

# Heath Brook & Trahan Elementary Schools PAC Meeting Minutes

Wednesday, September 5th, 2018 6:30pm - Heath Brook School Library

**Present:** Bridget Garabedian, Kristiana Obie, Kayla Biagioni-Smith, Julie Naughton, Anna Kaiser, Sara Moncada, Katie Kirane, Joelle Laidlaw, Luan Dang, Sandra McCluckey, Lori Hyland, Davinder Calley, Jennifer Burke, Drew Jordan, Katie Lehman, Heather Bettencourt, Colleen Saengianich, Kim Nadeau, Felicia Wettstone, Jay Harding

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

## **Votes:**

1. Voted to approve June 2018 meeting minutes. Approved.
2. Voted to approve 2018-2019 budget. Approved.
3. Voted to approve the proposed bylaw changes. Approved.

## **I. Welcome and Review of Meeting's Minutes (June 2018)**

### **II. Principals' Report**

#### **A. Trahan - Mr. Harding**

1. Mr. Harding's first PAC meeting as part of the Tewksbury school family
2. Working very hard to create cooling rooms to keep kids safe and hydrated
3. Trahan- fresh mulch, planters, googly eyes for the Trahan letters on the front of the building
4. Open House- September 13th, there will be a notice going home today- will try and streamline this with a similar format as the Heath Brook
5. Mr. Harding uses Remind and they have twitter: @trahantweets

#### **B. Heath Brook - Ms. Wettstone**

1. Thank you for hard work on the building improvements
2. Heath Brook was painted, moved Mr. T's bench to outside of the cafeteria, retaining wall with gardens at the front of the building
3. Superintendent has been in the schools every day taking temperatures, bringing fans, etc. Food services have been supplying ice water for teachers and students all throughout the day.
4. Kindergarten Orientation and Open House- successful, followed the same format as last year- spent time with teachers in their classrooms, took a bus tour, and received a building tour
5. Grade 1 and Grade 2 Open House- September 6th
  - a) 6pm to 6:30pm- information session 1 in homerooms
  - b) 6:30pm to 7- information session 2 in homerooms
  - c) 7pm to 7:30pm- presentations in the cafeteria
6. Ms. Wettstone sent a Smore email out to parents, will be trying new formats to reach out to families
7. Will go down to one Pride and Joy show per month, two class presentations per month, great way to share information. The first one is September 21st. Would like a mascot present.

### **III. Teachers' Report**

#### **A. Trahan- Mrs. Hyland**

1. Thank you for sending in water in reusable bottles.
2. Clear touch board is being piloted at the school- very cool. They have some bugs but are being worked out. Way brighter than a smartboard
3. Don't forget the specialists when sending in tissues and lysol wipes

#### **B. Heath Brook- awaiting PAC representation from the school as the three former PAC**

representatives are passing the baton

#### IV. Treasurer's Report

- A. Review of Treasurer's Report- Julie Naughton
  - 1. We're rolling \$27,359.52 over from last year.
- B. Review budget proposal for 2018-2019- Julie Naughton
  - 1. Added \$1,000 to Trahan enrichment budget, \$630 rolled over for 4th grade celebration, added \$500 to field day budget, \$1,000 for parent night out, and \$2,000 for fee for Boosterthon

#### V. By-Laws

- A. Review of Proposed bylaws and changes- Anna Kaiser

#### VI. Committee Reports

##### A. Social

- 1. Playground Socials
  - a) Trahan Playground Social- Bridget Garabedian
    - (1) Food trucks were looked at- would like to get this for next year
    - (2) Grills?
  - b) Heath Brook Playground Social- Kayla Biagioni-Smith
    - (1) Had a few changes to the event this year- were going to bring in local sporting team so that parents could talk to the organizations- build contacts in the town
    - (2) TSEPEC was also going to get a table
  - c) Both were cancelled due to the weather
- 2. Trahan- Welcome Back Ice Cream Social- Bridget Garabedian
  - a) September 21st date, bring the community together
  - b) Will be asking for teacher volunteers
  - c) Collaborating with Tewksbury Food Services
- 3. Heath Brook- Halloween Event- Anna Kaiser
  - a) Still coming up with ideas for this- help needed for the committee
- 4. Trahan - Halloween Event- Bridget Garabedian
  - a) Similar to last year, will do a Monster Mash in the cafeteria- formed a subcommittee- about 5 people- to help (food, decorations, entertainment, activities, etc.)

##### B. Fundraising

- 1. Dine Outs- Kimberly Nadeau
  - a) Panera, Wednesday, September 19th, 11am to 8pm-- order for lunch, we have flyers created, rapid pick up, a few flyers on hand, mascots available for dinner hours
  - b) Pushcart, October 16th , 4pm to 8pm
  - c) Kyoto, November 5th, donate portion of both food and drinks, no school on the 6th, all day event as well
  - d) McDonalds, November 19th 4pm to 7pm, McTeacher's night- teachers greet the kids, work behind the counter, working the drive thru, Thanksgiving week
- 2. Fun Run- Kayla Biagioni-Smith
  - a) Event is on October 3rd
  - b) New vendor, using Boosterthon will be facilitating the Fun Run this year, the more we raise, the more we get to keep- in Billerica they raised \$34,000
  - c) They do the set up, run a mini program for the week- kick it off with the pep rally, staff come in to motivate the kids, kids create their own website with their families- can fundraise near and far
  - d) Switching to an early Fall event
  - e) Theme is Mindspark Mystery Lab- video to get them motivated, characters and character building

- f) Will also be giving every student and staff member a tshirt
- g) Start the social media push today
- 3. Scholastic Book Fairs- Julie Naughton
  - a) Tentatively scheduled- Trahan is 10/8 to 10/12; Heath Brook is 11/26 to 11/30
- 4. Spirit Wear- Bridget Garabedian
  - a) 10/9 to 10/19 will be spiritwear sales; most likely come in the first or second week of November
  - b) Selling the same items
  - c) Way to donate the Tshirts back to the school- school nurse to manage it, will think about this more
- 5. Parents Night Out- Kristiana Obie
  - a) New event, getting parents to know each other for a social event, teachers are welcome to the event as well, costume contest
  - b) Ticket Sales and raffles
- 6. Box Tops- Kristi Palma
  - a) Submitted for last year- being sent a check for \$1,177.80 all thanks to Box Tops- the next one is due in December. Box Top sheets went home to the HB and will go home to the Trahan. Please write in the teacher's name and students name- teacher's name; sets of 50 you can ziploc them together. Kristi also put in receptacles- little box she will stash them around town to collect them. Market Basket and the Library, the food bank used to do it for us, also looking for ideas to do some prizes, have the teachers do their own contest
- 7. Square 1 Art- Bridget Garabedian
  - a) Design drawing, stickers of what the art looks like and then you can order mugs and whatnot with the child's art on them
  - b) Families love it and want to continue with you- does raise around \$1000 and \$1500, doesn't raise a ton of money but it's sentimental. Huge ask of the teachers so we are grateful to them- will be going out to the teachers in early October
  - c) Have up at the 90s night, open house, etc.

C. **School**

- 1. Kindergarten Orientation & Open House- Anna Kaiser
  - a) Went well, feedback document for next year has been started already
- 2. Welcome Back Breakfast- Anna Kaiser
  - a) Breakfast donations from local restaurants, Welcome Back video- will have an opportunity to send the parents to families, lots of support from families this week to make the breakfast a success

**VII. Volunteer Needs & Open Positions**

- A. Jen Foley nominated to become the Assistant Treasurer for the 2018-2019 PAC year to be voted on at the November Meeting.

**VIII. Member Concerns**

**IX. Meeting Adjourned**

Meeting adjourned at 7:51pm.



## Heath Brook & Trahan Elementary Schools PAC Meeting Minutes

Wednesday, October 10th, 2018 6:30pm - Trahan School Library

**Present:** Bridget Garabedian, Kristiana Obie, Kayla Biagioni-Smith, Julie Naughton, Anna Kaiser, Katie Lehmann, Lori Hyland, Kim Nadeau, Heather Bettencourt, Jay Harding, Sara Moncada, Jen Foley, Kristi Palma, Kim Hynes

**Called to Order:** 6:30pm

### Votes:

- Voted to approve September's minutes. Approved.
- Voted to increase the Heath Brook Halloween Carnival budget to \$500. Approved.
- Voted to move fan purchase of \$232 from Trahan beautification to its own budget line. Approved.
- Voted on Scholastic book fair, each Trahan students get \$5.00 at fall book fair, each Heath Brook student get \$5.00 credit at spring book fair, each Trahan classroom teachers gets a \$50 credit in the spring and each Heath Brook classroom teacher gets a \$50 credit in the fall. Proceeds in the fall will be taken in cash and in scholastic dollars in the spring at both schools. Approved.
- Voted to approve \$100 to pay for the purchase of the Trahan School signs. Approved.

### I. Welcome and Review of Meeting's Minutes (September 2018)

### II. Principals' Report

- a. Trahan - Mr. Harding
  - i. Huge thank you for the Fun Run support- right down to the sliming
  - ii. Great community event and the students and the staff really got into the event

### III. Teachers' Report

- a. Trahan- Mrs. Hyland
  - i. Everyone had a great time, it was a learning curve, but would definitely do this again- it was a fun way to earn money, the kids had a great time and it came at a nice time so it didn't interrupt their curriculum as much- liked this time frame and would not go earlier
  - ii. Watch some of the incentives for next year.
- b. Heath Brook- Mrs. Hynes
  - i. Fun Run was a success, only drawback was the prize part for the kids that didn't get prizes, especially the Kindergarten classes. Actual run was phenomenal.

### IV. Treasurer's Report

- a. Review of Treasurer's Report- Julie Naughton
  - i. PAC purchased 2 ceiling fans for Trahan cafe
  - ii. Taxes are done, to be mailed
  - iii. Raised so much money with Fun Run we don't need any more fundraisers this year to cover budget

### V. Committee Reports

- a. **Social**
  - i. Trahan- Welcome Back Ice Cream Social- Bridget Garabedian
    - 1. Went well, really low key and really fun- nice way to welcome our new principal, and we were thankful for the large teacher turnout, great parent turn out
    - 2. Will still be having one in the Spring
    - 3. thank you to Deb Mugford and Food Services who sponsored the event
  - ii. Library Nights- Bridget Garabedian
    - 1. Heath Brook Library Night: October 3rd
      - a. Nice turn out and teacher turnout- the 2nd grade team was there
      - b. Pride is still at the library- had enough people to be Pride for the night
    - 2. Trahan Library Night: October 17th
  - iii. Heath Brook- Halloween Carnival- Anna Kaiser

