

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

Thursday, October 11th, 2016 6:30pm  
Trahan Elementary School Library

Present: *Matt Castonguay, Lori Hyland, Christine Flynn, Bridget Garabedian, Sue Panilaitis,, Julie Naughton, Dina Callahan, Beth Cashman, Heather Crowley, Grace Dippolito, Deb Brewin, Amy Cason, Susana Colon*

**Called to Order: 6:33 pm**

**Votes**

1. Voted to accept September 2016 minutes. Approved.
2. Voted to approved up to \$1500 to cover subscriptions for Reading A-Z & RAZ Kid . Approved.
3. Voted to approve \$817.39 for Guided Reading Library at Trahan. Approved.
4. Voted to approve \$600 for start up costs to order a supply of T-shirts to have on hand to sell at various events. Approved.
5. Voted to provide \$50, in Scholastic dollars, for each teacher for their school libraries (total \$1000). (Teacher in this case is defined as a teacher who has a classroom). Approved.

**Welcome and Review of Meeting's Minutes (September 2016)**

1. Vote to Accept meeting minutes

**Principals' Report**

1. Trahan - *Mr. Castonguay*
  - a. Scholastic-Leveled Book Room - adopted a new benchmarking system (scholastic) connected to guiding reading levels. This allows teachers to sign out books that are right at the students' instructional level. There are fiction, nonfiction and short read strands among others. Program costs about \$10,000.
  - b. Thursday - top summer readers will be lucky enough to have lunch with Mr C. and Ms. Graves
  - c. Four people are interested in serving on the Trahan School Council and are putting together a candidate statement. Statements will be sent via e-mail to parents in Trahan community who will vote until this Friday to determine who will be on the council
  - d. This Friday is the first Parent Coffee with the Principal at 9:30am. Agenda was e-mailed out the Trahan community earlier today.
  - e. Teachers have begun preparing kids on ALICE. This is a review for students and a drill will be conducted next week.
  - f. Dictionaries will be given to Grade 3 students on 10/21 by the Tewksbury Elks.
  - g. Trahan Library night 10/25th. From 6-7pm, Mr. C. be handing out raffle tickets to win a prize pack.
2. Heath Brook - *Ms. Wettstone*
  - a. Unable to attend

**Teachers' Report**

1. Trahan - *Lori Hyland*
  - a. AR Program is up and running. Looking into purchasing prizes for top readers.
  - b. Mr. C & Mrs. Hyland were presenters at the Bruin Workshop "I CAN EXCEL". Multiple activities to do outside the textbook based on the Bruins. Ms. Hyland used graphing about All third graders are graphing and Ms. Hyland used Bruins (countries from, ages, height) as a unique way to work on the concept

- c. All writing benchmarking is done.
  - d. Progress reports come home Friday for any grades >70%. Grades always available online on X2.
2. Heath Brook- *Sheri Mulloy*
- a. Chloe Callahan is looking for \$1000 for an author visit in May
  - b. Successful Open House at the Heath Brook
  - c. ALICE training happening in Heath Brook. Next Thursday will be a drill for students
  - d. 11/1 will be conference night
  - e. Ms. Wettstone requests money from the PAC for a subscription to Reading A-Z (3 Licenses x \$109.95 = \$329.85)
  - f. Ms. Wettstone requests money from the PAC for a subscription to RAZ Kid (16 Licenses x \$94.95 = \$1519.20)

### **Treasurer's Report**

- 1. Review of Treasurer's Report
  - a. Paypal used for online donations - 45 transactions with \$1100 donated (~\$850 less fees).

### **Votes**

- 1. Ms. Wettstone requested for a subscription to Reading A-Z (3 Licenses x \$109.95 = \$329.85)  
Ms. Wettstone requested for a subscription to RAZ Kid (16 Licenses x \$94.95 = \$1519.20).  
Total cost \$1,849.05. Voted and approved.
  - a. Ms. Wettstone has volunteered to give the rest of her principal budget to use for these subscriptions. Approximately \$500 left to give towards this.
  - b. It is was asked for it to be noted that by general membership that this is an administrative cost and should not be the responsibility of the PAC.
- 2. Trahan needs \$817.39 for Guided Reading Library. Lacking some lower levels for the struggling readers for the leveled library. Voted and approved.

### **Committee Reports**

#### **Social**

- 1. Halloween Parade - *Renee Viens & Grace Dipolitto*
  - a. flyers sent home
  - b. blast had flyer and SUG link - WE NEED VOLUNTEERS!!!
  - c. Grace ordered giveaways and supplies
  - d. Ms. Wettstone will post teacher sign up sheet in the lounge
  - e. Need help to set up games
  - f. Grace has Mr. Merry permission for gym equipment
  - g. Mr. Palmer will DJ the event
- 2. Library nights - *Sue Panilaitis*
  - a. Heath Brook night is 10/18 and Trahan 10/25
  - b. Flyers will be going out this week
- 3. Heath Brook Holiday Breakfast - *Christine Flynn*
  - a. Holiday Breakfast will take place on December 10th at the Heath Brook School from 8 - 11 AM.
  - b. The appropriate paperwork has been submitted to the town office requesting the use of the school on this day for the breakfast.
  - c. Instead of asking students to bring in "items" for the basket, they will be asked to send in \$5 to create theme baskets (i.e., A basket for Mom, A basket for Dad, A basket for the Family, A basket for Game Night, A basket for Movie Night, A New

