

**Heath Brook/Trahan Elementary Schools**  
**PAC Meeting Minutes**  
Wednesday, September 15th, 2016  
6:30pm – Heath Brook Elementary School Library

Present: *Matt Castonguay, Lori Hyland, Christine Flynn, Bridget Garabedian, Sue Panilaitis, Renee Veins, Felicia Wettstone, Maura Mann, Dawn Sandberg, Julie Naughton, Dina Callahan, Eileen Batchelor, Amy Gino, Jennifer Cherubino, Beth Cashman, Christine Mangan, Heather Crowley, Stacy McFadden, Nancy Brothers, Grace Dippolito, Deb Brewin*

**Called to Order: 6:34 pm**

**Votes**

1. Voted to accept June 2016 minutes. Approved.
2. Voted on the proposed 2016-2017 PAC budget revised at the meeting. Approved.
3. Voted to spend \$500 on PAC supplies and \$4500 on school supplies with monies coming from the 2015-2016 budget surplus. Approved.
4. Voted to pay \$1200 for Choose to Be Nice programming separate from enrichment budget. Approved.
5. Voted to provide funds for wipes, sanitizer and tissues for Heath Brook and Trahan's technology classes at a cost of \$200. Approved.
6. Voted to use up to \$1300 of scholastic dollars to purchase a \$5 book for each Trahan student. Approved.

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

1. Thank you to Meghan Laffey and Mike Squires with the help of Paige Impink to update the playground equipment and playground area. Thank you to those who helped spread mulch on the Heath Brook proground and beautify the schools prior to their opening.
2. Mural in the Heath Brook library was completed by Jen Barbati. Thank you to her.

**Principals' Report**

1. Trahan - Mr. Castonguay
  - a. Smooth opening this year at the Trahan.
  - b. New Staff - Mrs. Korslund, Ms. Kuchar, Mrs. Kelley and Ms, Trevor. School Wide instructional aid hired today and will begin the end of September.
  - c. Trahan Summer Reading participation totals - 99% in Grade 3; 97% in Grade 4.
  - d. Received the PARCC scores from last year. Can't go into specifics, but happy with the scores and overall school improvement. Mr. C. will preent detailed look at these scores at a future PAC meeting. State will release the parent reports the end of September, so be looking for them soon.
    - i. New literacy series - *Journeys* is being used this year.
    - ii. New Scholastic benchmarks in reading will correlate with increased focused in reading workshop approach.
    - iii. Leveled library
    - iv. MTSS - MA system of tier support. Students are split up amongst teachers across the grades. There is also a 30 minute in classroom MTSS

- period. Teachers will use the period to provide small group instruction.
- v. Continuing with the Choose to be ice Campaign.
- vi. Classrooms all have digital microscopes thanks to TEF. Auction date is in November. Come support the schools.
- e. A big thank you to Loren Stewart and Jen Koscmiersky for getting the Trahan library up and running.
- f. Plug for school council - need one parent to join.
- g. October 5th - school photos
- h. Parent Coffees - October 14th. 9:30 am

## 2. Heath Brook - Ms. Wettstone

- a. Welcome! Thanks to the PAC for the help this past year. It was successful as a result.
- b. What's New
  - i. Finally got a new driveway in the front loop and new pavement near drop off area; scraped and painted overpass of main entrance.
  - ii. Successfully moved 15 classrooms to accommodate the full day Kindergarten. Now all grades are in specific wings and spaces.
  - iii. There is a new science Lab in Room 13 for use by the school.
  - iv. Now have a leveled library thanks to contributions from the PAC for books as well as funding from the school system.
  - v. Full Time K teachers. Elizabeth Hendsafe and Kim Hynes are new K teachers. Corey Prendable - PM site director.
  - vi. Curriculum wise- have *Journeys* as the new reading program. Seven pallets of materials arrived for the school related to the program.
  - vii. New science kits bought by the Tewksbury Educational Foundation
  - viii. Heath Brook Pride and Joy Shows - there is now a school culture committee looking to make it bigger and better. All teachers will be signing up for a time to show off their students. A mascot appearance would be appreciated.
  - ix. Summer Reading totals - had about 80% total participation. We did have 3 winners for highest class participation: Decarolis (K), Ventura (Grade 1) and Mulloy (Grade 2) were grade winners
  - x. Planning an official playground opening and Mr. T's bench dedication - need to roll it out this year.
  - xi. Field Trips - ready this year to have an off site field trip for all grade levels in addition to on site enrichment.
  - xii. Brain Pop and Raz Kids membership fees about to expire. Will need to present a request to the PAC at a future meeting to request funds.
- c. Looking for school council parents.
- d. September 19th - school pictures

## Teachers' Report

**1. Trahan - Lori Hyland**

- a. Kids are adjusting well and been troopers in spite of the heat. Adjusting to new schedules and routines. Thank you for coming out for Open house

**2. Heath Brook - Deb Brewin**

- a. Kids are adjusting well and been troopers in spite of the heat. Adjusting to new schedules and routines. Open House will be next week.