1. October 19th, 6pm to 7:30pm in the Heath Brook Cafeteria
  2. New event this year with a lot of parent support and interest
  3. Event includes activity stations (temporary tattoos, fortune teller, corn maze with feel boxes, photo booth, coloring station, DJ, costume contest, guess the candy in the candy jar, etc.)
  4. Sign up genius out for volunteers and item donations for parents as well as teachers and Heath Brook staff
- iv. Trahan - Monster Mash- Bridget Garabedian
1. October 26th, 6pm to 7:30pm
  2. Will be in the cafeteria, gym (stations and activities), Haunted House on the stage- more spread out for more room
  3. Sign up just went out to volunteer and also donate things to the bake sale
  4. Would like teachers to volunteer for the STEAM lab
- v. 4th Grade - Bridget Garabedian
1. October 23rd at 6pm for the next meeting
- b. **Fundraising**
- i. Dine Outs- Kimberly Nadeau
1. Panera- event happened on Sept
    - a. Orders from both schools which was a huge support
    - b. They sent the receipts to corporate and then they tally
    - c. 20% of proceeds
  2. Scheduled Dine Outs:
    - a. Pushcart, October 16th, 4pm to 8pm
      - i. Lots of people excited about! Owner is a Heath Brook parent
      - ii. Show it on your phone or on the flyer
    - b. Kyoto, November 5th, 11:30am to close
      - i. Includes drinks and food- no school the next day
      - ii. Looking to get a few reservations on the hibachi table to make sure that people aren't waiting very long
    - c. McDonalds, McTeacher's Night, November 19th 4pm to 8pm
      - i. Need sizes for teachers for the Tshirts
      - ii. Will confirm with them if we need to bring in flyers
- ii. Fun Run Recap- Kayla Biagioni-Smith
1. \$31,115 at the moment and there is also cash in some of the envelopes
  2. 91% of our students were registered which is one of the highest participation rates
  3. 85% overall pledged from \$5 to just over \$1000
  4. Last year the event raised around \$7100
  5. Curriculum was also used in the classroom and is available all year
  6. We are meeting with the Boosterthon people on Friday and try to keep the time frame
- iii. Parents Night Out- Kristiana Obie
1. Happened on 9/27 - 90s theme
  2. A good turn out for our first adult only fundraiser.
  3. Raised \$998.25
  4. Feedback:
    - a. A weekend night would be better
    - b. A few activities to engage attendees throughout the night (trivia, BINGO, etc.)
    - c. Would love to see more adult events in the future
- iv. Scholastic Book Fairs- Julie Naughton
1. Trahan running this week- 10/9 to 10-12

- 2. Heath Brook the week of 11/26- coincides with teacher conferences
- 3. Rolled out eWallet and it's working well, you can access it around a week before
- v. Spirit Wear- Bridget Garabedian
  - 1. Went home and is on sale until October 19th
  - 2. When it's over how much do we want to purchase towards our stock
- vi. Box Tops- Kristi Palma
  - 1. Sept totals:
    - a. Trahan- Mrs. Valcount, 1409
    - b. Heath Brook- Mrs. Mulloy, 2124
    - c. \$353 for both schools
    - d. Will get the balloons to the schools by the 25th (Certificate was printed out for them by one of the PAC members- we don't know who has the trophy- it's right there on the counter)
    - e. Nov 1st is one of the popular dates- deadline to ship
- vii. Savers FUNDrive- Anna Kaiser
  - 1. Organized by Jill Keenan, who will be renting the UHaul
  - 2. October 26th from 6pm to 7:30pm (same time as the Monster Mash) and October 27th from 9am to 11am at the Heath Brook
  - 3. Volunteers needed to unload the UHaul at the drop off location
- viii. Square 1 Art - Bridget Garabedian
  - 1. Decided to not do this again
- c. **School**
  - i. Welcome Back Breakfast Recap- Anna Kaiser
    - 1. Event went smoothly, everyone loved the video that was created
    - 2. Thankful for the generous support from families as well as businesses who donated
    - 3. Recap document/timeline for events/vendors used created and shared with the PAC Members and principals for future events
  - ii. Enrichment
    - 1. Heath Brook - Kristiana Obie
      - a. \$9500 budget → spent \$6422 → \$3078 remaining
      - b. Preschool/PreK
        - i. Mass Audubon Drumlin Farm: Wild Tales
          - 1. Funded by Community Services
      - c. Kindergarten
        - i. 1/25 - Field Trip: Beauty & the Beast (Greater Boston Stage Company) - \$12 per student
        - ii. 5/15 - New England Aquarium: Tidepools Alive!
      - d. 1st Grade
        - i. 5/14 - Field Trip: Franklin Park Zoo - \$5 donation
        - ii. Still figuring out in-house enrichment
      - e. 2nd Grade
        - i. 1/31 - Field Trip: Junie B. Jones (Greater Boston Stage Company) - \$12 per student
        - ii. 3/12 - Helen Keller Presentation
      - f. Whole School
        - i. 2/15 - Johnny the K
        - ii. Drum-azing (both schools and after school teacher presentation) in the process of being booked.
        - iii. Author visit being planned by Ms. Callahan (\$1000)
    - 2. T - Bridget Garabedian on behalf of Dina Callahan

- a. The Arts and Enrichment budget this year is \$7,000. The estimated cost for transportation for field trips is 2250.00.
  - b. 3rd grade
    - i. Has not decided on the field trip this year
  - c. 4th grade
    - i. 1/24/18 to the Stoneham theater to see Annie (teachers will send home all details)
  - d. Whole School
    - i. Drum-Azing has been booked as a whole school event for 1/23/18 and the estimated cost is \$1,200.00.
    - ii. We are researching another whole school program-The Steam Museum which cost is \$1295.00 but has not been booked.
  - e. We will applying for the Yellow School Bus grant, and if approved will receive \$250.00 towards transportation costs. We will also try to apply for the Local Mass Cultural Council grant if a program that fits the criteria is chosen (deadline Oct. 13)
- iii. BOKS - Kristiana Obie
    - 1. Looking to hold a meeting in November to discuss how the program will run this year.
      - a. 12 week program from January 5th until April 4th
    - 2. Mr. Armano is interested supporting/helping
    - 3. Heath Brook
      - a. Christine Gunzburger volunteered to be the lead trainer and received her certification
      - b. Sarah Lafreniere and Kim Nadeau are both BOKS certified and offered to co-lead
      - c. 2 volunteers to assist at this time.
    - 4. Trahan
      - a. No certified lead trainers at this time
      - b. Melanie Goodwin has expressed interest in helping out.
      - c. Will need more volunteers and a lead trainer to get the program running.

d. **Community**

- i. Anton's Coats for Kids- Colleen Saengvanich
  - 1. Boxes are set up for Friday and will be posting updates on Facebook
  - 2. This year they are collecting adult jackets as well as children's jackets
  - 3. 10/15 to 1/6
- ii. Safe Halloween - Kayla Biagioni-Smith
  - 1. 10/28 that the Police put on and we will have a PAC table
  - 2. Lots of tables set up outside
- iii. Treats for "Troops" - Kayla Biagioni-Smith
  - 1. We have done this every year after Halloween- standing out at the bus loop so parents do not need to bring their candy in, in the past the PAC has sent the candy to treats for troops but many times you can't send chocolate
  - 2. Kayla's husband is deployed and they will try to send it to his unit and she can send it shipping for free through RFRG and we know it's going to troops

**VI. Other**

- a. Trahan School signs

**VII. Volunteer Needs & Open Positions**

- a. Jen Foley nominated to become the Assistant Treasurer for the 2018-2019 PAC year to be voted on at the November Meeting
- b. Heath Brook School Council looking for a K parent and a 2nd grade parent

**VIII. Member Concerns**

**IX. Meeting Adjourned, 7:56pm**





## Heath Brook & Trahan Elementary Schools PAC Meeting Agenda

Wednesday, November 7th, 2018 6:30pm - Heath Brook School Library

**Present:** Bridget Garabedian, Kayla Biagioni-Smith, Julie Naughton, Anna Kaiser, Kim Hynes, Jen Foley, Heather Bettencourt, Dominic Hamilton, Lori Hyland, Jennifer Burke, Colleen Saengvanich, Kimberly Nadeau, Janice Espinoza, Kristiana Obie

**Called to Order:** 6:29pm

### Votes:

- Voted to approve October's minutes. Approved.
- Voted to increase the Penguin Pride and Joy show budget by \$130. Approved.
- Voted to create a line item for a budget for an Emergency Book Fund for both the Heath Brook and the Trahan school for \$300 for both schools. Approved.
- Voted to elect Jennifer Foley as Assistant Treasurer for the 2018-2019 school year.
- Voted to create a line item for the Festival of Trees for \$100 for the Heath Brook and Trahan. Approved.

### I. Welcome and Review of Meeting's Minutes (October 2018)

### II. Principals' Report

- a. Heath Brook - Ms. Wettstone
  - i. Report cards coming home November 16th
  - ii. November 27th is parent/teacher conferences from 6pm to 8pm
  - iii. Next week is American Education Week to invite families to open classrooms, each grade level has a different time. Excited to welcome families in for hands on learning, they do ask that no younger siblings attend- would like feedback after the event happens
  - iv. CORI checks- there have been a few celebrations happening where parents were confused with the checks
    1. PAC can send this on the newsletter
    2. Principal Wettstone can also send a smore out

### III. Teachers' Report

- a. Trahan
  - i. Teacher Conferences will be November 28th- notices will be going home and it by appointment only, you will be given an assigned time

### IV. Treasurer's Report

- a. Review of Treasurer's Report- Julie Naughton
  - i. Vote for an emergency book fund- \$300 for both schools
  - ii. Received a grant from the Local Cultural Council for an enrichment activity from two years ago amounting in \$500
  - iii. Applied for the Yellow School Bus grant for both schools for \$250 each
  - iv. Budget overages on Halloween events were due to pizza start up cost.

### V. Special Orders

- a. Vote for Assistant Treasurer Position
  - i. Voted to elect Jennifer Foley as Assistant Treasurer for the 2018-2019 school year

### VI. Committee Reports

- a. **Social**
  - i. Library Nights- Bridget Garabedian
    1. Went well this year, can think of things to add for next year
      - a. Larger crowd for the Heath Brook and smaller crowd for the Trahan
    2. There is a new children's librarian so we can ask her ideas

3. Free homework pass is a big draw
- ii. Heath Brook- Halloween Carnival- Anna Kaiser
  1. Event was very well attended, every nook and cranny was filled with people, which was unexpected
  2. Kids enjoyed themselves
  3. Space was too condensed in one area, next year we will branch out
  4. Stage and maze- PreK to Grade 2 is a large age gap; will give a ticket for next year
  5. We are open to ideas next year for ways to improve on the event
  6. Food truck was a hit
  7. High School volunteers were a huge help
- iii. Trahan - Halloween Event- Bridget Garabedian
  1. Event was more spaced out- there were activities in the gym
    - a. Since it was spread out, it was harder to end the event this year
  2. Would give tickets out for the stage activities as well
  3. Joe Yennaco had a good idea of reading ghost stories in a spooky setting
  4. it was STEAM week so Mrs. Lovegold did a bunch of science activities
  5. Photo booth look at changing the location of this next year
  6. Try to coordinate with the Heath Brook with decorations
  7. Couldn't get any tables because of the Applecrest Fair
- iv. Heath Brook Winter Bazaar- Kayla Biagioni-Smith
  1. Sat 12/8 from 11-1
  2. Event planning is underway. First meeting with volunteers took place on 11/4.
  3. Santa (12:15pm to drive everyone to the cafeteria- read a story on the cafeteria stage, collect letters, ride away on a fire truck) and Magician (11:30am to 12pm) are booked.
  4. SUG will go out this week on FB and will be in the weekly email blast. Looking for craft supplies, decorations and other festive contributions. Also looking for a chair for Santa.
  5. Food... TBD
  6. Community/collaborative Art Project "Art for All" - TBD
  7. We are hoping for some High School volunteers (can dress in the elf costumes)
  8. Use a green screen for the photos
- v. Penguin Patch
- vi. 4th Grade Celebration
  1. April 5th chosen for the evening drop off event at the Trahan School, this will be theme off of the Greatest Showman
  2. Meeting on November 13th at 6pm for 4th grade parents to pull together an entire group
  3. Principal Harding asked that the same parents be involved in the move up day for 4th grade
  4. One committee work on night time activity and one committee work on the day time activity
- vii. BOKS- Kristiana Obie
  1. 8 week program; 12 weeks is too long of a commitment for volunteers. Most likely Jan to March.
  2. Trahan
    - a. Currently no volunteers
    - b. If there are no volunteers then the program will not run
  3. Heath Brook
    - a. 3 certified trainers and 2 possible volunteers at this time
    - b. No pre-k this year

