrewlavage	Andrea Sweeney
Craig Sparacino	Kelly Busovsky	Pam Rousseau
Kylie Boggs	Katie Gilroy	Jennifer Connolly
Kim Duus	Monika Rossi	Misha Sikka
Seth Morecraft	Michele Kaszyski	

- **Welcome**
 - The meeting started at 7:05PM
- **Treasurer Report**
 - Craig shared his report which has not been fully audited at this time - but they are very close.
 - Most of the activity the last month has been handling most of the stuff for scrapbooking weekend in the winter. There are a number of payments coming in.
 - Craig started receiving marching band expenses - they are not on report as he has not written the checks yet. They should be processed in the next day or two.
 - Craig is also ready to write the check for the Membership Drive which should be around \$900.
 - Craig asked Kelly about an invoice received from her and paid for the BSN Order. He asked what that was for because he hadn't seen the income for that. Kelly said he has checks in his folder for the Little Bucs and Junior Choir shirts. He was questioning this because the invoice did not say it was for shirts - most items were \$2/\$3 which are not shirt costs. They will discuss this offline.
 - Update on the new piano - since we got funding from a grant, we got the \$1500 check back. The school will cover the difference.
 - We have about \$26,000 available for the General Fund, \$16,000 for the Marching Band fund. After looking at our allocated budgets - we won't have a lot left. For the general fund, we have \$21,000 allocated/budgeted.



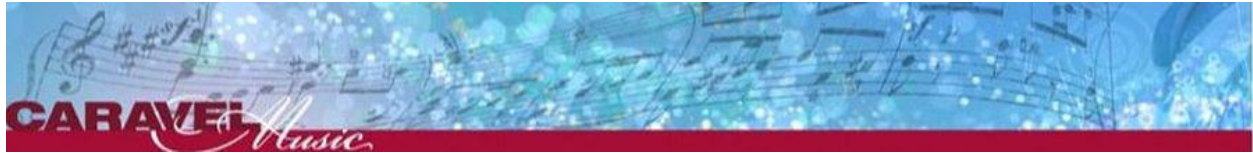
- Craig has been working with Kelly to get buses booked for the Little Bucs and MS Music in the Parks trips so be aware that \$1500 in deposits will be going out shortly. They must be booked soon as some companies are filling up with bus orders.
- Pam asked about the \$650 for the USBands as that is supposed to be a boosters expense. Craig did say that we would pay \$450 and he will make a note to see why it wasn't moved. He thought he moved it but maybe it just didn't move on the report.
- Jen asked how Craig would like to work the reimbursements for Marching Band. Craig said to submit a PO and if they are approved, he will write a check out. She asked what he needs for her requests and Craig said he just hasn't had a chance to review them. Monika let us know that more will be coming from her and Pam. Craig asked Cheryl if those went to Stephen for approval and she said she would check. Stephen came on and said he did receive them and apologized for not following up.
- **Committees**
 - **Upper School Trip Planning**
 - Kylie has made an alternative itinerary for the trip and shared a Google Document for us to review. She did get a list of hotels in the Boston area and got a quote back for one. She did get a quote for one so far. They are close to a lot of the activities. A lot of the second day plans depend on what time we finish performances and will be nailed down as the trip gets closer. Itinerary is not listed in the minutes as the itinerary and trip plans are usually password protected and the minutes are not.
 - Jen asked if the hotels had availability and if she had quotes. Kylie said that she only received one bid but all online estimates said \$300-\$400 per quad per night. She did limit her searches to having a pool. She is hoping the boosters will handle the minutiae of details. Craig said he would work with her list of hotels.
 - Craig and Kylie discussed the cost of the festival as they had two different numbers. Jen mentioned that the awards ceremony made the amount higher so the cost would depend on if we did the awards or not.
 - Kylie reviewed the costs of the activities - a bunch that she found were \$0-\$30.
 - The total cost per student is looking at \$500-\$600 but Craig will review.



- We need to reach out to the Caravel Board again to see if they will cover staff attendance as that effects cost.
- Jen asked if there could be a separate meeting ASAP as she is concerned that parents won't have as much time for deposit payment.
- Craig is concerned if we put costs out now that the cost won't be accurate.
- There was an idea discussed regarding putting out a form to ask for a deposit and say that the trip itself would be between \$500-\$600.
- Pam asked questions regarding the bus as the new itinerary has different leaving times from Boston so would that affect the cost.
- Pam asked if all hotels have bus parking so that criteria will be added to the search. Kylie did say two definitely included bus parking.
- Kim asked if we should consider the aquarium and award ceremony for Sunday and then leave Boston rather than other activities. It may make Sunday easier. Kylie asked where the aquarium was and they said it was in Boston within walking distance to the hotel. Jen is going to send Kylie the link she received from the Festival people.
- Pam expressed concerns regarding not having plans for the trip. Jen moved forward with trying to set up a meeting so we can get costs a bit more solidified. Andrea asked if we should consider dividing everything up and then meeting. Monday is going to be the meeting date.
- Review and approve events in October, including expected budget/revenue
 - **Homecoming - Jen/Pam/Monika**
 - Jen said we already received \$160 from two of the trucks. Sweet Josephine normally mails checks and we have not yet received it. Jen will follow up and noted this is her fourth year and she is very good about getting donations from her. We also received a \$5 donation from the table. Monika said things went well at the alumni table but what went out may not have been reciprocated well. Last year our donate box was a bit more full.



