



Heath Brook & Trahan Elementary Schools PAC Meeting Agenda

Wednesday, September 23rd, 2020 6:30pm Zoom

Present: Kayla Biagioni-Smith, Anna Kaiser, Kimberly Nadeau, Maureen Ruscio, Megan Lewis, Nicole White, Teresa Enos, Lori Hyland, Stacy Paradis, Lisa Lynch, Chris Gunzburger, Jolene McCusker, Jay Harding, Felicia Cenanovic, Amy Lutkevich, Tiffany Troxell, Kristiana Obie, Colleen Condon

Called to Order: 6:32pm

Votes:

- Voted to approve June's minutes. Approved.
- Voted to approve the Bylaws. Approved.

I. Welcome and Review of Meeting's Minutes (June 2020)

II. Principals' Report

A. Trahan - Mr. Harding & Heath Brook - Mrs. Cenanovic

1. Lots of learnings in the past week. The routines are all new and we are being flexible as they go. Thank you to the parent community for being great partners and all of the staff for the work they have done to get ready for this school year. They are finding the balance to work with the students at home as well as those who are in person. It's a unique year but off to a great start.
2. Alphabest is being coordinated and will be up and running tomorrow- morning program as well as after school and all day program.
3. Plans for an open house opportunity will be in October on how to best provide that experience for parents. They will most likely send out a survey for the open house with FAQs so they know what to address.
4. Still looking for hallway monitors at the schools.

III. Teachers' Report

A. Trahan- Mrs. Hyland

1. Thankful for the support of the parents, trying to do their best.
2. Please try and adjust the masks so that they fit well, parents should try and take care of that!

B. Heath Brook

1. It's so nice to see the kids back into the class. Thank you parents for the patience. Proud of all the families out there, tech issues are getting out of the way. Very impressed with the Kindergarteners they are doing so well.

IV. Treasurer's Report

A. Review of Treasurer's Report

1. Budget remains the same

B. COVID-19 line item

V. By-Laws

A. Review of By-Laws

VI. Committee Reports

A. **Community**

1. Tewksbury Community Pantry Food Drive- Kayla Biagioni
 - a) We will be hosting a food drive, they have very low supplies. Initially it turned out that our PAC would work with the Tewksbury Fire Department and then all of the PACs in town would like to participate.

- b) Would like to run the drive out of the Market Basket parking lots. Will run it by the two Market Baskets in town.
- c) We will continue to work with the Fire Department and the other PACs on when the drive will happen.
- d) We would collect at Market Basket for a day/weekend and take shifts.

B. Fundraising

- 1. Fun Run- Kayla Biagioni-Smith
 - a) Usually this is something we'd be ramping up. Right now we will defer this until after the school year starts.
 - b) Fun Run is our largest fundraising event of the year, and we use a company called Booster. Kids collect pledges from families/friends to run laps in a one day event. We have the option to postpone until next year without losing our deposit. They do offer virtual events but as a group we agreed that virtually it would be a lot for families.
- 2. Spirit Wear- Kimberly Nadeau
 - a) We will be opening the Spirit Wear store on October 5. They may add masks to the store or the PAC will decide to provide these for the students.
 - b) Usually these are shipped to the schools but if someone is in the RLA they should ship it to homes. They will be doing pick ups for parents periodically so they could ship it to the school. They could link it onto the smores.
 - c) Parents will save money if it's shipped to the school.
 - d) Principals will get us the number of students per homeroom for the masks.

C. School

- 1. Welcome Back Video- Kimberly Nadeau
 - a) We wish we were doing the welcome back breakfast for our staff but since we can't we will send out the video to the parents.
 - b) We are looking to potentially send in breakfast items for the teachers. We will need to be careful of buffets, if it's pre-packaged it could be acceptable for the teachers to "grab and go."
 - c) Chris Gunzburger will send a list of
- 2. 2nd Grade Move Up TShirts- Anna Kaiser
 - a) We will give Principal Harding the T-Shirts and list of students who did not pick them up so that he can disperse.

VII. Volunteer Needs & Open Positions

- A. Michelle Robertson will be updating the board and she will take over from Maureen Ruscio. PAC would send monthly items to put on the board, they will plan to do this again.
- B. Looking for a wix website coordinator.