b. **Fundraising**

- i. Dine Out Recap- Panera, Pushcart, and Kyoto- Kimberly Nadeau
  1. Scheduled Dine Outs: McTeacher's Night at McDonalds, November 19th 4pm to 7pm
  2. Panera figures came in, we raised \$319.64 but we're double checking on this amount
  3. Pushcart event went well in 4 hours we raised \$258
  4. Kyoto went well, the promoted it out for us, to mention it if anyone goes
  5. McTeacher's night, we have a lot of sign up for teachers with their T-shirts
  6. Really like using the local establishments- going to wait until March to run the next one
- ii. Fun Run Rebooking- Kayla Biagioni-Smith
  1. Fun Run is booked for 2019
    - a. 10/4-10/16: run will be on October 16th
    - b. it's a week later- week of Columbus Day so we get an extra weekend for the fundraising
  2. Plan incentives for next year in advance - plan it into the day- so nothing is missed.
- iii. Scholastic Book Fairs- Janice Espinoza
  1. Nov 26th & Nov 28th during library times and the night of teacher conferences during the night of November 27th: Week after Thanksgiving- last year's goal was \$4000 looking to run \$5000 for the goal
  2. E-wallet: parents can put money on the account with a barcode and we can scan the money- eliminates cash and checks and losing money
  3. All for Books- envelope that will ask for \$1 that will give us money to give teachers books, etc. Scholastic matches this and it goes out to other nonprofits, children's hospitals, etc.
- iv. Spirit Wear- Bridget Garabedian
  1. Great campaign so far, will get everything back by November 16th
  2. Did not order any more from out back so we will revisit our stock for the spring
- v. Box Tops- Kristi Palma
  1. Winners for Oct:  
Trahan - O'Meara  
HB - Bancroft
  2. Announced next Friday at the Pride Show
    - a. Heather volunteered for next Friday the 16th, Bridget to assist her into suit
- vi. Savers FUNDrive Recap- Anna Kaiser
  1. Ran by Jill Keenan- Brought in 1170lbs, which was under the goal of 2500lbs- did need to cancel the Saturday pick up because of the weather so this affected totals
  2. Total was \$75 (for truck rental), \$58.50 (tax difference between NH and MA) and \$234 (actual money made) minus the cost of the U Haul rental \$84.35- we made \$283.15
  3. Kayla is planning to run another event this Spring

c. **Community**

- i. Anton's Coats for Kids- Colleen Saengvanich
  1. Collected 24 coats so far
  2. Only takes just coats
  3. Expecting more coats around the Christmas time
- ii. Treats for Troops- Kayla Biagioni-Smith
  1. Currently 400lbs of candy

2. North Street asked to combine candy with us, picking up from them on Friday potentially
  3. Works closely with Pease Greeters- they will take some (everything in gallon size ziploc bags- but do not take full size
  4. There is a local dentist that takes \$1 per pound and he will take everything else and ship it to the troops- he will take any addresses that we have
- iii. Festival of Trees- Bridget Garabedian & Kristiana Obie
    1. Trahan
      - a. Reached out to one volunteer who expressed interest, have not hear back
      - b. In years previous we tied it back to a book, so this may be an idea for this year
      - c. Will be the 3rd and 4th graders decorating the tree
    2. HB
      - a. Sent an email to volunteers who signed up. No one has volunteered to set up the tree. Still looking for a volunteer(s) for one of the dates below.
        - i. Saturday, November 24th 10am-4pm
        - ii. Sunday, November 25th 1pm-4pm
        - iii. Monday – Wednesday, November 26th– 28th 10am-8pm
        - iv. Thursday & Friday, November 29th & 30th 10am-4pm
      - b. Anyone want to donate an old christmas tree?
      - c. 2nd grade students will be asked to make/decorate popsicle stick snowflakes for the tree
        - i. Popsicle sticks have been ordered
        - ii. Directions have been outlined
        - iii. Packets will go home possibly next week
  - iv. Giving Trees- Bridget Garabedian
    1. We have a Heath Brook volunteer to help- we will disseminate information.
    2. Waiting to speak to the Trahan volunteers
  - v. Safe Halloween
    1. We set up a table here, set up the Face-in-a-Hole
    2. Jennie Welch wants to partner with us on future events
    3. It was really well attended
    4. Thank you to Heather for the 'touch and feel' cans

**VII. Member Concerns**

- a. The Elementary School Building Committee will be holding an upcoming information sessions on 12/6 at Town Hall starting at 6:00 pm.
- b. There is a group Friends of the New Elementary School Building that our community members can choose to join- more details to follow at a later date

**VIII. Meeting adjourned at 7:57pm.**



## Heath Brook & Trahan Elementary Schools PAC Meeting Minutes

Tuesday, December 4, 2018 6:30pm - Trahan School Library

**Present:** Bridget Garabedian, Kayla Biagioni-Smith, Julie Naughton, Anna Kaiser, Jen Foley, Kristiana Obie, Kimberly Nadeau, Lori Hyland, Dan Post, Jay Harding, Sue Panilaitis, Janice Espinoza, Kristi Palma, Heather Bettencourt, Tricia White

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

### Votes:

- Voted to approve November's minutes. Approved.
- Voted to increase the Trahan Enrichment by \$1,000. Approved.
- Vote to submit the 2019 Spring Calendar pending Principal approval. Approved.

### I. Welcome and Review of Meeting's Minutes (November 2018)

- a. Vote to Accept meeting minutes

### II. Principals' Report

- a. Trahan - Mr. Harding
  - i. Thank you from Boosterthon- dropped off notebooks for us
  - ii. Trahan School Play
    1. 82 students tried out for the play- they decided to do two shows and split the cast so students have more opportunities up on stage
    2. Peter Pan will be performed
    3. Starting in earnest in January to start practicing
    4. March 21st and 22nd will be the performances- technical rehearsal on Wednesday
    5. Everyone is really excited and there is a nice buzz at the school and around town
  - iii. 12/8 is the TEF day at Barnes & Nobles from 10am to 3pm
    1. Two teachers from the Trahan are participating

### III. Teachers' Report

- a. Trahan- Mrs. Hyland
  - i. MCAS awards tomorrow evening 12/5 for their performance on the Spring '18 testing
  - ii. Mrs. Hyland's students do a Polar Express show on the morning of 12/20 for their parents- with a dress rehearsal and then a taping if parents cannot attend

### IV. TSEPAC Report Update- Dan Post

- a. Last week there was a joint Wilmington and Tewksbury presentation at Wilmington High School from Federation for Special Education- spoke about IEPs- if they have children on a 504 or an IEP because there are a lot of resources out there for families, so please reach out to the Special Education PAC
  - i. Lots of information was given out
  - ii. Will be looking to post this at on the TSEPAC Facebook page
- b. Can put it in the newsletter, on the HBTPAC Facebook page, and meeting dates on the HBTPAC website calendar
- c. Tomorrow night there is a financial planning workshop for LifeLinks in Chelmsford
- d. January meeting has a ADHD/ADD speaker

### V. Treasurer's Report

- a. Review of Treasurer's Report- Julie Naughton
- b. Trahan Budgeting
  - i. Trahan Enrichment Budget

1. Started out with a budget of \$7,000 and we are splitting Drum-azing with the Heath Book.
2. Drawbots are coming to the Trahan- they applied for a grant with the Massachusetts Local Cultural Council, so we should assume that we will be paying the entire cost of \$3000.
3. We have paid for buses in the past, families have paid for admission- we applied for a Yellow School Bus grant but do not know if we have received it
- ii. Principal Harding has asked for an entire school event for both grades for \$1500
  1. To cover the extra program it will be around \$700 voted to increase the Trahan enrichment budget by \$1000 to ensure we can cover all events
- c. Heath Brook Teacher Horseshoe Table
  - i. The table cost is \$343 (without tax or shipping)- we decided to reimburse for the total cost of the table

**VI. Spring Calendar of Events**

- a. Went over Spring 2019 Event Calendar

**VII. Committee Reports**

a. **Social**

- i. Heath Brook Winter Bazaar- Kayla Biagioni-Smith
  1. Event scheduled for Saturday 12/8 11am-1pm. We are within budget and ready to go.
  2. Confirm w/ facilities setup on Friday evening and early Saturday
  3. Entertainment is booked and confirmed (DJ, Magician, Pride, Santa w/TFD- will read "The Night Before Christmas", special Grinch guest)
  4. Could use more parent volunteers to run stations
    - a. Caf: welcome, Photo ops (2), Coloring/thank yous
    - b. Gym: Community Art (2), bake sale
    - c. Hall: Letter to Santa, crafts, face paint tattoo, reindeer food
  5. Teacher presence to assist some stations
  6. TMHS volunteer 4-5 students
  7. Bake sale is full - 15 participants
- ii. BOKS - Kristiana Obie
  1. Met with Mr. Armano to review what equipment is available and identify any items that need to be purchased
    - a. He is very excited to help support the program
  2. HB - Lead trainer Christine Gunzburger, Trainer Sarah Lafreniere, Trainer Kim Nadeau (she has 5 or 6 volunteers today)
    - a. Grades K to 2 at the Heath Brook
  3. T - No lead trainer or volunteers at this time- had one person who asked for more information
  4. Anticipated start date at HB 1/8; every Tuesday and Thursday from 7:45-8:25am; End date 3/7
  5. Meeting tomorrow (12/5) to discuss logistics
- iii. Trahan Holiday Movie Night- Bridget Garabedian
  1. 12/14- 6pm-7:30pm, Elf the Movie, PG will have consent/permission sign up in lobby. We are trying to offer popcorn (hoping to get donated) and hot cocoa and candy canes. Requesting small budget for these items.
  2. Seeking 2 people to help at the event who can commit to getting there early and serving during the event. Also need one person to pick up popcorn day of the event.
  3. Kids can come dressed in appropriate pajamas and bring a blanket to sit down

