

Heath Brook/Trahan Elementary Schools PAC Meeting Minutes

Thursday, November 3rd, 2016 6:30pm
Heath Brook Elementary School Library

Present: *Felicia Wettstone, Lori Hyland, Christine Flynn, Bridget Garabedian, Dina Callahan, Deb Brewin, Renee Viens, Sheri Mulloy, Loren Stewart, Maureen Catiglione, Suzanne Heichman, Nellie Vieira, Cheryl Bartolone, Susan Colon*

Called to Order: 6:34 pm

Votes

1. Voted to accept October 2016 minutes. Approved.
2. Voted to take Cash option for both Book Fairs. Approved.
3. Voted for each HB student to get \$5.00 (Up to \$2,000.00) in Scholastic dollars in the Spring, and each teacher get \$50.00 (Up to \$900.00) in scholastic dollars for the Spring. Approved
4. Voted to approved Spring Calendar. Approved.
5. Voted to donated \$500.00 to the Costello Family. Approved
6. Voted for up to \$50 to be allocated to supplies from safe halloween. Approved.

Principals' Report

1. Trahan - *Mr. Castonguay*
 - a. Unable to attend
2. Heath Brook - *Ms. Wettstone*
 - a. Thank you for PAC support for A-Z Reading and RAD Kids. This purchase will help support the literacy program.
 - b. The science lab is all set up and manuals have been distributed. Will be looking for donations and a sign-up genius will be sent soon. Items requested will be cotton balls, glue sticks, food coloring and others. If this could put on the PAC blast once created.
 - c. Report cards will be sent home 11/18. Grades close Friday 11/4. Aspen portals are live to view progress.
 - d. Scholastic Book Fair was a success. Thank you to all volunteers!
 - e. TEF (Tewksbury Education Foundation) will hold the annual auction at the TCC on 11/18. This event helps supports all the schools.
 - f. Field trips have been started to planned by Dina Callahan and Kristiana Obie with choices of the contact teachers. All grades will go on a field trip this year
 - g. ALICE Drills and Evacuation Drills have been completed. Letters were sent home with students before and day of events. The students read the book *I'm Not Scared, I'm Prepared*. Timed evacuation drills went well and the goal is to keep beating previous time.
 - h. McTeacher's Night-Sue has been working to plan McTeacher's night and teachers are signing up!

Teachers' Report

1. Trahan- *Mrs. Hyland*
 - a. The first school council meeting met on 11/2. One concern is damage to the new playground. Often on Monday mornings, trash and glass is found on the playground. Please take notice of teenagers hanging around the playground, and

please report inappropriate behavior in order to keep equipment from damage. It is thought that maybe more lighting is needed. As parents drive by, please just take a look to make sure playground is not being used as a hangout, as equipment is meant for younger children.

- b. AR Awards were purchased for 759.99. Items included wristbands, pins and more. There was originally a 900.00 budget for this expense, and Mrs. Hyland will be filling out a PAC purchase request for reimbursement.
 - c. Trahan Open House will be 11/17 from 6-8. This is an evening for parents to make appointments to meet with their child's teachers.
2. Heath Brook- Mrs. Brewin
 - a. Heath brook Open house/Conference night was successful
 - b. Bookfair ran very smooth and students had fun! Thank you PAC for the \$50 for each teacher to use at the Scholastic Book Fair!

Treasurer's Report

1. Review of Treasurer's Report & Budget
 - a. Invoice for Choose to be Nice Campaign- The original approved amount was 1200.00 and \$1250.00 was spent on the Choose to be nice-There was an adjustment of 50.00
 - b. Reimbursement for Mrs Trevor- Mrs. Trevor purchased supplies for 203.85, and originally budget was \$200.00. There was an adjustment of \$3.85.

Committee Reports

Social

1. Report on Halloween Parade - *Renee Viens & Grace Dipolitto*

The Halloween parade did not get volunteers early in planning, which almost caused the event to be cancelled. After parents were disappointed, additional volunteers were found, but in the end, the weather did not cooperate and was cancelled. None of the budget was used for this event.
2. Report on Library nights - *Bridget Garabedian for Dina Mancini*
 - a. Dina Mancini organized the library night. Heath Brook went well, kids enjoyed the time.
 - b. Trahan Library night will be 11/9 from 6-7:30. Would be great to find a volunteer for the Mascot to make a visit. Fines will be erased if you attend.
3. Movie Night at Trahan - Christine Flynn for *Peg Ricardo & Michelle Austin*