- One food truck mentioned they did not get much traffic from the visitors team but we did not have many people on the visitor's side of the stadium.
- Kim asked if we should continue with this plan next year. Jen said we should cut expenses for the alumni table - we can put out extra stuff but with such few alumni stopping by that we may not want to spend a lot of money.
- Stephen asked about our outreach to see how we can get more people coming.
 - Kelly said we did - there is a social media page. She shared it with Kim, Stephen, Kylie, and Katie. There is also a list of alumni where they send information. Kelly was hoping to get someone to help with that - an actual alumni, not necessarily a staff member. It would be great if Ross could take that on since he is now an official alumni.
 - Monika brought up that we may need to get a chair for that committee since he is busy with the Ravens marching band. Stephen asked if we had an alumni representative who is active and usually returns. We normally don't get many other than Ross, Jamie Moore, and Gabby Kemp. It was suggested that we start tapping the current seniors and see if any of them could help starting next year.
- Review and approve events in November, including expected budget/revenue
 - **Caravel music apparel sale**
 - Kim confirmed the cut off date for Christmas orders is Thanksgiving weekend. Cheryl will send the link and data to Dana and get a post online on our Facebook page. Since the old flyer did not reference dates we should be able to reuse it.
 - Monika asked about Buccaneer Bob books on our website as someone placed an order so Monika will forward the email to her.
 - **Future events**
 - **Fine Arts Festival**
 - They are coming quickly. Cheryl reviewed the sponsorship forms are ready and asked Kelly to review everything. We

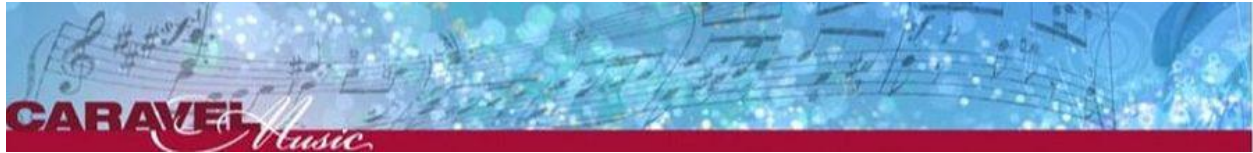


have flyers/forms available for ads and well wishes as well as the raffle.

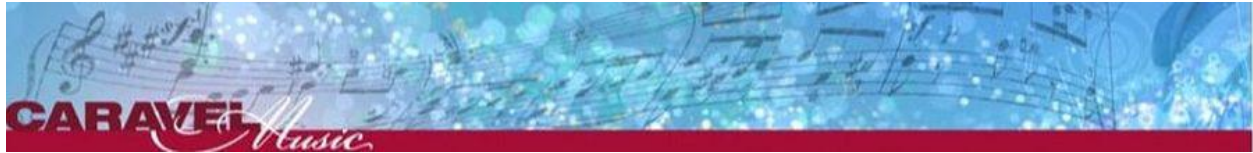
- Monika asked if we wanted to order flowers in advance to give out at the Fine Arts Festival. It is cutting it close for this concert but we will keep that in mind for the spring concert.

■ **Holiday extravaganza**

- Kim turned it over to Andrea and Cheryl to discuss everything.
- Andrea said that we have had an overwhelming response for vendors. We are moving into the gym. Seth is working on measurements and we all need to reconnect to look at configurations for the vendors.
- We need to address the number of tables. With the number of vendors that we have, we don't have enough tables through Caravel. We need to put calls out to parents to hopefully donate extras and we need a few for the front. Kylie has offered two tables. Andrea reached out to all vendors and they are asking for flyers.
- Cheryl reviewed the flyers that she has made so far as well as her marketing plan going forward.
- Kim discussed how they are putting together a SignUpGenius for parent and student volunteers. We will be asking for donations from parents and volunteering. The students will handle the music. Cheryl mentioned a jotform for donations and that Jen and Monika have made an amazon wishlist which Kim already has.
- Andrea suggested adding big boxes of chips and such to add to our snack shack.
- Andrea saw on Facebook that Geralyn was selling a collapsible 6ft tree for \$25 and asked if we should purchase it. Cheryl asked if the tree would be there for tree trim and we discussed that the tree trim tree would be on the stage.
- Aiden jumped on. For the music, it will be the same as previous years. He asked if anyone had any suggestions on changes or improvements. Kylie put in a request for "Dominick the Donkey". He sent a SignUpGenius to the choir kids for performances and he will be sending it to the band kids as well. They can perform whatever they want as long as it fits the holiday vibe.