b. **Fundraising**

- i. Dine Out Recap- Kyoto and McDonalds- Kimberly Nadeau

1. Kyoto was on November 5, 2018 it raised \$500
  2. McDonalds was on Monday, November 19, 2018- still awaiting final amounts- but the event was packed the entire time
  3. Will take the holiday season off from doing Dine Outs and will start up again in February or March
- ii. Scholastic Book Fairs- Janice Espinoza
1. November 2017 we \$4,388.85 for the Heath Brook, our sales goal for this year was \$5000, our actual total was \$5,683!
  2. Also ran 'All for Books' and we raised \$588.70
    - a. Scholastic matches this amount and donates it an organization- nice way for us to give back to the community- will look at doing this in the Spring for the Trahan
    - b. Added 20 new books for the Heath Brook Library as well as not take out as much for Scholastic Dollars-- you have to use the money for the book fair so gave some money for teacher credits and then the library volunteers picked out some of the book
  3. Gave out prizes for 'Got Caught Reading'- the week before the Book Fair the teachers gave out tickets for reading
    - a. Picked three winners from each grade
    - b. Free book, bookmark, pencil for the prizes
  4. Thank you to Janice for all of her hard work for coordinating the Book Fair!!!
- iii. Spirit Wear- Bridget Garabedian
1. The gentlemen we work with is very nice- Treasure Tees- has an online site as well as allowed for paper orders.
  2. Multiple issues with orders this campaign. On the side of our parents/the orders at time of their being placed. Mistakes made, accidents, corrections, requests for changes, late requests. Would like to re-evaluate for Spring. We could either stay with current distributor as he is responsive but seemingly the issue may be that we are offering paper and online ordering to be more flexible, we could offer only online ordering and all correspondence go through him directly. Currently our price points are low which is why it will be nice to stay with him.
  3. Will have all correspondence go through him and go online.
  4. Would like to change the Trahan logo. Two reasons, our sales and interest are low at Trahan and it may be related to the logo, would like to eliminate the Tiger we currently use. This will also allow us to use any distributor for spiritwear moving forward if we choose to change or order any item with the logo printed.
- iv. Box Tops- Kristi Palma
1. December sheets
  2. November 3,122 Box Tops for \$312.20
  3. Trahan- Mrs, Frost
  4. Heath Brook Mrs Hynes
  5. \$920.10 for the school total for three months- will get a check in December- for over \$1500 which is the remaining balance from last year and also in September
  6. Next check will be in April
  7. December 21st is the next Pride and Joy Show- will deliver balloons for both schools on the 20th
- v. Calendar Raffle- Julie Naughton
1. Dina Callahan has been working on getting gift cards for the Sunday prizes
  2. Will sell calendars in January and pull names in February- you get a cash prize and on Sundays you also get a giftcard

3. Flyer will go out the first week we get in school to sell in January
4. Calendars are \$10 each
- vi. Paint Night- Tricia Bergamo White
  1. January 31st at 7pm at TJ Callahans with Magic Brush Pottery & Fused Glass to fundraise for the 4th grade 'Evening Carnival' event
  2. Choice to paint either one glass for \$25 (PAC receives \$10) or two wine for \$30 (PAC receives \$15)
    - a. Choice between a wine glass, stemless wine glass, beer glass, or martini glass
  3. Donations from people for raffle baskets
  4. Online signup with a deposit to reserve their spot- only 60 spots available
- c. **Community**
  - i. Anton's Coats for Kids- Colleen Saengvanich
    1. As of today there has been 74 donations so far this year, I think that's the largest I've seen in a long time, most of them are under the HB account. I've only put a few under Trahan.
  - ii. Tewksbury Food Pantry- Anna Kaiser
    1. Running the month of January
    2. Potential for a representative to come into each classroom at the schools to do a mini presentation on the food drive, waiting to hear back
    3. Items needed are on their website (non perishable)- they really need jarred spaghetti sauce as they are not getting as many donations as they used to
    4. Called Market Basket and we will be borrowing 4 shopping carts from them (after the Christmas holiday) so each grade will have their own cart in the lobby to drop off food
    5. We will have a grade level competition where every Friday the number of cans are counted and then tallied- each grade will have a 'thermometer' to mark how many items were brought in
    6. Will put together a trophy and then will think up something for the winning grade- indoor recess? pajama day? movie day?
  - iii. Festival of Trees- Bridget Garabedian & Kristiana Obie
    1. HB tree was set up 11/25 - larger tree than anticipated but looks good.
    2. Trahan tree was set up 11/25 - STEAM themed with Robots decorated by the 3rd and 4th grade students. Huge Thanks to Heather Lindonen Bettencourt and Colleen Saengvanich. Great team work. If you visit please take a photo and post to instagram or fb and hashtag #tpltrees18
  - iv. Giving Trees- Bridget Garabedian
    1. HB - Sign Up Genius has been shared, Rene Langlois has coordinated, tags in lobby on tree for gift cards to supplement items requested. please have unwrapped gifts and gift cards delivered by 12/14.
    2. Trahan - gift card tags are in the lobby and currently any gift cards of any denomination will be accepted for families until 12/18.
  - v. Birthday Book Club
    1. There has been less interest the last couple of years and people don't seem to understand the program so we want to change it to a Book Drive
    2. Instead we'll do a month long collection to coincide with read across America week. We'll keep it similar, we'll still have kids names in the books

**VIII. Volunteer Needs**

**IX. Member Concerns**

**X. Meeting Adjourned at 7:58pm**

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







## Heath Brook & Trahan Elementary Schools PAC Meeting Agenda

Thursday, January 10, 2019 6:30pm - Heath Brook School Library

**Present:** Bridget Garabedian, Kayla Biagioni-Smith, Julie Naughton, Anna Kaiser, Kristiana Obie, Lori Hyland, Kim Hynes, Kimberly Nadeau, Janice Espinoza, Colleen Saengvanich, Katie Lehmann

**Called to Order:** 6:32pm

### Votes:

- Voted to approve December's minutes. Approved.
- Voted to spend up to \$220 for a library for a rolling bookshelf. Approved.
- Voted to spend \$100 on gift cards for two families who have had a death in the family. Each family will receive a \$50 gift card. Approved.

### I. Welcome and Review of Meeting's Minutes (December 2018)

- a. Vote to Accept meeting minutes

### II. Teachers' Report

- a. Trahan- Mrs. Hyland

- i. Term is ending very soon- kids have been benchmarked at reading levels and at the end of the month they have to take a Scholastic benchmark test. 3rd graders this week wrote their first 5 to 7 paragraph assignment for the MCAS
- ii. Update on Mr. Harding
  1. Tomorrow they are sending a care package with cards to Mr. Harding
  2. The teachers sent food- they delivered calzones to his family
  3. The PAC will be making a video for him with photos and videos to be put together by Anna Kaiser
- iii. Mrs. Mulno's pencil project at Donor's Choose was fully funded- every classroom received a couple packages of the pencils they needed. Thank you to those who donated!

- b. Heath Brook- Mrs. Hynes

- i. Kindergarten Field Trip coming up soon
- ii. Report cards will be sent out in February
- iii. Middle of the year testing is happening now
- iv. Question RE: the request process for PAC funded supplies- If someone needs materials they should send us an email at the PAC, we have a form near the office as well for requests

### I. TSEPAC Report Update- Janice Espinoza

- a. Next Thursday (1/17) night a training for ADHD essentials at TMHS
- b. Update on a new facility in Tewksbury called Blue Wave Recreational for children with disabilities. <https://www.bluewaverecreation.com/> Kids can tour the building which is really amazing for children- turf fields, basketball court, art studio, media lounge, yoga studio. Children do need to go with a parent or guardian.

### III. Treasurer's Report

- a. Bought a \$50 gift card for Roberta who runs the cafeteria at the Heath Brook
- b. Sent a flower arrangement to Mr Harding
- c. Maureen Castiglione asked for a new rolling shelf for the Heath Brook Library
- d. We have had two deaths in the Heath Brook & Trahan families so we would like to send each family a \$50 gift card.

### IV. Committee Reports

- a. **Social**

- i. Heath Brook Winter Bazaar Recap- Kayla Biagioni-Smith

1. Overall positive experience with many happy attendees.
  2. Came in under budget - spent about \$830 (supplies, Magician, Santa) and brought back \$370 from the bake sale.
  3. Huge thanks to our parent and teacher volunteers! Everything went pretty smoothly and overall a successful event.
  4. Post event survey sent out in email blast and posted to FB. Only about 15 responses. Good/useful feedback. (Can attach to minutes)
  5. Pros: by far people liked the layout the most. Other tips include Santa, the Grinch and activities. Cons: some missed old layout and seeing the staff serve breakfast. Some asked for more food options.
- ii. Trahan Holiday Movie Night Recap- Bridget Garabedian
    - a. Such a fun event. Very good participation. Lots of volunteer help.
    - b. Mr. Harding was so helpful with the AV equipment, no issues this year with running the movie.
    - c. Hot Cocoa/marshmallows and popcorn all were good snacks. Several families brought in food from home or take out (not pizza).
  - iii. BOKS - Kristiana Obie
    1. Starting Tuesday 1/15 at HB- have a new lead trainer and received new equipment this year
    2. Not running at Trahan due to not enough volunteers
  - iv. Read Across America Week- Kristiana Obie
    1. 2/25 - 3/1 Dress up week leading up to Dr. Seuss' Bday on March 2
    2. Looking into a potential read-a-thon; grade level competition
    3. Author Visit on 2/26 at the Heath Brook for the whole school - Jef Czekaj
  - v. Bingo for Books- Anna Kaiser
    1. Event scheduled for Friday, March 1, 2019 from 6pm to 8pm
    2. First volunteer meeting will be on Monday, January 28, 2019- we have about 8 people that expressed initial interest in helping with the event
    3. Janice Espinoza has gotten around 100 books that will be donated; Friends of the TPL has donated around 25; Anna has also reached out to Savers to secure additional donations (Nashua Savers has replied that they can reserve around 300 books for us, will know definite amount in about a week)
  - vi. Lowell Riverhawks Game- Julie Naughton
    1. Flyers have gone home, they're due back 1/25, we've had 74 tickets bought so far
    2. Date of the event is February the 22nd (Friday of February Vacation Week)
  - vii. Science Night- Bridget Garabedian
    1. Planned for Wednesday, April 10th at the Trahan
    2. Mrs. Levgold our STEAM Lab teacher is participating in the running of the event this year. Working out the logistics and how we will incorporate community participation. Putting together a team now to start working on the event. If anyone is interested please reach out, we need lots of participation to plan this event! Especially if Science is a strong interest
    3. Similar plan to what has been done in the past- will be a lot of work and outreach to have groups come in. Need a lot of support from the community
    4. Would like to use a lanyard this year so that kids can get this punched
- b. **Fundraising**
- i. Dine Out Recap- Kimberly Nadeau
    1. Teacher's Night at McDonalds: Total raised \$789.96- it was packed
    2. Next Dine Out night will be planned for March- will be reaching out to Wicked Cheesy, potentially do Bobby and Jacks Memphis BBQ, Anthony's or Main Street for takeout, etc.

