

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

Tuesday, December 6, 2016 6:30pm
Trahan Elementary School Library

Present: *Matt Castonguay, Christine Flynn, Bridget Garabedian, Dina Callahan, Sue Panilaitis, Renee Viens, Nellie Vieira, Cheryl Bartolone, Amy Cason, Christine Mangan, Michelle Bent-Austin*

Called to Order: 6:34 pm

Votes

1. Voted to accept November 2016 minutes. Approved.
2. There are some items that have not been purchased as of yet on the Trahan or Heath Brook giving tree. At the time of the meeting there is one item at the HB, while the Trahan has a few more items (5-7 items). Would like to allocate \$200 to purchase anything not purchased. Approved.

Principals' Report

1. Trahan - *Mr. Castonguay*
 - a. December 15th - musical performance/play TIGER (theater integrating guidance education and responsibility) put on by Plymouth State University, focus on social issues affecting kids like bullying.
 - b. December 16th - Graded 4 Holiday Concert 9:30
 - c. National Geographic Bee for Grade 4 in January. Preliminary competition in the classroom and winners from the class will have a school wide competition
 - d. This Friday, Mr. C. will be attending a training session for the Next Generation MCAS
 - i. During this training, the state will be talking to administrators about changes to the English and Math standards
 - e. Building Committee meeting was held last week. Discussing grade level structures. About 12 different proposals to bring to the Mass School building Authority and then bring to feasibility study once proposals are dwindled down.

2016 PARCC performance review / Review of Next Generation MCASS 2017

1. Presentation *by Mr. Castonguay*
 - a. Trahan is a level 2 school on a scale of 1-5 rating. School and district are rated. We are not meeting our gap meeting goals but are improving just at a slower rate than wanted.

Student Growth Percentile (SGP) - Average growth is considered between 40-60%. Trahan's ELA has always been in the average range from 2011-2016. Math has been in the average for all years except in 2011.
 - b. Composite Performance Index (CPI) - every year between 2011 and 2017 the school needs to close the gap of it's CPI. Currently, Trahan is closing the gap and currently is less than 3 points away from the needed point value in 2017.
 - i. Trahan went up 2.7 CPI points this year in ELA and 3.5 for Math. Showing growth but are on target. With students who have disabilities, growth was also made : 4.4 CPI points this year in ELA and 6.4 for Math. Showing growth. Gap in Math CPI has been closed.
 - c. Trahan grade 3 students are well above the state average in ELA with 70% of

students meeting or exceeding expectations. In math, 74% were performing at or above expectations.

- d. Trahan grade 4 students are well above the state average in ELA with 67% of students meeting or exceeding expectations. In math, 63% meeting or exceeding expectations.
- e. Strategies of how to improve
 - i. Utilize MTSS 45 minute block daily to provide targeted interventions
 - ii. Teacher Common Core Planning Time to review, guide and plan instruction
 - iii. STT - Weekly team meetings to address meeting the needs of struggling learners
 - iv. Collaborating with WestED to provide job embedded professional development in data analysis and differentiated instruction
 - v. Improved use of common and benchmark assessments to promote quality standards based instructions
 - vi. Shift from house-keeping type faculty meetings to professional development activities
 - vii. Co-teaching model
 - viii. Use of Google Drive for data collaboration and tracking
 - ix. Agenda focused weekly special education team meetings.
- f. Next Generation MCAS-
 - i. Will look similar to PARCC - types of questions and format, however, Grade 4 will be taking the assessment online. Grade 3 will be taking it on paper.
 - ii. There will be a longer composition that students will be required to complete. Grade 4 will be expected to write 4 pages (to meet expectations). Grade 3 will need to produce 2 pages of writing.
 - iii. Every Grade 4 student will have a laptop stream. After vacation, every grade 4 class will have their hands on devices to begin becoming familiar with technology.
 - iv. Test will be untimed.

2. Question and Answer session

Teachers' Report

1. Trahan
2. Heath Brook - Mrs. Enos
 - a. Square One Art has gone home.
 - b. McTeacher's night was wonderful! Lots of "kiddos" there. It was a full house!
 - c. Raz Kidz - Thank you. Subscription is up and running.
 - d. There is a sign up genius in the staff room for the holiday breakfast.
 - e. Field Day Meeting with Bridget Garabedian, Mrs. Brothers, and Mrs. Enos.
Pending Ms. Wettstone
 - i. Week of June 5-9th will be field day and will have a rain date.
 - ii. Going to reach out to parents to see if 4-6 parents want to set up, run and "design" the station.
 - iii. Talking about moving to the field so that there is a larger area.
 - iv. Looking for a larger budget. Pending Ms. Wettstone's approval looking to do a Bingo event fundraiser. Perhaps the end of March to host this.

Treasurer's Report

1. Review of Treasurer's Report & Budget
 - a. Cleared up some items from last year.
 - i. \$4500 from Heath Brook has been spent.
 - ii. Specialist funds for each. Nahlik and Merry has spent their \$400 funds.

But waiting for some to get back.

