

**Heath Brook/Trahan Elementary Schools
PAC Meeting Minutes**

Tuesday, January 10, 2017 6:30pm
Heath Brook Elementary School Library

Present: *Christine Flynn, Bridget Garabedian, Julie Naughton, Sue Panilaitis, Beth Cashman, Lori Hyland, Sheri Mulloy, Loren Stewart, Nancy Brothers, Michelle Austin, Amy Cason, Renee Viens, Theresa Enos, Maureen Castiglione, Cheryl Bartolone, Anne Seichter*

Called to Order: 6:34 pm

Votes

1. Voted to accept December 2016 minutes. Approved.
2. Voted to resign up for Holiday Shoppe for next year with 10% profit mark up. Approved.
3. Voted to accept the proposed ByLaw changes related to Scholarship information:
 - a. Voted to eliminate the "Angela Monroe" scholarship name. Approved.
 - b. Voted eliminate "presented to the highest GPA" from scholarship. Approved.
 - c. Voted remove the need to attend TMHS for all scholarships. Approved.
 - d. Voted to strike the division of three Heath Brook and two Trahan scholarships.
Approved.

Welcome and Review of Meeting's Minutes (December 2016)

1. Vote to Accept meeting minutes

Teachers' Report

1. Trahan - Ms. Hyland
 - a. End of the month- Grade 4 classrooms will each have HP streams in their classroom; Grade 3 will be sharing a cart between 2 classes. Each computer has mice with them.
 - b. Students will be on the computers frequently so that they are comfortable with technology so that they can focus on the actual test.
 - i. MCAS testing will expect a 2 page paper for 4th? while Grade 3 will need a full page.
 - ii. Dates for MCAS have not been released yet. ELA will be in April (3 days testing) and math in May (2 days testing)
 - c. Tiger Program - sponsored by the PAC
 - i. Very cute program; Singing and Dancing related to bullying prevention
 - d. Third Graders - Pilgrim program coming this month
 - e. AR Awards - 2216 tests have been passed. 27 students have won one or more awards.
 - f. Second term ends 1/20/17; report cards go home 2/3/17; Conferences in April.
2. Heath Brook - Mrs. Enos
 - a. Gearing up for Kindergarten registration; stay tuned to the school committee with projected timeline for incoming K
 - i. February 1st is Info night
 - b. Mid-year benchmarks going on for the next couple of weeks. Lots of testing!
 - c. Working with Dina Callahan related to enrichment and field trips. Bridges will be coming into Grade 1 on January 30/31st.
 - d. American Flag has been weathered. The school does have a new flag but the

old one is frozen in place. Hoping to get that fixed within the week when they can get to the old flag.

- e. Food Drive - kids came out with the idea of going from classroom to classroom with second graders pushing the shopping cart. Hoping it will spur interest in giving to the pantry.
- f. No school January 16th, half day 1/26
- g. Ms. Wettstone was asking what the status of Heath Brook's hall signs were. It was clarified that the PAC had provided information prior to the holidays. The message was forwarded to Mrs. Enos for follow up.

Treasurer's Report

1. Review of Treasurer's Report & Budget
 - a. New sidewalk chalk ordered for recess; new balls are being ordered for recess play for Trahan; Heath Brook might have more chalk as kids are at an age that sharing balls is a challenge. Purchases will be made after conversations with the principals
 - b. Current budget - we have enough money to cover this year related to proposed expenditures. Money raised the rest of this year will be put towards the start up costs of next year's budget.

Committee Reports

Social

1. Heath Brook's Holiday Breakfast Update - *Cheryl Bartolone*
 - a. Well under budget; made \$364
 - b. Came together nicely; volunteers were amazing and all had a great time; Successful night.
 - c. Highlight of the day was going to the House of Hope to donate extra food and mittens/hats. Very appreciative of all that was donated.
 - i. Letter was sent from House of Hope thanking Cheryl for the donations.
2. Movie Night at Trahan - *Peg Ricardo & Michelle Austin*
 - a. Scheduled at Trahan for 1/13 at 6pm; Need 4 volunteers still
 - b. Pre-paid orders for pizza have come in; People can bring in their own food;
 - c. Pizza warming oven needs to be cleaned out. Michelle Austin is willing to go in tomorrow to take care of it.
 - d. Will plan on setting up two rooms with a staggered starting time. Heath Brook's sound system is being borrowed; family is providing an inflatable screen.
 - e. Raffle baskets - Dina Callahan has several gift cards to raffle off; DVDs will be a door prize.
 - f. Food
 - i. Popcorn is being donated from Pub 99. Will be sold in paper bags for \$1.
 - ii. Walgreens is donating 10 cases of water.
 - iii. Family donations include cookies, graham crackers, capri-suns.
3. Grade 4 Team Update - *Jamie Galanis*
 - a. Meeting scheduled for Tuesday, 1/17. Jamie is well organized and has