- ii. Box Tops- Kristi Palma
    - 1. Box Tops paid \$1,527.10 on December 19th
    - 2. Dec Totals
      - a. Heath Brook: 463 collected- Mrs. Hynes
      - b. Trahan: 420 collected- Mrs. O'Meara
    - 3. Next Pride & Joy show is January 25th so Kristi will drop off balloons on January 24th
  - iii. Calendar Raffle- Julie Naughton
    - 1. Flyers have gone home and should be back by January 28th, but we will accept late raffles but you will have less chances to win
  - iv. Paint Night- Bridget Garabedian & Tricia White
    - a. January 31st, flyers are out- proceeds will go towards 4th grade end of year events. Painting glassware.
    - b. Please sign up if you wish to attend so our host knows how many glasses to bring. Event holds 60ppl, we will have lots of raffles. Food and drink available for purchase from full menu.
    - c. 4th grade group has been meeting to discuss events for end of year. Hoping to get permission for photo waivers for yearbook home soon.
  - v. Square 1 Art- Bridget Garabedian
    - a. Christa Clement Richard will be coordinating the program and is looking at dates, hopeful it will roll out for distribution before Mothers day.
- c. **Community**
- i. Anton's Coats for Kids Recap- Colleen Saengvanich
    - 1. Final donation days were Thursday the 3rd at the Heath Brook and Friday the 4th at the Trahan
    - 2. Done for the year!
  - ii. Tewksbury Food Pantry- Anna Kaiser
    - 1. In full swing- donations currently happening- tallies are being done every Friday and announced before the end of the school day. Currently we have over 800 items donated- as of Tuesday we were at:
      - a. Kindergarten- 182
      - b. 1st grade- 202
      - c. 2nd grade-256
      - d. 3rd grade-97
      - e. 4th grade-106
    - 2. Additional 4 carts secured from Market Basket- will be giving them back on February 1st
    - 3. Ray Bowden will be attending both schools and giving a presentation on the pantry on the following dates and times:
      - a. Trahan: January 17th- TBD but doing classroom visits
      - b. Heath Brook: January 18th
        - i. Grade 2: 9am to 9:15am
        - ii. Grade 1: 9:15am to 9:30am
        - iii. Kindergarten: 9:45am to 10am
  - iii. Festival of Trees- Bridget Garabedian & Kristiana Obie
    - a. Trahan: robot themed tree was fun for the kids and unique idea. Robots will be repurposed at Science Night. Thanks to Colleen and Heather for their hard work.
    - b. Heath Brook: 2nd grade team- seemed to run smoothly, library staff was extremely thankful for our participation.
  - iv. Giving Trees- Bridget Garabedian

- a. Heath Brook: PAC supported the program with promotion and setting up the tree, all items requested by families were gifted by our HB families. Very successful drive this year. Thanks to Rene Langlois at the school for all of her dedication and hard work on this every year.
- b. Trahan: gift card donations were distributed to families in need during the holidays. Coordinated by the school nurse and Mr. Harding.

d. **School**

- i. Enrichment- HB Kristiana Obie & T Bridget Garabedian
  - a. Heath Brook:
    - i. Drumazing will be in the school on Jan 22 & 23 and teacher component (January 25th)
    - ii. Jan 25th: K field trip - Beauty and the Beast Greater Boston Stage Company
    - iii. Jan 31st: 2nd grade - Junie B. Jones Greater Boston Stage Company
    - iv. Feb 15 - Whole School Assembly: Johnny the K
    - v. Mar. 5: Pre-k Enrichment - Wild Tales; Mass Audubon
    - vi. Mar. 12: 2nd grade in-school enrichment - Helen Keller
    - vii. Mar 29: 1st grade in-school enrichment - Sound; Acton Discovery Museum
    - viii. May 14: 1st grade field trip - Franklin Park Zoo
    - ix. May 15: K in-school enrichment - Tide Pools; New England Aquarium
  - b. Trahan: upcoming programs
    - i. Drumazing will be in the school on Jan 24th and also be offering a component of teaching with the teacher component on the 22nd
    - ii. Drawbots: scheduled by Mr. Harding for February, grant will cover portion of program. All school, students will create robots that draw.
- ii. Kindergarten Information Night- Anna Kaiser
  - 1. February 5th from 6:30pm to 7:30pm
  - 2. LG1 at TMHS
  - 3. Instead of the typical presentation we will have information tables set up. Parents will stop by each table to ask questions, pick up brochures, or browse information. Registration packets will also be distributed at the event
  - 4. The PAC will have a table set up with more information

**V. Volunteer Needs**

- a. Bingo for Books at the Heath Brook on March 1st
- b. Science Night at the Trahan on April 10th
- c. Scholastic Book Fair helper
- d. Help for the teacher appreciation week, ice cream socials, and field days coming up

**VI. Meeting Adjourned at 7:43pm.**

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



## Heath Brook & Trahan Elementary Schools PAC Meeting Agenda

Wednesday, February 6, 2019 6:30pm - Trahan School Library

**Present:** Bridget Garabedian, Kayla Biagioni-Smith, Julie Naughton, Anna Kaiser, Kristiana Obie, Jen Foley, Lauren Cooper, Dan Post, Lori Hyland, Shana Abbot, Kristi Palma, Sue Panilaitis

**Called to Order:** 6:30pm

### Votes:

- Voted to approve January's minutes. Approved.
- Voted to change the line item name from Read-A-Thon to Read Across America. Approved.
- Voted to increase the Science Night budget by \$500. Approved.

### I. Welcome and Review of Meeting's Minutes (January 2019)

### II. Teachers' Report

#### a. Trahan- Lori Hyland

- Jan 17th- Food Drive Presentations went over well with Ray Bowden and Anna Kaiser
- Jan 22nd was Drumazing and it was a really great enrichment activity- sent along a video to him
- January 24th- 4th grade field trip to Annie at the Stoneham Theater, thank you for the buses
- Mr. Harding came back on February 1st and they decorated his office for his return
- February 1st technology coaches came to the Trahan and provide support to teachers who want to learn to use applications. They taught them how to use Google Expeditions- which the kids really liked
- Feb 4th to the 15th is the benchmarking exam- math (50 questions) and reading (60 questions- reading passages)- 3rd grade is pencil first and then inputting the data and the 4th graders are doing it online
- Feb 5th- Chinese New Year was celebrated in some of the classrooms
- Feb 6th- all 3rd graders celebrated 100 days of school and went to stations- art workshop (what will you look like at 100), word art, science/balance, logic balance, etc.
- Feb 6th- first day of play practice
- Feb 14th- no food articles attached to the valentines
- Feb 15th- early release day and that ushers us into the vacation week

#### b. Heath Brook

- Kindergarten team would like a prop set for Kindergarten end of year- \$289.99
- Feb 5th- Kindergarten Information Night went well
- Feb 6th- 100 day celebration at school

### III. TSEPAC Report Update

- Valentine's Day celebration there was a mistype in the student names

### IV. Treasurer's Report

- After covering Enrichment we will have \$11,500 rolled over to next year without the remaining fundraisers (Penny Wars, Square 1 Art)- next year is set up to be in a nice place

### V. Committee Reports

#### a. Social

- BOKS - Kristiana Obie
  - In the 3rd week- it's going well at the Heath Brook (no volunteers at the Trahan)
- Read Across America Week- Anna Kaiser
  - Dress up days will be Tues-Fri at the Trahan and Mon-Fri at the Heathbrook. Days will be coordinated between both the schools

2. Principal Wettstone and the culture committee will have a Dr. Seuss door decorating contest
3. Joelle Laidlaw will be decorating the Heath Brook and Bridget Garabedian will be decorating at the Trahan- each school has \$200 to decorate; an additional \$100 will be given to Ms. Cooper for decorations
- iii. Bingo for Books- Anna Kaiser
  1. Friday, March 1st- 6pm to 8pm
  2. Had the first volunteer meeting on Monday, January 28th- went well
  3. Savers donated around 300 books- Ms. Callahan looked at them and thought they were all age appropriate- and Janice Espinoza has received around 100 more.
  4. Pizza has been ordered, and there is a pre-order slip on the flyer that went home to students
  5. Principal Wettstone is emailing out a spreadsheet for teacher volunteers
- iv. Book Drive- Julie Naughton
  1. All through March parents can donate a book in their students name- kick it off during Read Across America Week
  2. List of books on a SUG, input from library volunteers
  3. Put the directive to send the book to the school
- v. Lowell Riverhawks Game- Julie Naughton
  1. Kristen Skinner is in charge of the event
  2. Tickets are going home Wednesday Feb 13th
- vi. Science Night- Bridget Garabedian
  1. Mr. Harding is open to continue a similar theme- families attend, staff, other school representation and local colleges do demonstration tables. families go table to table
  2. Ms. Lovegold is very excited to help out, the STEM lab will be open, the book fair will be here, she has spoken with Mr. Armano and he will do something movement based in the gym, and they are reaching out to other specialists
  3. Looking for people from the community to come into the school to man a table- recommended to talk to "Lowell Makes"; and the TFD to do a smoke demonstration
  4. Large event- they need a lot of help- will be looking to expand into other areas of the school
  5. Meeting on 2/12 at 9am in the Trahan Library-- Loren Stewart will be helping out with this event
- vii. 4th Grade Celebration- Kristi Palma & Bridget Garabedian
  1. Next meeting is February 12th
  2. Committees for decorations, food, safety, etc.
  3. Carnival themed event, ideas for entertainment, etc.
- viii. Heath Brook Ice Cream Social- Anna Kaiser
  1. Date set for Friday, May 17th
  2. Will be looking for a volunteer committee for this event
- ix. Field Day- Kristy Obie
  1. Whole day activity and the kids will have time around lunch to be inside, built in breaks- more to come!
- b. **Fundraising**
  - i. Dine Outs- Kimberly Nadeau
    1. Working with Wicked Cheesy for a Dine Out in April
  - ii. Box Tops- Kristi Palma
    1. January HB winner- Mrs. Hynes (school turned in 1,421)
    2. February Trahan winner- Ms. Fagan (school turned in 725)

3. \$214.60 made in January TOTAL to \$1,245
4. Pride and Joy Show is February 13th so she will be dropping off balloons
- iii. Calendar Raffle- Julie Naughton
  1. After all of the payouts, GC to buy, and state taxes we will net around \$5,000
  2. Sending out winner checks/prizes already
- iv. Paint Night- Kristi Palma
  1. Jan 31st- Paint Night fundraiser and about 42 people came
  2. Just over \$1,300 was raised
  3. TJ Callahans donated the room
- v. Square 1 Art- Bridget Garabedian
  1. Kids have done the artwork mostly- Krista Richards is running it at both schools and is doing a great job
  2. Due date for items is before February vacation
  3. Parents will get more information later this month
  4. Thank you to the teachers for helping to do this in their classrooms
- vi. Book Fair- Julie Naughton
  1. Follett has reached out to us- they are running their own book fairs, they reached out to the town PACs
  2. They are running a WebEx to all of the schools
- vii. Reusable Bag Fundraiser- Anna Kaiser
  1. Anna will make a logo, Jen Foley will look into companies to produce the bags to sell in March

c. **Community**

- i. Tewksbury Food Pantry Recap- Anna Kaiser
  1. Really amazing turnout! The people at the pantry were so thankful
  2. Paige Impink wrote up a story and it was in the Town Crier complete with photos
  3. TOTAL donated items: 2,726; 130 items were donated each day school day in January; helped over 100 families in need this winter
  4. Carts were returned to Market Basket and the store manager was happy for an update
  5. Winners were the 2nd grade (will have a movie day on February 14th; 3rd grade winner prize is TBD-- each winning grade will receive a trophy made out of cans given to them at their special event

d. **School**

- i. Enrichment- HB Kristiana Obie & T Bridget Garabedian
  1. Heath Brook
    - a. K and 2nd grade have been on their field trips to the Stoneham Theater
    - b. Drumazing happened- rave reviews
    - c. 1st grade field trip is in May and they are going to the Franklin Park Zoo
    - d. Tide Pools, Helen Keller, and a Sound
    - e. Johnny the K is coming in on the 15th
    - f. Author visit during Read Across America week Jeff Czekaj
  2. Trahan
    - a. Draw Bots is schedule in May and has a teacher component, did get a \$500 grant. It will be over 2 days and they are looking for parent volunteers
    - b. Wiggly Worms is scheduled for Feb 11th and 12th (3rd grade)
    - c. Rube Goldberg is coming Feb 13th and 14th (4th grade)
    - d. Looking into an Author visit and the 3rd grade is still deciding where they want to go on their field trip

