

# Tewksbury Memorial High School PAC

---

## TMHS PAC Meeting Minutes

November 28, 2018

**Attendees:** Christine Demers, Carolyn Gaglione, Sharon Pierce, Laura Hulme, Karyn Gouveia, Cathy Burgoyne, Joy Beatrice, Karen Nordstrom, Christine White, Karla B, Sara Cohen

**Introductions:**

Sharon Pierce opened the meeting at 7:10 P.M.

**Minutes:**

October Minutes Approved

**Financial Report:**

Laura Hulme presented the Financial Report. Our starting balance on July 1, 2018 was \$25,643.52, this is the beginning of our 2018/2019 TMHS PAC school year). Income \$8,365.80. Disbursements were \$3,067.80. Checkbook balance is \$20,171.52. Allocated \$5,000.00 for 2019 scholarships, \$4,500. Received a \$70.00 for Applefest 2019 which cannot be used until Applefest. Waiting for hot bill to arrive from Applefest. Requested to allocated \$15,500 to ANL – motion accepted. Members motioned and approved the treasurer's report.

**Applefest:**

Applefest income is \$14,573.80, expenses are \$2,323.82 estimated profit is \$12,249.98. Profit was down this year compared to 2017. In 2017 the profit was \$13,570.22 we made less in cafeteria purchases. Financials for Applefest were accepted.

Applefest was Registrations for 2019 were emailed to 2018 crafters.

Karyn Gouveia is leaving as Applefest coordinator and Carolyn Gaglione is the new coordinator. Cathy Burgoyne is leaving as cafeteria coordinator and Christine Demers is the new coordinator.

**New Business:**

Trivia night is March 8 th. An email will be going out requesting donations for Trivia night and the calendar.

PAC website is TMHSPAC.com the domain should be setup next week.

Holiday breakfast was suggested for the teachers \$400.00 was allocated for this.

**Principals Report:**

Parent Conference is 11/29

Senior project meeting is this month. February 1 is the deadline to submit applications.

Principal Vogel is looking for suggestions for MCAS testing dated for students not taking the test.

MCAS is computer this year (12 classrooms with 24 proctors)

Principal Vogel suggested a 30 minutes documentary If we only knew for arts and enrichment

**End of Meeting:** Meeting was adjourned at 8:20 P.M.

**Next meeting is January 23, 2019**

Happy Holidays!!

(Notes recorded by CD)

# Tewksbury Memorial High School PAC

---

## TMHS PAC Meeting Minutes

October 24, 2018

**Attendees:** Christine Demers ,Connie Bird, Sharon Pierce, Laura Hulme, Karyn Gourea, Cathy Burgoyne, Joy Beatrice

**Introductions:**

Sharon Pierce opened the meeting at 7:08 P.M.

**Minutes:**

September Minutes Approved

**Financial Report:**

Laura Hulme presented the Financial Report. Our starting balance on July 1, 2018 was \$25,543.52, this is the beginning of our 2018/2019 TMHS PAC school year). Income \$2,647.00 all but \$202.00 were Applefest crafters. Disbursements were \$725.40. Allocated \$5,000.00 for 2019 scholarships, \$4,500.00 enrichment, \$600.00 challenge day and \$100.00 for PAC website. The checkbook balance is \$8,660.12. Removing the landscape line item. Members motioned and approved the treasurer's report.

**Applefest:**

Currently 111 crafters. Donations for drinks is all set. The food menu is staying the same as last year and the food and paper products were finalized.

**New Business:**

PAC has a PO box #472. Sharon and Laura have a key to the box – all correspondence including Applefest will be going to the PO Box.

A calendar will be done as a fundraiser this year – going out in April.

By laws have been revised in regards to term limits of officers if there no volunteers for that position.

The revision was motioned and accepted.

PAC may need liability insurance

**Principals Report:**

School has gone paperless – no printers the school is following colleges.

Homecoming was a success approximately 230 students attended.

**Town Wide PAC Update:**

There will be a security/resource officer in the building at night – school is locked after hours.

**End of Meeting:** Meeting was adjourned at 8:40 P.M.

**Next meeting is November 28**

(Notes recorded by CD)

# Tewksbury Memorial High School PAC

---

## TMHS PAC Meeting Minutes

September 26, 2018

**Attendees:** Sharon Pierce, Joy Beatrice, Christine Demers, Connie Bird, Karyn Gourea, Laura Hulme, Martha Duffett, Karla Branchaud, Leslie Polimeno, Paula Fairweather,

**Introductions:**

Sharon Pierce opened the meeting at 7:03 P.M.

**Minutes:**

April Minutes Approved

May Minutes Approved

**Applefest:**

Laura oversees the purchasing and donation of food, Cathy oversees volunteers and student groups, Erin oversees the kitchen.

There is a total of 22 tables – 10 for student groups, 10 for raffles, 1 for check in/TEF and 1 is rented.

Currently 117 crafters

Next year we will be emailing the returning crafters registration

Signs will go out 2 weeks prior to the event.