- England Sports Fan basket, etc.).
- d. Waiting to hear back from Santa, but we expect a yes, the same Santa we've had for the past three years.
  - e. Steve Blunt has confirmed he will join us this year.
  - f. Debra Glass at TMHS has been contacted to request volunteers from the senior class (they were so helpful last year).
  - g. Admission will be donations of toiletry items that will be included with the cards that will be created in the art room for our troops. I'll arrange to send donations and cards after the breakfast to troops (more info to come).
  - h. Publicity/Communication
    - i. The hard copy save the dates will be ready to be sent home with students on November 1.
    - ii. Sign Up Genius is ready to be distributed on a weekly basis via the PAC weekly email on November 1.
    - iii. Teacher sign up sheet will be posted in the teacher's room on November 1.
    - iv. The flyers with invites to donate to raffle will be sent home with students on November 10.

## **Fundraising**

1. Read-a-Thon Update - *Christine Flynn*
  - a. Not much to say yet. Have had lots of funding coming in through the online system. All due this week. Hoping to get together on Friday to count.
2. Square 1 Art Update - *Kathy MacDonald*
  - a. Teachers - All artwork needs to be in the office for Wednesday to be mailed out on Friday.
3. Scholastic Book Fair - *Maureen Castiglione*
  - a. Trahan Book Fair started today. All kids get one \$5 book free from the PAC.
  - b. Heath Brook Fair 10/31- 11/3 to match up with conference night.
  - c. Voted to give \$50, in Scholastic dollars, to each teacher for their school libraries (total \$1050)
4. Dine Out Nights Update - *Sue Panilaitis*
  - a. \$250 was made at the Meadowlands Fundraiser on 9/23
  - b. 10/24-26 - Main Street Pizza Dine Out scheduled. We will get 15% of earnings
  - c. McTeacher Night requested for 11/14. Waiting for confirmation from McDonald's
  - d. 12/8 - Wamesit Lanes. This is an early release day and am in the process of arranging a bowling and dine out fundraiser. Heath Brook/Trahan PAC would receive a kickback from either event families participate in that day.
5. Spirit Wear Update - *Heather Crowley*
  - a. Spoke with Jonathan, the printer, regarding options. There will be an online store and paper orders.
  - b. New logo for Trahan was chosen by students. Kids choose the logo.
    - i. Grade 4 students have expressed that the current logo is a bit young looking.
  - c. Two things to consider
    - i. Order shirts in advance during the spiritwear campaign to sell at various events. Request \$600 for start up costs.

- ii. Can we have 2 campaigns - fall and spring? Consensus is yes. Ordering will be ongoing 10/31 through 11/10.
- 6. Box Tops - *Dawn Sandberg*
  - a. Count for Trahan 2664 Box tops (\$266.40) and Heath Brook 3378 (\$337.80). Just over \$600 for the schools.
  - b. What could be used as incentive? Idea of having a trophy/mascot moving from classroom to classroom and announced over the intercom. Each class was given in a small cash prize as determined by teacher. PJ day? Lunch with principal?
- 7. Gift Card Fundraiser - 11/8-11/19- *Sue Panilaitis*
  - a. New this year is offering local vendors. Currently, we have 4 signed up (Wicked Cheesy, Magic Paint Brush and Fused Glass, Capellini's, Allie Cat craft studio and Wamesit).
  - b. Fundraiser will run 11/8-11/19. Gift cards will be ready for distribution by Friday 12/9.
  - c. We are in need of some volunteers to enter the purchases online as well as to help sort gift cards once they arrive. Dates and time will be set up to do this will be set shortly, but if you would like to be part of things, please talk to Sue Panilaitis.

### **Community**

- 1. Coats for Kids - *Sue Panilaitis*
  - a. Boxes are in the foyers and collection has started. Colleen will be collecting coats and bringing to Anton's on Thursdays.
- 2. Town Wide Safe Halloween - *Bridget Garabedian*
  - a. PAC will be participating but need some volunteers and someone to run the event. The event is 10am-1pm, 10/30 at TMHS. Beth Cashman will help.

### **Enrichment**

- 1. Status of enrichment programming - *Dina Callahan*
  - a. Krissy Obie will help with Heath Brook Enrichment. Teachers provided feedback regarding where they are interested in going on an outside field trip. PAC will pick up transportation costs but cost of the actual trip will be passed (admission) to families so that internal programming can still be funded.
  - b. Trahan Enrichment - Grade 3 will have Plimouth Plantation come in (through the cultural grant). Forces at Work and Discovery Museum has a magnet program. Looking to confirm dates.
  - c. Applied for the local cultural grants for Kindergarten's tidal pool program.

### **Co--Chair Report**

- 1. Volunteer Needs & Open Positions

### **Meeting Adjourned 7:46 pm**

**\*\*\*Next PAC Meeting – November 3rd, 6:30pm in Heath Brook Library\*\*\***