**Treasurer's Report**

**1. Reviewed of Treasurer's Report**

- a. Starting balance for this year is slightly lower than reported and will be approximately \$24,000. We will need approximately \$32,900 if proposed budget is approved. This will result in a need to fundraise \$24,200 in order to leave money to begin the 2017-2018 school year (Heath Brook / Trahan PAC by-laws state that enrichment budget needs to be left in the account at the end of the fiscal year).

**2. Reviewed reimbursement process and form**

**3. Reviewed budget proposal for 2016-2017 -** Looking to increase the budget by \$10,300 over 2015-2016 budget. Increased field day, enrichment, teacher requests, playground equipment. Added 3 scholarships of \$500 back in this year (cut from the 2015-2016 year).

- a. 2016-2017 budget proposed was revised. Added in Heath Brook summer reading \$200 line item. Voted and approved.

**2015-2016 Surplus Budget Money**

1. Have a surplus of approximately \$5000. Things that could be purchased with this money are new picnic tables, pop up shade tent, an outdoor banner for "Choose to be Nice", purchasing an ice pack vest for the mascot, and outside sign had tracks replaced but need new letters. Voted and approved to spend funds on mentioned items.
2. Choose to Be Nice Campaign- started to promote kindness. Trahan was asked to be a promotional school as it is one of the first schools to implement it. Peer to Peer interaction and random acts of kindness are encouraged with the program; Program includes kick off assembly with a large banner that all students sign, wristband and t-shirts for students and motivational speakers. Works well with open circle program already used at the school. The cost of the program was tied into the enrichment last year. This year asking for funding to be separate. Cost of program is \$1200. Motion to pay for it to be separated from enrichment. Approved..
3. Teacher Requests -
  - a. Mrs. Trevor - asking for wipes, sanitizer and tissues at a cost of \$158 for Heath Brook and Trahan. Voted to give her \$200 to spend for necessary school supplies. Approved.

**Committee Reports**

## Social

1. Halloween Parade - potential change of routine
  - a. Grace Dippolito and Renee Viens will be coordinating this event.
    - i. Budget is \$200 for supplies.
    - ii. Suggestions were tossed out about night time/weekend event; costume/masks; indoor/outdoor event. Will talk to Ms. Wettstone offline.
1. Read a Thon - is a fundraiser that is used to encourage reading at home. Students are encouraged to get pledges. Prizes are awarded to readers, class participation.
  - a. Roll out date last week of September, Reading week is 10/3. Collection will be 10/10. Beth Cashman is offering to help get up and going.
2. Square 1 Art
  - a. Kathy MacDonald will coordinate the program with Christine Mangan. Kids draw a picture that is sent to Square One. Parents can purchase items and the PAC gets a percentage of funds generated through purchases of the artwork.
    - i. Artwork due to the office by 10/12 by teachers
    - ii. 11/1 - order forms sent home to families with a free set of stickers
    - iii. Orders due back at the school by 11/10.
    - iv. Orders arrive by 12/1 with ordering online.
3. Scholastic Book Fairs-
  - a. Maureen Castiglione is running the book fair at both schools.
    - i. Trahan 10/11-10/14 - every year, we try to give one book to every student. In the fall, kids get a book. Heath Brook gets a book in the spring.
    - ii. Need to vote to use scholastic money to use to purchase a \$5 book per student for the Trahan School. Voted and approved.
4. Spirit Wear - Heather Crowley
  - a. Using a new company this year with cost of shirts being between \$5-\$6/ Will implement a one time order process.
  - b. In the process of updating the Trahan logo for this.
  - c. Need to look at potential sale price of shirts, possibly hats, sweatshirts, water bottles, etc. Suggested price of shirts \$10.
  - d. Roll out is suggested to be as soon as possible (October). Would like to consider a future order in upcoming months.
5. Shoparoo & Amazon Smile - Please consider signing up for these programs as they generate money for the schools. Information can be found in the E-mail blast as well as on the Facebook group site.
6. Food Drive - waiting to hear back on the month assigned the schools from the superintendent's office.
7. Plans are to still paint the Trahan Playground. Jamie Galanis is heading this up.

More information to follow.

### **Volunteer Needs & Open Positions**

1. A hand out was passed out listing the volunteer activities and events that are currently planned for the school year. Lots of open lead role positions available. If you see something that looks interesting, please reach out, even if the position is filled as there is help needed in all areas.
2. Open House at the Heath Brook can be used to promote the need for help. The PAC will host a table in the foyer to inform parents of these opportunities.

### **Member Concerns/Information**

1. Need to complete a CORI form in order to volunteer and help in the school or with PAC events. CORI forms can be turned in at either school's office and shared with all schools you volunteer at in Tewksbury .
2. October 11th - next PAC meeting at the Trahan with a 6:30 pm.

**Meeting Adjourned 7:56 pm**