**VI. Volunteer Needs**



- a. Next month if someone is interested in a board position you need to put forth your interest and then it goes to a vote at the April meeting

**VII. Meeting Adjourned at 7:42pm.**

\*\*\*Next PAC Meeting – March 6th, 6:30pm in the Heath Brook Library\*\*\*



## Heath Brook & Trahan Elementary Schools PAC Meeting Agenda

Wednesday, March 6, 2019 6:30pm - Heath Brook School Library

Present: Bridget Garabedian, Kayla Biagioni-Smith, Julie Naughton, Anna Kaiser, Kristiana Obie, Jen Foley, Lori Hyland, Kim Nadeau, Felicia Wettstone, Jay Harding, Dan Post, Tricia White, Christopher Malone, Brenda Regan, Megan Lewis, Kim Hynes, Kate Puopolo, Jamie Cutelis

Called to Order: 6:31pm

Votes:

- Voted to approve February's minutes. Approved.
  - Voted to approve \$1000 for reusable bag fundraiser. Approved.
- I. Welcome and Review of Meeting's Minutes (February 2019)
  - II. New Elementary School Building Project
    - a. Presentation by Superintendent Chris Malone on the proposed new Gr 2 to 4 Elementary School
    - b. Some of the funding will be reimbursable by the MSBA- spoke about the point system that MSBA determines for funding
    - c. Will still need to invest in the Dewing and Heath Brook Schools
    - d. There is a Friends of the New Tewksbury Elementary School Group that has additional information on voting
    - e. Benefits: allows for more cross-grade interactions and alignments, equity of experience and assets, greater mentoring opportunities, community athletic fields, better parking and bus loops to ease traffic concerns on Pleasant Street, better water retention to control runoff- significant infrastructure to contain this, brings children together earlier in a supportive learning environment that will set them up for 21st century skills.
    - f. You can see all of the materials on the district website
  - III. Principals' Report
    - a. Mr. Harding & Ms. Wettstone
      - i. Thank you for Read Across America Week, ended the week with Bingo for Books
      - ii. Sue Panilitis has been in touch regarding Teacher Appreciation Week
  - IV. Teachers' Report
    - a. Trahan- Mrs. Hyland
      - i. Like Wiggle Worms and RAW and they have started MCAS prep- dates are in April, they are practicing each tool.
      - ii. Having a literacy open house (parent information piece and visiting classrooms) March 13th at 9:30am
    - b. Heath Brook- Mrs. Hynes
      - i. Enjoyed RAW, they were supposed to have an author visit that got cancelled, we are looking to reschedule with him
      - ii. Parent inquired about Square One Art and if they can still pass it in- we will check into this
  - V. TSEPAC Report Update
    - a. Presentation and walk through at Blue Wave Recreation which a lot of people liked and spoke highly of- they also do birthday parties
  - VI. Special Orders
    - a. Nominations for the 2019- 2020 Heath Brook & Trahan PAC Board

- i. Voting will take place on April 3rd meeting
- VII. Treasurer's Report
  - a. Review of Treasurer's Report- Julie Naughton & Jen Foley
    - i. Currently we're rolling over approx \$26,500, \$17,500 which is earmarked for enrichment
- VIII. Committee Reports
  - a. Social
    - i. BOKS - Kristiana Obie
      - 1. Three sessions left, everything has been going well, kids are having a lot of fun
      - 2. Will send out a volunteer questionnaire at the end to see how things went and changes we want to see. Already have a volunteer to possibly run it at the Trahan next year
    - ii. Read Across America Week Recap- Anna Kaiser
      - 1. Great week with coordinated dress up days at both schools; Trahan had Bingo for Books events for the 3rd and 4th grade during school hours on Friday, March 1st; Author for the Heath Brook was sick so he is rescheduling with Ms. Callahan. Both lobbies were decorated, and it felt very festive in the schools
    - iii. Heath Brook Bingo for Books Recap- Anna Kaiser
      - 1. Very successful event, the cafeteria was filled with families who all seemed to enjoy the night
      - 2. New Bingo cards worked well which were Dr. Seuss Bingo cards as well as sight word bingo cards. We also had a number of teachers who volunteers for the event, and volunteers the night of the event
      - 3. With the pizza and water sales we received \$69.82
    - iv. Lowell Riverhawks Game Recap- Julie Naughton
      - 1. The game was over February vacation, people seemed to have a good time
    - v. Science Night- Bridget Garabedian
      - 1. Event on Wed April 10th 530-730pm. currently approximately 20 stations, Trahan STEAM lab will be open, 5-7 Trahan teachers at stations, Wynn 3 tables, HB 1-2 tables, HS 1-2 tables, Ryan STEAM lab, our HB/T art teacher, and gym teacher, 2 parents, 1 Middlesex CC. The book fair will be open. Pizza will be sold. 11 parent volunteers have been involved in the planning and actively participating. Folders have been provided by the Trahan. Continue to gather the many supplies needed to make the event a success. Baseball is cancelled.
    - vi. 4th Grade Celebration- Tricia White & Bridget Garabedian
      - 1. Event on Friday April 5th. All 4th graders will be getting an invitation this week. Cheryl Bartalone will be printing and hand addressing to them. All staff will be invited to attend. Circus/Showman theme. drop off event. 6-730pm. Game style events, DJ.
      - 2. Prep and conversation started for the end of the year support of school activities. Possible Luau theme as we have the decorations already.
      - 3. Still looking for a DJ
    - vii. Heath Brook Ice Cream Social- Anna Kaiser
      - 1. Friday, May 17th- reached out to Food Services to let them know of the date. Last year the two schools ordered 17 tubs of ice cream; the year prior Heath Brook ordered 9 tubs. Will use them for ice cream, whipped topping, and chocolate sauce
      - 2. Flyer was just approved by Principal Wettstone which will be going out in Sunday's newsletter, will be printing them in April. Looking to do traditional ice cream sundaes, have a DJ, face painting, activities outside if the weather permits. Looking at implementing a timed ticket system. Will be looking for volunteers to help.
    - viii. Trahan Ice Cream Social

1. Schedule for Friday, May 10th
- ix. Field Day- Kristiana Obie
1. Friday, June 7th- Will be an all day event, each class will have their own color T-shirt, asking parents for a \$4 donation for T-shirts to get sizes and colors for each classroom
  2. Lunch will be cookout style and may serve it on a frisbee
  3. Lot of ideas- there will be a planning committee and the meeting will be next Wednesday (3/13) at 7pm Jon Ryan's
- b. Fundraising
- i. Dine Outs- Kimberly Nadeau
    1. Wicked Cheesy will firm up the date for April
    2. Reached out to Mexica, Bobby and Jacks, 99, and Kyoto will host another night for us- will have the dates firmed up next meeting
  - ii. Box Tops- Kristi Palma
    1. Shipment of 3,402 Box Tops for the March 1st deadline to be included in the next check
    2. February winners: Trahan- Mrs. Frost, Heath Brook- Mrs. Decarolis
      - a. 801 box tops were brought in February
    3. \$1,326.20 this year was brought in
  - iii. Calendar Raffle Recap- Julie Naughton
    1. It's complete, prizes for kids who sold winning raffle tickets were handed out today
    2. It made \$5,119.36
  - iv. Reusable Bags- Anna Kaiser & Jen Foley
    1. Design was approved by both principals and Superintendent Malone
    2. Flyers will be going out early next week, cost is \$5 per bag (royal blue with Tewksbury T logo as well as images of both of the mascots)
    3. Bags will be sent to their classrooms and then home with students
  - v. Savers FUNDrive- Kayla Biagioni-Smith
    1. Spring Cleaning - Stuff the Truck Friday 5/17 - Sat 5/18. Leave HB parking lot by noon on Saturday.
    2. Goal: approx 180 trash bags equaling, 2,500 lbs of soft goods which will result in \$1000.00 for the PAC.
    3. Store drop off will be Saugus due to a surplus at the Wilmington location.
    4. NOTE: Must hit the 2,500lbs in order to qualify for the \$75 rental truck reimburse and \$75 change of location benefit.
    5. Soft Goods only includes: Clothing, Shoes, Textiles (towels, sheets, blankets, pillows, etc.), Accessories (handbags, belts, etc.)!!
    6. Need: PROMOTE! Volunteer(s) to stay with truck on Friday evening and Saturday morning with PAC member.
  - vi. Book Drive- Julie Naughton
    1. The plan is to run the drive the month of March but we'll accept books after March
    2. Flyers have gone home. A couple of books and some cash donations have already come in.
- c. School
- i. Enrichment- HB Kristiana Obie & T Bridget Garabedian
    1. PreSchool has enrichment yesterday, Wild Tales from Mass Audubon, kids were engaged and had fun- community Services helped fund it
    2. 2nd grade in-house enrichment - Helen Keller March 12th
    3. 1st Grade enrichment in house - Discover Museum: Sound on March 29th
    4. K in-house and 1st Grade field trip are in May

5. 3rd and 4th have DrawBots, need two volunteers per class, March 14th and 15th
  6. Johnny the K was at the Heath Brook Feb. 15th. All the kids enjoyed the show.
  7. Author visit was postponed secondary to illness. Awaiting a new date.
- ii. Teacher Appreciation Week- PAC Board
1. May 6th to May 10th- Teacher Appreciation Week
    - a. Luncheon should be schedule for Wednesday
    - b. Flower Sales may need to happen the week prior
  2. Sue Panalitis is the point person for the week, theme will be “Hollywood Stars”
  3. Looking for volunteers to help coordinate luncheon as well as people to volunteer day of the event
  4. Anna Kaiser and Kayla Biagioni-Smith will be running the teacher gifts, we will be doing these anonymously this year

**IX. Volunteer Needs**

- a. Running the Trahan Ice Cream Social
- b. Help with the Heath Brook Ice Cream Social

Meeting Adjourned at 7:48pm.

\*\*\*Next PAC Meeting – April 3rd, 6:30pm in the Trahan Library\*\*\*



## Heath Brook & Trahan Elementary Schools PAC Meeting Agenda

Wednesday, April 3, 2019 6:30pm - Trahan School Library

**Present:** Bridget Garabedian, Kayla Biagioni-Smith, Julie Naughton, Anna Kaiser, Kristiana Obie, Jen Foley, Lori Hyland, Kim Nadeau, Jay Harding, Megan Lewis, Sammi Meuse, Christine Gunzburger, Davinder Kaur

**Called to Order: 6:31pm**

### Votes:

- Voted to approve the March minutes. Approved.
- Voted to create a line item for the Trahan Play for \$1,000. Approved.

### I. Welcome and Review of Meeting's Minutes (March 2019)

### II. Principals' Report

- a. Trahan - Mr. Harding
  - i. Staff dressed in Peter Pan theme for Mr. Harding's bday
  - ii. Preparing for MCAS
  - iii. All Peter Pan, all the time.
    1. Stage and backdrops are under construction, and most of the items can be reused for next year
    2. 80 Students are participating
    3. Shows are 14May and 15May. Tickets will be available at the door with a suggested donation. Each cast member will receive 5 tickets.
    4. There will be an intermission - PAC may consider selling water and snacks for a small fundraiser.
- b. Heath Brook - Ms. Wettstone
  - i. Current 2nd graders need Trahan tshirts - date needed by is TBD. Waiting on confirmation for date of "move-up" day.