- b. Last year, Heath Brook was giving a \$300 visa gift card (Labels of Education) which was earmarked to pay for Penguin Pride prizes. Unfortunately, through miscommunication money was spent out of pocket and cannot be reimbursed with the visa card. For accounting, the PAC will use the card for our own purchases and will reimburse for the amount of the cards.
- c. Giving Tree - there are some items that have not been purchased as of yet on the Trahan or Heath Brook giving tree. At the time of the meeting there was one item at the HB, while the Trahan has a few more items (5-7 items). Would like to allocate \$200 to purchase anything not purchased.

Committee Reports

Social

1. Report on Library nights - *Dina Mancini*
 - a. Great night. Good turn out. Thank you to the principals for being present.
2. Movie Night at Trahan - *Peg Ricardo & Michelle Austin*
 - a. Looking to get kids to vote in school for what to show in hopes of increasing interest.
 - b. Looking to rent/purchase movie chosen. Perhaps raffle off movie or have it as a door prize.
 - c. Any gift certificates
 - d. Presale of pizza, looking for donations from Walgreens, and using gift cards at Walmart to buy supplies.
3. Heath Brook's Holiday Breakfast - *Cheryl Bartolone*
 - a. All coming together well and in place. Cheryl's sister will dress as the mascot. Volunteers are starting to fill.
 - b. There are 4 high schoolers who are volunteering. They will help with the arts and crafts and face painting
 - c. Lots of donations. Dina has helped with impressive raffle baskets. Nellie Veira got a jersey from Charra signed.
 - d. Need to get start up funds and all is ready to go!
4. Grade 4 Team - *Jamie Galanis*
 - a. Donations have come in;
 - b. Drop off event - Laui with dancing and fun to be had around the perimeter
 - c. Will most likely be fine without a fundraiser - lots of donations from families
5. Field Day Heathbrook - *Sara Brothers*

Fundraising

1. Square 1 Art Update - *Kathy Macdonald*
 - a. Been distributed. \$2200 from the event. Christine Mangan will take it over next year from Kathy Macdonald.
2. Dine Out Nights Update - *Sue Panilaitis*
 - a. McTeacher night in November was a huge success with \$722.93 raised. We are already planning another one on April 25th.
 - b. Wamesit Lanes is hosting a Dine out on the early release 12/8 day.

- Bowling and food earn a percentage back to the schools. Need a paper coupon.
- c. Kyoto is being planned as the Dine Out night in January. It looks like it will be January 25th, but still awaiting confirmation. Christine Flynn will run this.
3. Spirit Wear Update - *Heather Crowley*
 - a. Orders will be in on Thursday. Hoping to have them out to families by next week.
 - b. T-shirt final price was \$5.79. Sweatpants were embroidered rather than screen printed.
 - c. \$1,473 paper sales and \$1,871 websales. 60 Heath Brook T-shirts and 40 Trahan for selling at a later date.
 - d. Will be sold at the Heath Brook Holiday Breakfast.
 4. Box Tops - *Dawn Sandberg*
 - a. Trahan has 788 Box Tops HB has 1,164 total 1952 currently. Another collection of Box Tops will be done this week.
 - b. Box Top Collection papers went home last week, due back on December 20th.
 - c. Winner was at Heath Brook - Mrs. Paradis and Ms. Fagan at Trahan.
 5. Update on the Gift Card Fundraiser - 11/7-11/19- *Sue Panilaitis*
 - a. Cards will be distributed after the meeting tonight and later this week at Heath Brook (6-7:30 Friday night; 9:30-11am Saturday morning).
 - b. \$3206.42 was raised through 118 orders. Over 1,800 cards were sorted and processed by Amy Cason, Loren Stewart, Jamie Galanis, Bridget Garabedian, Julie Naughton, Dina Callahan, Christine Flynn, and Sue Panilaitis.
 6. Holiday Shoppe - *Loren Stewart*
 - a. Grand \$33 profit with \$335.75 in sales opening night. Huge thank you to parent volunteers.
 - b. Holiday Shoppe will be open at the Holiday Breakfast

Community

1. Coats for Kids - *Colleen Saengvanich*
 - a. On going
2. Festival of Trees - *Sue Panilaitis*
 - a. Heath Brook and Trahan Trees are up at the library and look great. Thank you to Dina Callahan for coming down to help decorate them. Kids were incredibly creative and seeing what they shared was interesting.

Enrichment

3. 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
 - b. Grade 1 - Museum of Science traveling workshops booked for 1/30 & 1/31.
 - c. Grade 2 - NE Aquariam Water Properties ; May
 - 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

- e. Grade 4 - Discovery Museum: Sound Waves in process of booking

Co--Chair Report

1. Bylaws for revisions.
 - i. George S. Paul - instead of giving Carte Blanche was as long as he wants but to host until the last student graduates from the Trahan school.
 - b. Will print a copy with edits for next meeting

New Business

1. Fun Run - *Julie Naughton*
 - a. Exploring the idea of a fun run in place of the Move-a-Thon. Looking for help organizing and running this event. Mr. C. has experience as fun run and 5K race coordinator.

Meeting Adjourned 6:56pm

*****Next PAC Meeting – January 10th, 6:30pm in Heath Brook Library*****