Movie night is trying to be planned for 12/15 as a possible date. Waiting to hear back if a go ahead for date. License expires in January.
4. Heath Brook Holiday Breakfast - *Cheryl Bartolone*

Holiday Breakfast will be 12/10. Many events scheduled such as Ms. Wettstone reading a story, visit from Santa, Steve Blunt, raffle baskets will be made- This year will ask for monetary donations to buy raffle items. Donations will be asked due 12/1. Admission to the event will be Adults \$4.00 Students \$1.00 or bring in a donation of hats or mittens to donate to a local charity. High School students will be coming to volunteer, and it was brought up that if needed, there are boys scout or girl scout troops in town to ask. The coffee station will be set up again as

last year, and parents can pre-order or order day of event. The PAC will pay for set-up cost and complimentary coffee will be provided.

5. Formation of Grade 4 Team - *Bridget Garabedian for Jamie Galanis*
The first meeting will be 11/16 to discuss ideas for an upcoming 4th grade event. Please contact Jamie Galanis if interested.

Fundraising

1. Scholastic Book Fair Update- *Maureen Castiglione*
 - a. *Both Scholastic Bookfairs ran very smooth and were successful. It would be nice to find a K-1 parent that would like to help next year. Thank you for Dina Gilligan for her time volunteering during the book fair!*
2. Report on Read-a-Thon Results- *Christine Flynn*
 - a. *Collections are tallied. Results:*

	# Students	# Students w/log	% students with log	# Students Fundraised	% participants who fundraised	% students fundraised	Total \$	Ave Participant collection	Ave Total collection
Overall	639	252	39.44%	226	89.68%	35.37%	\$7,756.70	\$34.32	\$12.14
Trahan	255	106	41.57%	92	86.79%	36.08%	\$2,599.20	\$28.25	\$10.19
HB	384	146	38.02%	134	91.78%	34.90%	\$5,157.50	\$38.49	\$13.43
Pre k	45	9	20.00%	9	100.00%	20.00%	\$325.00	\$36.11	\$7.22
K	126	58	46.03%	54	93.10%	42.86%	\$2,368.50	\$43.86	\$18.80
1	106	42	39.62%	36	85.71%	33.96%	\$1,236.00	\$34.33	\$11.66
2	106	35	33.02%	34	97.14%	32.08%	\$1,226.00	\$36.06	\$11.57
3	133	71	53.38%	62	87.32%	46.62%	\$1,866.20	\$30.10	\$14.03
4	122	35	28.69%	29	82.86%	23.77%	\$733.00	\$25.28	\$6.01

- b. Winners were chosen by random number generator. Grade winners of \$5 Barnes & Noble Gift Card

Pre-k/K	Jacob Perkins; Paradis
1st	Dylan Richard; Taggart
2nd	BJ Rzepka; Mulloy
3rd	Brady Schofield; Lane
4th	Julianna Welch; Demos

- c. Winners were chosen by random number generator. School winners of \$50 Barnes & Noble grand prize

Heath Brook Grand Prize	Jacob Schenna; Paradis
Trahan Grand Prize	Jeremiah Webb; Trevor

- d. Classrooms with highest participation and receiving \$25 to the Spring Book Fair

Prek/k	Paradis; 66.67%
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1st	Whynot/Enos; 47.62%
2nd	Brewin; 45.45%
3rd	Hyland; 100%
4th	Gagne; 38.8%

e. All winners will be announced at schools shortly.

3. Square 1 Art Update - *Kathy MacDonald*

a. Square One orders were sent home this week and all orders are due back by 10th. Parents can put orders in online or use the paper order form which they fill out and send back to school. Kathy will be sending out yellow reminder slips on November 6th to remind parents of the upcoming deadline for square 1 art orders.

4. Dine Out Nights Update - *Sue Panilaitis*

- a. October 24-26th was Dine Out nights at Main Street Pizza. Next week, we'll learn the total funds raised during these 3 days.
- b. McTeacher night is scheduled for Monday, November 21st 4-8pm. Teacher sign up sheets are up at the schools with many teachers willing to participate. Superintendent Chris Malone has also been invited to meet our schools' community. We are looking forward to a great night.