### III. Teachers' Report

- a. Trahan
  - i. Grade 3 field trip on May 28, to the New England Aquarium. 3 busses ordered, negotiating to try and stay later than 1:30. Picked date for less crowds. Permission slips are going on week after vacation. \$12 for kids and chaperone amount is TBD.

### IV. Treasurer's Report

- a. Review of Treasurer's Report- Julie Naughton & Jen Foley
  - i. Roll \$26,000 to 2019-2020 (\$17.5K needed for enrichment leaving approx. \$8,500 for next year).

### V. Committee Reports

- a. **Social**
  - i. BOKS Recap - Kristiana Obie
    1. Went well- thank you to the families and the volunteers
    2. Christine Gunzburger did a great job in charge
    3. Not having PreSchool made a big difference at the Heath Brook
    4. This will be extended to the Trahan next year
  - ii. STEAM Night- Bridget Garabedian
    1. Loren Stewart is the lead on the event
    2. 12 staff members participating, math coaches, district STEAM coaches, high school, colleges, the venue extends from the Cafeteria, to the gym, to the STEAM room
    3. Students will not be able to do each event- so every student will get a participation prize, will turn the passports into prizes

4. There is a possibility that Channel 4 may come to highlight the event, the Town Crier has been notified, all school committee members have been invited
5. 50% is hands to ensure kids can participate
- iii. 4th Grade Celebration- Bridget Garabedian
  1. This Friday night, drop off event, Carnival themed
  2. There are a lot of activities, food is limited but it will be in the hallway
- iv. Heath Brook Ice Cream Social- Anna Kaiser
  1. Event to be hosted on Friday, May 17th from 6pm to 7:30pm
  2. Reached out to get high school volunteers- so far three have committed and we may get more
  3. Will have face painting, outdoor games, music (high school students will lead this), and will have teachers scooping the ice cream
  4. Will come up with a timed ticketing system so that we do not have huge lines all at once
  5. One volunteer so far to help get decorations and man the tables
  6. Megan Lewis and Christine Gunzburger can help support this event
- v. Trahan Ice Cream Social- Bridget Garabedian
  1. Event is May 10th- will pack up the scoops, bowls, etc.
  2. Similar event as in the Fall, this is a great social event
- vi. Heath Brook Field Day- Kristiana Obie
  1. In the thick of planning it, full day event
  2. Cookout style lunch it will be served on a frisbee and every child will get a push pop, teachers will be escorting the students to the event, each classroom will have their own color Tshirt, stations will have their class picture, but the classes will sign everyone's shirts, doing a Community Art Project- decorating a feather for wings, there is a beach theme (egg and spoon races, potato sack races, dancing, etc.)
  3. Scheduled water/ice breaks, as well as AC breaks
- vii. Trahan Field Day- Bridget Garabedian
  1. Monday, June 3rd: Mr. Armano is taking the lead and the PAC will provide volunteers
  2. There are 10 (including the obstacle course) planned stations so we will help support him (last year they had 12)
  3. Will check to see if they can do lunch on a frisbee here at the Trahan as well
  4. Activity based, less competitive than in years past
- viii. Spinners Game- Kristin Skinner
  1. Looking for a Spinners game the last day of school, June 14th, and will be doing online sales for the event
- b. **Fundraising**
  - i. Dine Outs- Kimberly Nadeau
    1. Wicked Cheesy Dine Out scheduled for Wednesday, May 29th
    2. Will look into bringing the Dine Out Night back in February next year as it was a big hit
  - ii. Box Tops- Kristi Palma
    1. Winners: HB winner is Mrs. Mulloy; Trahan winner is Mrs. Hyland
    2. The kids brought in 503 at the Trahan and 927 at the HB, for a total of 1,430 (\$143).
    3. Box Tops sends a check twice a year, in December and April. So we will be on the lookout for this month's check.
    4. The next HB pride show is April 26, so Kristi will deliver balloons to both schools on Thursday, April 25.
  - iii. Square 1 Art- Bridget Garabedian

1. Christa is doing a great job running the fundraiser, there is a lot of coordination with teachers and parents
  2. Final reminders went out today for free shipping
  - iv. Reusable Bags- Anna Kaiser & Jen Foley
    1. As of 4/3 we sold 365 bags for approximately \$1740; so we are well into the green on this fundraiser
    2. Will have a table at Family STEAM night to sell the remaining bags- at the table we will show a science experiment showing the effects of plastic bags on the environment
  - v. Savers FUNDrive- Kayla Biagioni-Smith
    1. Started social media posts and flyers to go home after April vacation
      - a. Some flyers are posted around town, will have people drop off
    2. Drop off is at Heath Brook during the Ice Cream Social, and then the next morning
  - vi. Book Drive- Julie Naughton
    1. Thank you for your donations
    2. They changed this from the Birthday Book Club so this has been very successful compared to the past years
- c. **School**
- i. Enrichment- HB Kristiana Obie & T Bridget Garabedian
    1. Heath Brook
      - a. 1st grade had Discovery Museum, Sound presentation, kids were engaged, presentation and hands on
      - b. Jef Czekaj came for the author visit
      - c. Coming up: 1st grade field trip to the Franklin Park Zoo; K has tide pools
    2. Trahan
      - a. Drawbots were phenomenal- want to use him in the district
        - i. Kids walked away with a product, a drawbot and the kids were talking about it for days after
        - ii. Company is futuremakers, and want to bring them back for next year- they were pricey so we want to explore grants, also look for STEAM grants out there
  - ii. Teacher Appreciation Week- PAC Board
    1. Dates set as May 20 to May 24 due to MCAS testing in early May- Movie star theme
    2. Schedule of the week:
      - a. Tuesday- flower sales, make a sign for each teacher, make tags for students to fill out and will send them home prior
      - b. Wednesday- luncheon, need volunteers to call places for main meal food donations, help set up and clean up the day of the event, create a signup genius for items to be donated
      - c. Thursday- hand out T-shirts as gifts for the staff and teachers
      - d. Ongoing- Teacher wish lists, cards from the kids
      - e. Sue will be creating a document that outlines the week to be sent to parents and create invitations for teachers
      - f. Would also take donations for vases
  - iii. Trahan Play- Julie Naughton
    1. Trahan is having a play Peter Pan
    2. May 14th and 15th will be at the Wynn School
    3. 80 Trahan students in the play, they want to get them all T Shirts, also need money for costumes



- a. Mr. Harding will look into the vendor, we have the image created for him
- 4. They have only turned in \$58 worth of receipts, lumber has been over \$700
- 5. Giving the play a \$1,000 line item for Tshirts and other items
- iv. Trahan Book Fair
  - 1. Starts on Thursday 4/4 and runs until 4/9
- v. Spring Open Houses
  - 1. Heath Brook- April 23<sup>rd</sup> & Trahan- April 24th

**Meeting Adjourned at 7:29pm. \*\*\*Next PAC Meeting – May 1st, 6:30pm in the Heath Brook Library\*\*\***



## Heath Brook & Trahan Elementary Schools PAC Meeting Agenda

Wednesday, May 1, 2019 6:30pm - Heath Brook School Library

**Present:** Bridget Garabedian, Kayla Biagioni-Smith, Julie Naughton, Anna Kaiser, Kristiana Obie, Jen Foley, Felicia Wettstone, Kim Nadeau, Samantha Meuse, Lori Hyland, Megan Lewis, Kristi Palma, Kate Puopolo, Christine Gunzburger, Janice Espinoza

**Called to Order: 6:30pm**

### Votes:

- **Voted to approve the April minutes. Approved.**
- **Voted to increase the Heath Brook Teacher Request Budget by \$400. Approved.**
- **Voted to allocate funds to purchase a sound system for \$300. Approved.**

### I. Welcome and Review of Meeting's Minutes (April 2019)

### II. Principals' Report

#### a. Heath Brook - Ms. Wettstone

- i. Brought the budget items requested from the lunch monitors to improve student experience outside of recess, hoping to get the materials before the end of the school year
- ii. The calendar is filling up for the end of the school year in the May and June calendar- this has been updated on the school website as well. Make sure that the PAC events are updated on there
- iii. Kindergarten Move Up Ceremony: Tuesday June 11th at 9:30 Rodgers & Greene; Wednesday the 12th at 9:30am is Paradis, Hendsbee, Hynes
- iv. Flag ceremony is June 4th & 5th
- v. Second Grade Spring Concert is Wednesday, May 29th
- vi. Had a Stop the Bleed training at School Council, every public building in Tewksbury will have cabinets with tourniquets in them- they are not put up yet but the Heath Brook will have four cabinets

### III. Teachers' Report

#### a. Trahan

- i. The school is consumed with the play- the scenery is amazing, all of the behind the scenes items are in, 80 children are participating in the event, it's all hands in, tickets are selling, Tshirts have been ordered
- ii. Third Grade Field Trip on May 28th, people have not sent their payments in
- iii. 3rd Grade Spring Concert, May 31st

#### b. Heath Brook

- i. Kids are excited for the end of the year, excited about the Tide Pools coming, teachers are very excited for the celebration
- ii. Science Night was great
- iii. Kindergarten would like two sets of 'The Surf' chairs

### IV. Special Orders

#### a. Vote for the 2019- 2020 Heath Brook & Trahan PAC Board

- i. Co-Chairs: Kristina Obie, Kayla Biagioni-Smith, Anna Kaiser, Kim Nadeau
- ii. Secretary: Megan Lewis
- iii. Treasurer: Jen Foley

### V. Treasurer's Report

#### a. Review of Treasurer's Report- Julie Naughton & Jen Foley

- i. Rollover \$32,000 - \$17,500 for enrichment \$14,600 for other

## VI. Committee Reports

### a. Social

- i. Science Night Recap- Bridget Garabedian
  - 1. Loren Stewart spearheaded this, had a lot of representation from several schools
  - 2. Bridget would love to see this come back next year and is happy to be involved
  - 3. Spreading it out was huge for this year, it was all hands-on deck
- ii. 4th Grade Celebration Recap- Bridget Garabedian
  - 1. Went really well this year- Carnival Theme, amazing decorations
  - 2. Tricia White ran this event
- iii. 4th grade Move Up Celebration- Bridget Garabedian
  - 1. Move up day is on June 13th- it will be morning activities, then lunch, then an afternoon ceremony
- iv. Heath Brook Ice Cream Social- Anna Kaiser
  - 1. May 17th from 6pm to 7:30pm- have high school volunteers 3 confirmed, Jen is taking care of toppings, Chris Gunzburger is doing decorations, Christina Truscello is doing face painting, we have a teacher spreadsheet for volunteers which is filling up
  - 2. Still looking for bubble wands, chalk
  - 3. Book fair will need help
  - 4. Savers FUNDrive is happening at the ICS
- v. Trahan Ice Cream Social- Bridget Garabedian
  - 1. May 10th, quick blurb volunteer, will be very low key
  - 2. It has been a busy spring with volunteers
- vi. Heath Brook Field Day- Kristiana Obie
  - 1. June 7th, almost all planned
  - 2. Kids shirts are in, teacher and volunteer shirts are almost ordered, everyone at the event will have a shirt, we will have a sound system this year so hopefully it's easier to switch stations
  - 3. Library and Art Room are the inside spaces
- vii. Trahan Field Day- Bridget Garabedian
  - 1. June 3rd, Mr. Armano is organizing the stations. It will not be competitive, there will be 12 stations
  - 2. Asked for volunteers from 9am to 2pm
  - 3. Will ask for \$5 for student T Shirts, and teacher T Shirts will come from the PAC budget
- viii. Spinners-Julie Naughton
  - 1. June 14th night game; Kristen Skinner is handling the tickets- all online sales