**Arts & Enrichment:**

Challenge day starts Monday for all sophomores

Looking for the Pac to pay \$500-600 to feed the students a box lunch

Cost is \$6000 for 2 days we are splitting the cost with Billerica.

Challenge Day is an all-day event it involves team building, motivational speaking. The purpose is to be more empathic to others.

Teachers are also chosen to participate.

Looking to move away from speakers as admin is finding that they have little or no impact on students.

Karla is working with Principal Vogel to find out what other programs she is interested in.

**Financial Report:**

Laura Hulme presented the Financial Report. Our starting balance on July 1, 2017 was \$25,352.88 (this is the beginning of our 2017/2018 TMHS PAC school year). We took in \$33,500.88 and expensed \$33,210.25. Allocated \$4500.00 for enrichment. Allocate \$15,500 to ANL received \$202.00 for commencement flowers. Voted to add a line item for challenge day lunch of \$600.00. Voted to put \$6526.58 into the general fund. Balance is \$25,643.51. Members motioned and approved the treasurer's report.

**Principal's report:**

See Attached

**All Night Long**

Looking for someone to take over registrations for Joanne Foley

# Tewksbury Memorial High School PAC

---

## **New Business**

Getting PO Box Monday October 1

Voting on changing the bylaws for board positions at next meeting.

Donation to Mrs. McCormack in her son's memory for \$100 approved

PAC establishing its own website cost is \$250.00/year

**End of Meeting:** Meeting was adjourned at 8:37 P.M.

**Next meeting is October 24**

(Notes recorded by CD)

## Meeting Notes 9/18/18

- **Challenge Day**

- Moving away from speakers, as they are finding they have no impact. This program had a great impact last year with the kids that participated. With having the whole sophomore student body participate, they hope it will spread within school and within 4 years the whole school will have participated creating a whole school effect.
- \$6,000 for two days
- Split travel and housing costs with Billerica HS
- 25 teachers/100 students per day
- 2 Facilitators
- Boxed lunch through food services would be approximately \$500-\$600 for both days
- Consider contributing to this in lieu of enrichment programs.

- **School News**

- *Health/Wellness*

- They are changing their health and wellness program to gear it towards more age appropriate topics.
- Outdoor Course
  - One staff currently certified and will be taking a few kids out to try it out. Staff being trained offsite.
  - 2018 Senior Class gift was zip line which will be added.
  - Going forward they hope the class gifts to be an addition course. No more benches, tables, flags, needed.

- *Chromebooks*

- In every classroom.
- Moved away from textbooks and using eBooks

- *Smartboards*

- Moving away from the smartboard to Cleartouch Board
  - Interactive Whiteboard - Display like a flat screen tv
  - Can be turned flat like a table
  - Can be used through iPad, no computer necessary
  - 2 teachers @ TMHS, as well as teachers in other schools are piloting program
  - Cost = \$6,000

- *Computers*

- Doing away with computers
- This gives more space in the school.
- Was able to move teacher to a bigger classroom, make a common space for teachers and Makerspace in library.

- *Morning Update*

- Now live streamed to every classroom using media room
- There are signups for students who would like to do the morning update

# Tewksbury Memorial High School PAC

---

## TMHS PAC Meeting Minutes

May 23, 2018

**Attendees:** Christine Demers , Mariellen Tsaousis , Sharon Pierce, Laura Hulme, Paula Fairweather, Cathy Burgoyne

**Introductions:**

Sharon Pierce opened the meeting at 7:05 P.M.

**Minutes:**

No April Minutes to Approve – Will Approve in September

**Financial Report:**

Laura Hulme presented the Financial Report. Our starting balance on July 1, 2017 was \$25,352.88 (this is the beginning of our 2017/2018 TMHS PAC school year). Allocated \$5000.00 for 2019 scholarships. \$4500.00 to enrichment, \$1000.00 T]to each class for a total of \$3000.00. The staff luncheon allocated \$1800.0 The checkbook balance is \$3413.78. Members motioned and approved the treasurer's report.

**Principal's report:**

Senor project presentations begin this week

Challenge Day next year has its own funding – PAC is paying for luncheon for challenge day. Challenge Day now begins as a sophomore.

s

**All Night Long**

Between 140-144 going to All Night Long

All Night Long donations \$950.00. Started to replenish decorations for next year. Purchased kids gifts to raffle off.

**New Business**

Carla Branchaud voted as Arts and Enrichment

New position hospitality and Christine White is taking this position

Joy Beatrice voted as co-chair taking over for Mary Ellen-chair as MaryAnn is moving on and

No new treasurer Laura remains in place

Voted in a post office box

**End of Meeting:** Meeting was adjourned at 8:05 P.M.

**Next meeting is September**

(Notes recorded by CD)

# Tewksbury Memorial High School PAC

---

## TMHS PAC Meeting Minutes

April 25, 2018

**Attendees:** Amie Cafferty , Mariellen Tsaousis , Sharon Pierce, Laura Hulme, Paula Fairweather, Cathy Burgoyne, Paula Fairweather

**Introductions:**

Sharon Pierce opened the meeting at 7:05 P.M.