5. Spirit Wear Update - *Heather Crowley*

- a. *Rolled out today online 11/3. Flyers were delayed due to color printer being down. Will be sent home ASAP.*
- b. *Encouraged to order online since has more options to choose from -Personalization can be ordered online*
- c. *T-shirt cost was increased slightly from originally discussed due to multiple images. T-shirts will be \$12.00, but still lower cost than previously.*

6. Box Tops - *Christine Flynn for Dawn Sandberg*

Box Tops for October have not been counted yet. Collected box tops have been sent out, and should be receiving a check in December. Please check out the APP on your phone to scan products you purchased. This can issue extra box tops to your school. Please check out Boxtops4education.com, as they have various sweepstakes. One is going on right now and you can enter daily to win!

7. Holiday Shop, Amazon Smile, Shoparoo & Science Night - *Loren Stewart*

- a. *Holiday Shop Jenny's Penguin Patch Holiday Shop will have a "Grand Opening Preview Sale" at the Trahan School 12/5 5:30-7 in the cafeteria. The Shop will be open to students during their library times December 5-9. Students can purchase gifts for their loved ones. Will also be open during the Heath Brook Holiday breakfast on December 10, 2016. Volunteers will be needed to make the shop run smoothly. Last year, Trahan generated over \$3,000 in sales and the profit for the PAC was \$447.79.*
- b. *Trahan Family Science Night will be held 4/12/16 5:30-7:30. This is a fun night for all, and more tables are being set up each year.*

- c. *Shoparoo- Please look into the fundraising APP on your phone. Allows you to take a picture of your receipt to submit, and school will get points and entries to contests.*
- 8. Gift Card Fundraiser - 11/7-11/19- *Sue Panilaitis*
 - a. Order Forms should have gone home yesterday or today today. With permission from the schools, Sue has asked John Lyons to send out the order form to the wider school community in hopes of capturing interest from former Heath Brook and Trahan families.

Community

- 1. Coats for Kids - *Colleen Saengvanich*
Coats for Kids is ongoing. To date, 51 coats have been collected.
- 2. Report on Town Wide Safe Halloween - *Bridget Garabedian*
This was a great event for the community! Lots of people attended. Jennie Welch has worked hard to make this a successful event for the community, and next year, it may be nice to avoid smaller Halloween events, and put some more effort and focus on being part of this fun community Halloween event.
This event used about \$40.00. Voted to use money from the Halloween budget for supplies in the amount of up to \$50.00.

- 3. Treats for Troops Update - *Renee Viens*
A big box of candy has already been picked up, and there is still more candy in the Box at Heath Brook. Candy will be continue to be collected and dropped off to Kelly Wentworth for donation to be made.

- 4. Festival of Trees - *Jenn Cherubino*
Ornaments have been designed and are in the process of being finalized and printed. Grade 2 students at Heath Brook and the Trahan community will be asked to decorate an ornament at home and send in. These ornaments created at home will be displayed at the Tewksbury Public Library during the month of December.

Enrichment

- 1. Status of enrichment programming - *Dina Callahan & Bridget Garabedian*
- a. Heath Brook Each grade will get one off site field trip and one in-house program. Kindergarten has not chosen, 1st grade will be going to the Franklin Park Zoo, and Second grade will be going to see the Disney Nature Movie-Born in China. Events have been booked as of yet.
- b. Trahan- The grant for the Plimoth Plantation is currently pending. Third grade will be having MOS-Forces of Motion and Acton Children's Museum come into the classrooms to do science experiments.

Co--Chair Report

- 1. Boks
 - a. Looking to run over the winter
- 2. Spring Events Calendar to Review
 - a. Reviewed and approved to send to school committee
- 3. Suggested By-Law Revisions
 - a. Will review at next meeting.
 - b. Only section for revision is Scholarship information.
- 4. Paperless initiative
 - a. Discussed at the town wide PAC meeting and we are working to try to make this happen

New Business

1. Buddy bench - Suzanne Heichmann
 - a. Thought this may be a nice additional for the playground area. The idea of the Buddy Bench is to include students that may not be playing. They can sit on the bench, and it is understood for a child to ask them to join them to play. Options were discussed and going to look into this in more details and will update at future meeting.
2. Discussion regarding Facebook Chatter:
 - a. Do we want to try to plan another fall event, or is the current schedule sufficient.
 - b. Members agree that we are good with our schedule and no additional event is needed
3. Donation Request
 - a. Requested donation for Costello family who lost their teenage child. Suggested donation of \$500. Approved

Member Concerns

Meeting Adjourned 8:10 pm