- been working with Mr. C.
 - b. Grade 4 Event will be April 28th; drop off luau party for grade 4 students. There will be a DJ with events (cup stacking; etc) and food (pizza)
 - c. Lots of donations from parents.
 - d. Possible fundraiser will be an adult paint party.
- 4. Field Day Heathbrook - *Nancy Brothers*
 - a. Game Night/Bingo Fundraiser - Need to flush out ideas and
 - b. Have gotten permission to offer food from food services which could be purchased at cost.
 - c. Looking to have parents come up with a station - a "trunk or treat" style set-up.
 - d. One day event with a rain date rather than a scheduled week with classes going at different times as has been the case in the past
- 5. Trivia Night - *Beth Cashman*
 - a. March 10th at Trahan (question if this is the same night as the high school trivia night)
 - b. Mr. C will run the music and emcee the event
- 6. April's Science Night - *Loren Stewart*
 - a. April 12th 5:30-7:30 pm
 - b. Need to recruit teachers to staff various science experiment tables. Asking for people to start thinking of experiments
 - c. Looking for at least 10 tables (need at least one teacher and helper per table)
 - i. 8 teachers
 - ii. One high school table
 - iii. Wynn Middle school - rollercoaster
 - iv. Middlesex students

Fundraising

- 1. Dine Out Nights Update - *Sue Panilaitis*
 - a. \$47.38 was made from the Wamesit bowl and dinner day (12/10)
 - b. Kyoto is scheduled for 1/25.
- 2. Spirit Wear Update - *Heather Crowley*
 - a. Spring - if we run another campaign, what month would work?
 - b. Looking into Kindergarten dates to catch the incoming families.
- 3. Box Tops - *Dawn Sandberg*
 - a. Heath Brook had a total of 1950 in December with Mrs. Brewin's class having the highest total at 250
 - b. Trahan had a total of 1165 in December with Mrs. Allard's class having the highest total at 172
 - c. Total: 3,115 box tops which translates to \$311.50;
 - d. Semi-annual check was for \$1161.
 - e. Trophies are given to one classroom per school with the most box tops each month.
- 4. Holiday Shoppe, Amazon Smile, Shoparoo - *Loren Stewart*
 - a. 2016 Holiday Shoppe went very well; was open during library time in Trahan. At Heath Brook, it was open during the Holiday Breakfast. Total profit sales was \$613.84

- b. If we book now, we get loyalty points. Shoppe dates - 12/4-8 assuming Mr. C's approval; Price mark up is 10%.
 - c. Shoparoo - as of 1/9 HB has 21,000 (need 25,000) with 27 supporters Trahan has 14,781 with 11 supporters.
 - d. Amazon smile - raised \$66.31 as of November 2016. Get a check each quarter.
5. Fun Run - *Julie Naughton*
- a. Met with Ms. W and is meeting with Mr. C. and is offering 2 options (in school and out of school hours). Once Julie has met with both principals than can move forward with the planning. This would be a fundraiser.

Community

- 1. Coats for Kids - *Colleen Saengvanich*
 - a. Over 110 coats were donated. Made it to the leaderboard screen on the Anton's page! North Street School beat us.
- 2. Food Pantry Collection - *Sue Plamondon*
 - a. Going well
- 3. River Hawks - *Christine Mangan*
 - a. Fliers went to print and will be distributed shortly. February 1st ticket orders are due. Event on February 11th
 - b. Grade 4 Melody Makers will be playing the Anthem

Enrichment

- 4. Status of enrichment programming - *Dina Callahan*
 - a. (K) and preschool - NE Aquarium Tidepools will come to the school (K) - plan to visit a theater for field trip; Grade K field trip is most likely going to be a theater production.
 - b. Grade 1 - Museum of Science traveling workshops booked for 1/30 & 1/31. Grade 1 will go to the zoo
 - c. Grade 2 - NE Aquarium Water Properties in house enrichment; Field trip in the works.
 - d. Grade 3- Museum of Science Traveling Workshops: Forces of Work booked for 3/2
Discovery Museum: electromagnetism presentation to each individual booked for 1/18 & 19
Grade 3 are planning on going to the zoo.
 - e. Grade 4 - Discovery Museum: Sound Waves in process of booking; Grade 4 will go to the SEE Science Museum.

Co--Chair Report

- 1. Suggested By-Law Revisions
 - a. Need to add an expiration date as the PAC has difficulty honoring a scholarship from years gone by.
 - b. Language change suggests up two scholarships from Trahan and up to three scholarships from Heath Brook.
 - c. Member suggestion to remove 'Angela Munroe' scholarship.
 - d. Vote taken.
- 2. Town-Wide PAC Meeting
 - a. Officers Jennie Welch and Michelle Ruggiero talked about safety with kids. We were asked to think about what the community can do to help kids about issues that they face. What can we do better to prevent issues before a crisis occurs.

New Business

1. Voted give Move-a-Thon funds to specialists last year. Received a thank you from Mr. Nahlik for the keyboard he was able to purchase with the funds.

Meeting Adjourned 8:31pm

*****Next PAC Meeting – February 7th, 6:30pm in Trahan Library*****