**Minutes:**

March Minutes Approved

**Financial Report:**

Laura Hulme presented the Financial Report. Our starting balance on July 1, 2017 was \$25,352.88 (this is the beginning of our 2017/2018 TMHS PAC school year). The income for this period was \$31,025.88 with a total of disbursements of \$10,789.91. The checkbook balance is \$45,588.85. After approved allocations, there is \$17,963.78 remaining. Members motioned and approved the treasurer's report.

**Principal's report:**

Shannon will meet with Principal Vogel Invite the principal to come to the next PAC meeting

Senior project 115 students participating

Went over the security after the school committee meeting for safety issues only can come in the front door in the morning after 3:00 certain parts of the school shut down

Jekyll and Hyde Thurs 26th Friday 27th Sat 28th

Final schedule for the undergrad is out at the end of the week

Staff Appreciation – May 16<sup>th</sup> is the date LG1

**All Night Long**

Registrations up to 125+

\$15,000 budget for the event

Volunteer sign up will go out by Joy Sign Up genius

Note from parent and have to call and talk to parent if a student needs to leave early

Talked about adding a ping pong table and near the library thinking of buying this and having the Winn use it for the summer program

Hypnotist

Card dealers

Commencement flowers set up outside the school and preorder flowers and set aside and then pick it up the night of graduation

\$30 a dozen, \$20 half dozen check with Vogel to see if it would be ok for him to be inside if it rains we get 20% of the profits need to communicate this to bulletin and out to the students parents

**Town Wide PAC**

Only 2 people attended with the principals

Asked about the shut down

# Tewksbury Memorial High School PAC

---

## **APPLEFEST**

Looking for someone to shadow Karen and take over for her for 2019

If you work on Apple Fest please submit a job description

Laura will still do food

Karen will send a list of her duties for the craft fair to recruit new people

## **New Business**

Motion to give 1800\$ for teacher appreciation day May 16th

Christine Demers is taking over for Amie as the new Secretary

Need someone as a co-chair as MaryAnn is moving on and Treasurer to replace Laura

**End of Meeting:** Meeting was adjourned at 8:00 P.M.

**Next meeting is May 23rd (Wednesday)**

(Notes recorded by AC)



# Tewksbury Memorial High School PAC

---

## TMHS PAC Meeting Minutes

January 24, 2018

**Attendees:** Amie Cafferty , Mariellen Tsaousis , Sharon Pierce, Laura Hulme, Paula Fairweather, Joanne Foley, Christine Demers, Joy Beatrice, Martha Duffet, Christine White, Erin Asselin, Karen Gouveia, Tammy Ministeri

**Introductions:**

Sharon Pierce opened the meeting at 7:06 P.M.

**Minutes:**

November Minutes Approved

**Financial Report:**

Laura Hulme presented the Financial Report. Our starting balance on July 1, 2017 was \$25,352.88 (this is the beginning of our 2017/2018 TMHS PAC school year). The income for this period was \$10,038.00 with a total of disbursements of \$6,537.69. The checkbook balance is \$28,853.19. After approved allocations, there is \$4,968.19 remaining. Members motioned and approved the treasurer's report.

**Principal's report:**

8<sup>th</sup> grade parent night 6-8 February 1<sup>st</sup>

Week of February 26<sup>th</sup> Assessment Crafft Tool to screen for any problematic issues or substance abuse  
Course selections start in March for next year and talk to guidance and need teacher recommendations  
Nutrition healthy options and wellness Assembly and everyone in the community is invited and a bunch  
Challenge Day would like to start this with Sophomore

**All Night Long**

Joanne – registration looking for someone to take this over

Arthy is managing entertainment

Sharon head of Decorations

Fundraising – Mass mailing calendar sales \$25 a day Stuffing the envelopes on February 21<sup>st</sup> (vacation week) for deadline for buying the raffle is March 11<sup>th</sup> for the April Calendar to draw at the end of March

Need people to help stuff the envelopes for Bulk Mail

\$10 for one strip 3 for \$25

Sharon to get number of seniors and number of total students for Joanne

\$15,000 budget for the event

Tweet the information on the calendars - Amie

Red Sox tickets, Bruins tickets

Joy to create a Sign up genius to sell days on the calendar raffle or donations to fill the calendar?

30 spots give money or item \$25 or more need to get the sign up by February 11th

Sharon to send this information in the weekly Email update with calendar information and asking for donations for upcoming calendar raffle fundraiser items like gift cards, money, tickets, etc.

## Tewksbury Memorial High School PAC

---

### **Trivia Night**

March 9<sup>th</sup> 2018 6:00pm

Lottery board – Sign up genius for donations for Trivia Night

Selling Muligans 1 per round per table \$10

1<sup>st</sup> place cash \$300

2<sup>nd</sup> place cash \$200

Mulligan table – MaryEllen T

Raffle table – Laura and Paula

Collectors –

### **Enrichment**

3/22

2 Sessions

Need an MC to introduce the speaker and the format of the day

**End of Meeting:** Meeting was adjourned at 8:20 P.M.

**Next meeting is February 28th (Wednesday)**

(Notes recorded by AC)