- Aiden thought it would be great to make the stage very festive with Christmas decorations - tinsel on the railings and microphones. He knows there is a Santa sled somewhere for Tree Trim that we could use and he would like a tree. He also asked if anyone could lend inflatables. Monika said that Tony already offered his snowman inflatable and Jen offered to wear a Christmas tree costume but Sam also volunteered to wear it. Monika will add more decorations to the wish list.
- Aiden will send everything to Stephen and Kylie to get their input and assistance.
- Kim said that last year Ross and Sarah helped with sound set up last year and asked if perhaps the faculty could help with that this year.
 - Kylie asked if we did bluetooth speakers last year. Kim said there was one bluetooth speaker and microphones. Kylie said she could bring the big speaker over from the EEC.
 - Kelly said any performance sound in the gym may not work as well as it is the gym. We could also pipe music through the sound system in the gym. Kelly said we might be able to get permission to go to the main office and perform over the intercom.
 - Aiden said we could livestream and have people donate to pie one of their faces.
 - Aiden mentioned the drum set last year was very loud but since we are in the big gym, could we bring it in and mute it. Stephen said we could use sticky pads.
 - Monika asked if we would do the stories with Santa on stage as well and Kim said we would work on an itinerary for the whole afternoon. She also asked if we could move the storytime elsewhere or make sure it is quiet. We may move it to a classroom.
- **Caroling for Cans**
 - Kylie asked when they should start collecting the cans.
 - Sam came in and mentioned that they need to put the bins around the school and she will be getting them hopefully before Saturday.



- Jen asked if they had signups yet because it is coming up quickly. Sam is hoping to have a meeting on Monday and discuss signups and passing out green books then.
- Kim asked if anyone had anything to discuss with the spring events (LS Dance, Cabaret, Spring Fundraiser).
 - Kelly said that if we want to do a silent auction for the Cabaret that we need to start getting everything together soon. Many businesses need at least 30-60 days for donations.
 - Kelly is going to reach out to Laura Doyle who has been working with Kelly on the Lower School Dance. They are hoping to have the kids vote on the theme and the dance is more towards the end of January. She is hoping to meet with her after the FAFs are done. Hopefully she can present at the next meeting in December.
 - Kim asked if anyone had any ideas for spring fundraisers.
 - Kelly asked if this woman reached out who made custom soaps and steamers. She and her mom run a business nearby. It is a local business and the prices are very reasonable. She is willing to do a fundraiser for the department. Kelly gave her our Boosters email address but she has her business card.
 - Holly Corbitt with Origami Owl, Red Aspen, and custom hats, etc. - she offered to do a Girls Night Out with instructions for a manicure and to build custom hats. Kelly hoped that if we did a night that the soap woman might come as well and make a big night of it.
 - She also knows of a coffee truck that could come as well.
 - Kelly mentioned having birthday bombs - getting messages from Buccaneer Bob. Kelly and Dana Davis were working on this last year. We are also hoping to have Buccaneer Bob march in the Christmas parade.
 - The shoutout could cost \$5 and they could have a video with him reaching out and wishing the kid a happy birthday.
 - Craig reached out that he got permission to use the Buccaneer Bob art. Kelly mentioned



- that they made a collage of the art and hung it in the choir room.
 - Kelly also wants to make a coloring book and now with the art we could get birthday cards made or possibly put on a cake.
 - We would need student volunteers to make sure things were filled out appropriately and delivered.
 - Andrea suggested a car wash fundraiser with donated water in the spring.
- Teacher check-ins - how's the year going so far?
 - Kim asked how Kylie's first year is going. Kylie is in all of the age groups so she visits all of the schools. She has about 250 students. MS is in unit two, US has all of their music, Glee Club has one song and may get a second song. EEC is going well and learning music for the FAFs.
 - Jen asked if we would need any props for the FAFs for the EEC. Kylie said we have a lot of stuff already but she would always welcome more.
 - Pam mentioned that for the MS FAF, there were issues finding parent volunteers to watch the kids who stay in the classrooms so they need to start looking for volunteers.
 - Katie asked if Senior Tri-M kids could volunteer.
 - Kim asked if Katie had any updates. She said it's been great so far. They are finishing up their songs for their bands. For 5th/6th grade, there will be two pieces for the FAF. For 7th/8th it will be three pieces. Each has one Christmas song.
 - Kim asked Stephen how things were going. He said with the Marching Band season and his masters recital ending, he gets a bit of a break before the concerts. Jazz band has started. He feels he is settling in with everything. He is excited for the concert band for the Upper School kids. Everyone is having a good time so far and the kids are amazing.
 - Kim reached out to Kelly but she had to drop off and unfortunately we could not hear her update.
- Meetings on Tuesdays or Wednesdays?
 - Kylie said that once we are back from Christmas break, she has conflicts on Tuesdays so in the second half of the year we will need to move to Wednesday.
 - Next month we will stick with Tuesday.
- New Business?



- Good night! - Next Meeting December 16th, 2025
 - Kim thanked everyone for their involvement and we signed off at 8:35.