### b. Fundraising

- i. Dine Outs- Kimberly Nadeau
  - 1. May 29th at Wicked Cheesy; will ask for teacher volunteers and will get the flyer done and approved
- ii. Box Tops- Kristi Palma
  - 1. Both schools brought in 2,125 for April
    - a. Heath Brook 1676; Trahan 449
    - b. Winning classrooms (Heath Brook- Ventura, Trahan- Trevor)
  - 2. Check was posted on April 18th for \$931.38
  - 3. \$2,458.60 was collected between December and April checks
  - 4. They are going digital next year- you scan your receipt- going right to the app- this may be a challenge
  - 5. Sammi Meuse will take this on for next year

- iii. Square 1 Art- Bridget Garabedian
  - 1. Christa Richard took this on, did a really great job, artwork has gone home
  - 2. Mrs. Barbati may be interested in another program next year
- iv. Reusable Bags Recap- Anna Kaiser & Jen Foley
  - 1. 367 bags sold; 133 left- we have made \$1,178.03 thus far
  - 2. Ice Cream Social on May 17th we will try to sell them
- v. Savers FUNDrive- Kayla Biagioni-Smith
  - 1. posts are up, flyers are up
  - 2. Truck during the Ice Cream Social on Friday night and then Saturday morning until about noon; need to have 2,000lbs
- vi. Penny Wars-
  - 1. Dates are June 3rd to the 7th final fundraiser of the year
  - 2. Kayla will do the flyers
- vii. Scholastic Book Fair-Janice Espinoza
  - 1. Every child at the Heath Brook gets a free book for the Spring, they have a new program, and we may try a new company next year (Follett, they are trying this at the Dewing in the Fall)
  - 2. The Fall book fair they will have a “Believe in Reading” Box- every child should go home with a book
  - 3. Next year we need to decide if we want to take cash or scholastic dollars
  - 4. Will do the been caught reading tickets to win a prize

c. **School**

- i. Enrichment- HB Kristiana Obie & T Bridget Garabedian
  - 1. Heath Brook
    - a. Tide Pools on the 15th
    - b. 1st grade field trip on the 14th to the Franklin Park Zoo
  - 2. Trahan
    - a. 3rd grade field trip to the Aquarium on the 28th
    - b. A little left over money so they will be bringing in Mrs. White to do magnets
- ii. Teacher Appreciation Week-Sue Panialitis + PAC Board
  - 1. May 20th to the 24th
    - a. Sue sent the principals the outline for the day
  - 2. Flower Sales- Tuesday the 21st
    - a. Have ordered the flowers, 2200 stems Bridget and Julie will pick them up to split them up between the schools
    - b. Tuesday the 21st will be flower sales, it’s an all-day affair at the Heath Brook (Megan, Kate, Christina, Sammi)
  - 3. Luncheon- Wednesday the 22nd
    - a. Jen Foley is calling around for the food
    - b. We will need a point person for the lunches at each school
  - 4. Teacher Gift Wish Lists
    - a. Anonymous this year, teachers will get a google spreadsheet, and then a SUG will be sent out for families to sign up for items
  - 5. Decorating the schools- Monday morning & Friday afternoon
- iii. Trahan Play- Julie Naughton
  - 1. May 14th and 15th
  - 2. SUG that went home for anyone involved for items to sell during intermission, and also for presents for teachers who have helped
  - 3. Flower-grams will be happening and we need help with concessions

**VII. Meeting Adjourned 7:49pm**

\*\*\*Next PAC Meeting – June 5th, 6:30pm in the Trahan Library\*\*\*



## Heath Brook & Trahan Elementary Schools PAC Meeting Agenda

Wednesday, June 5, 2019 6:30pm - Trahan School Library

*Present: Bridget Garabedian, Kristiana Obie, Kayla Biagioni-Smith, Julie Naughton, Anna Kaiser, Jennifer Foley, Jay Harding, Melissa Malone, Janice Espinoza, Kim Hynes, Lori Hyland, Megan Lewis, Kim Nadeau, Sammi Meuse, Teresa Enos, Julie Taggart*

**Called to order at 6:35pm**

### **Votes:**

- **Voted to approve the May minutes. Approved.**
- **Vote to allow the treasurer to continue to pay 2018-2019 expenditures with 2018-2019 budget after the fiscal year ends on June 30th. Approved.**
- **Voted to roll over the Beautification Budget for both schools, Kindergarten Orientation, and Playground Social budgets. Approved.**
- **Voted to create a \$500 budget for the Welcome Back Budget and roll this over to be used during the summer. Approved.**
- **Voted to increase the Heath Brook Field Day budget by \$50. Approved.**
- **Voted to spend the expiring Scholastic Dollars at both schools over the summer. Approved.**
- **Voted to approve the Fall 2019 calendar. Approved.**

### **I. Welcome and Review of Meeting's Minutes (May 2019)**

#### **II. Principals' Report**

- a. Trahan - Mr. Harding
  - i. Appreciate all support to the staff and students. It has been a great first year with many highs.

#### **III. Teachers' Report**

- a. Trahan
  - i. Thank you for all the support on the play and for TAW.
  - ii. Simple Machines for the 3rd grade was a huge hit. Lesson provided to staff ahead of time connects with the curriculum. Meets with each classroom for an hour. Mr. Harding has contact information (Ms. White) should any other grade be interested.
- b. Heath Brook
  - i. Excited to wrap up the year.
  - ii. Appreciative of all the fun activities, TAW, and enrichment.
  - iii. Field day t-shirts - When should they be given out?
    1. Give out to children on Friday morning to avoid kids forgetting them on the day of the event.
    2. Teachers could give out at their own discretion.

#### **IV. TSEPAC Report Update**

- a. Janice Espinoza is the new parent at large for the Heath Brook and the Trahan Schools
- b. May 28th event at Blue Wave, 21 families attended, she is open to feedback this coming year who has kids with educational differences that need accommodations for PAC involved events she would be open to hearing, we will have the lines of communication open

#### **V. Treasurer's Report**

- a. Review of Treasurer's Report- Julie Naughton & Jen Foley.
- b. Rollover \$33,800 to next year, assuming we spend everything left in our budget.
- c. Brainpop- Mr. Harding will get the renewal contract to Julie.
- d. Trahan teacher requests, Mr. Harding will get the receipt to her.
- e. End of the year votes- see above.

- f. \$1,170 that we can use for a budget next year for the Trahan Play from concessions and donations from the families.

## VI. Committee Reports

### a. Social

- i. Heath Brook Ice Cream Social Recap- Anna Kaiser
  - 1. Turnout was estimated around 500 people
  - 2. Face painting went over well
  - 3. Ran out of supplies, which we can anticipate for next year when ordering bowls and toppings
- ii. Trahan Ice Cream Social Recap- Bridget Garabedian
  - 1. The timing was tricky for this age group because a lot of kids are in sports.
  - 2. Donated leftover ice cream for All Night Long Celebration at the High School
- iii. Heath Brook Field Day- Kristiana Obie
  - 1. This Friday- we are in the thick of planning, hopefully it all goes to plan
  - 2. Since it will be hot, we are looking to purchase water misters
- iv. Trahan Field Day Recap- Bridget Garabedian
  - 1. Huge shout out to Mr. Armano who ran it, he did a great job putting together the events, kids were busy all day long
  - 2. Parents love to volunteer for these kinds of events, so it really came together
- v. Spinners Game-Julie Naughton
  - 1. Last day of school, the link has been put up on Facebook, and in the weekly newsletter, there are still a lot of tickets left

### b. Fundraising

- i. Dine Outs- Kimberly Nadeau
  - 1. Wicked Cheesy Dine Out happened on Wednesday, May 29th, we are still waiting to hear on totals
- ii. Box Tops- Kristi Palma
  - 1. HB winner is Mrs. Bancroft: Total for HB: 1,262
  - 2. Trahan winner is Mrs. Fagan: Total for Trahan: 972
  - 3. Grand total for May: 2,234 (\$223.40)
  - 4. Kristi Palma is done with Box Tops and Sammi Meuse is taking over for her, they will be having a "pass off" meeting
- iii. Savers FUNDrive Recap- Kayla Biagioni-Smith
  - 1. Half of the truck was full during the Ice Cream Social and the remainder collected the next morning.
  - 2. GOAL Exceeded!! 4,962 lbs of soft goods!
- iv. Scholastic Book Fair Recap-Janice Espinoza
  - 1. Heath Brook Sales: Last May we did \$4,892.13- this May we did \$6,603.05
  - 2. Trahan Sales: Last April we did \$4300.07- this April we did \$3890.09
    - a. Kids liked the pencil pulls which raised money for All for Books
  - 3. Dates for next year are booked but they are flexible to change depending on when we have our evening events
    - a. Trahan Spring: STEAM night was very packed, may want to move this to the night of the Ice Cream Social Night
  - 4. Would like to increase the free book amount from \$5 to \$7 so there are more to choose from
  - 5. There is an option to take the profit as Scholastic Dollars if the PAC does not need the cash flow; we've always done one in cash and one in Scholastic Dollars
  - 6. Next year we will want to vote to take it all in Scholastic Dollars
  - 7. HB \$5,824.82 in Scholastic Dollars; \$1,570.60 in Scholastic Dollars expire November 6, 2019

8. Trahan \$4,819.23 in Scholastic Dollars; \$1,031.60 in Scholastic Dollars expires September 30, 2019
- v. Penny Wars- Kayla Biagioni-Smith
  1. Abbreviated Penny Wars event, 5 days- it has been very busy at the end of the year so it has been a tough time
  2. We will look at doing this at a different time of the year when there isn't as much going on
  3. \$1,213.46 was raised as of today
  4. Winning class gets extra recess
- c. **School**
  - i. 4th Grade Move Up Day- Melissa Malone
    1. Thursday, June 13th
    2. Three people have been putting activities together from 10am to 12pm
    3. Beginning of school day, they will sign the yearbooks
    4. 10am to 11am- activities, 10 activities total which are low key and fun- Beach Party theme
      - a. Beach ball arch; Shark photo booth to take photos (will give photos home with children on Friday); Beach/lawn games; Relay races; Horseshoes; will have a water station; will be using the stereo system
    5. 11am or 11:30am- BBQ lunch provided for parents and students, food services will provide cupcakes
      - a. Would like us to cover the cost of the lunch for 105 students and 210 parents- \$1267.30 approximate costs; \$365.39 has been spent, total budget is \$1500 for the event, so it would need to be increased
      - b. It was decided that we will be paying for lunch for the students; but we will not be covering the cost of lunch for the adults/guardians
    6. 1pm- the ceremony will be held outside
  - ii. Enrichment- HB Kristiana Obie & T Bridget Garabedian
    1. Heath Brook- Tide Pools was the last enrichment activity and they will be booking it again for next year
  - iii. Teacher Appreciation Week Recap- PAC Board
    1. A parent generously sent in a donation for the Trahan luncheon and we did not want to keep it- would like Mr. Harding to send it back to the parent
    2. It was a successful event and year
    3. Flower sales: we bought 2200 stems, we made \$735 total from both schools

**VII. Vote on the Fall 2019 Calendar**

**VIII. Meeting Adjourned at 7:53pm**

\*\*\*Next PAC Meeting – September Meeting Date TBD\*\*\*