VIII. Member Concerns

- A. What are the next steps to provide feedback on the hybrid/remote learning items?
 - 1. The superintendent's office will be sending out a survey to parents. The reopening task force meets every Monday and parents are also represented here. Once we get through the first few weeks and experience a full week or two we will send something out. They want students to cycle through once or twice before they send out a survey.
- B. School pictures
 - 1. They are working with O'Connor Studios to set up school pictures, so they are

looking at how to do this for the Hybrid students as well as the RLA students. We are almost there, once we figure this out they will alert parents. Anticipate we will do school photos.

- C. There are a lot of “How To” videos on Chromebooks but you can always contact the district’s tech support.

Meeting Adjourned at 7:22pm

Next PAC Meeting – October 7, 2020, 6:30pm



Heath Brook & Trahan Elementary Schools PAC Meeting Agenda

Wednesday, October 7th, 2020 6:30pm Zoom

Present: Kayla Biagioni-Smith, Anna Kaiser, Kimberly Nadeau, Maureen Ruscio, Nicole White, Jay Harding, Felicia Cenanovic, Amy Duffy, Jolene McCusker, Amy Lutkevich, Michelle Robertson, Teresa Enos, Shana Abbott, Kimberly Nadeau, Nicole White, Bridget Garabedian

Votes:

- Voted to accept the September 2020 Meeting Minutes. Approved.
- Voted to accept the 2020-2021 Budget. Approved.

I. Welcome and Review of Meeting’s Minutes (September 2020)

II. Principals’ Report

A. Heath Brook - Mrs. Cenanovic

1. Things are going well at school, things seem to go smoother and a little easier. This is less and less everyday. It’s nice to see this happen.
2. Fully staffed for hallway monitors. She didn’t need as many as she originally thought- we do not need to post the position anymore.
3. Open House this Thursday from 5:30pm to 7:30pm. This is virtual this year. First thing in the morning she will be sending out the detailed agenda. Large grid with links to each teacher and then specialists will have their own meetings as well. They can hear from teachers as to how things are going. Thank you to those parents who filled out eh survey to what questions they have. She has added a FAQ into her presentation. Working with families on attendance- this has been a challenge that has come up. Work with central administration to mark kids as being remotely present.
4. Traffic at the school has significantly increased but there are a lot of cars to process through. There are plenty of seats on the bus. Reach out to Dave Libby because there are seats available so take advantage of it.

B. Trahan - Mr. Harding

1. Settling in at the Trahan and wants to give staff major kudos. Teachers are doing great at adjusting to this new normal. Making adjustments to make what is good even better and he sees this continuing throughout the year.
2. Virtual Open House went well (it was Monday night). Didn’t have any technical snafus, positive comments from families and staff. Successful night. Tomorrow is picture day for Cohort B. Cohort A had pictures on Tuesday. RLA kids have

pictures tomorrow as well outside- it worked well.

3. They are also working on the attendance piece. They are collecting data per the state for the families to understand the importance of being there.

III. Teachers' Report

A. Heath Brook- Mrs. Enos

1. Picture day was successful which was Tuesday. It's bringing back some normalcy to the school.
2. She sees daily the growth of the children on the computer and blending the remote children with the kids that are in school. Children are learning routines, pumpkins and Halloween decorations are coming out. They are so happy to be in school.
3. Please reach out to the teachers with any questions that you have or suggestions for improvement.

IV. Treasurer's Report

A. 2020-2021 Budget Review and Vote- Anna Kaiser

1. Trahan AR line item, remove this.
2. Budget is kept the same from last year with a few exceptions.
3. COVID line item increased by \$10,000 for a total of \$20,000.
4. Changed the name of the "emergency book fund" to "emergency supply fund"- it better represented how the money will be used
5. Added a Zoom line item
6. Decreased babysitting line item (used at PAC Meetings)
7. Separated out the Student Event Fund and made a line item for the 4th Grade Celebration (budget is the same just makes it more clear what the PAC is giving for each)

V. Committee Reports

A. Community

1. Tewksbury Community Pantry Food Drive- Kayla Biagioni-Smith
 - a) Still working on logistics. Will ask the Market Basket manager. Tracy with the other PAC will have someone go to the other Market Basket.

B. Fundraising

1. Spirit Wear- Kimberly Nadeau
 - a) Store is now open and open until October 26th. This is not a huge money maker for fundraising, it's more about showing community spirit.
 - b) After getting a quote back we will not be purchasing a mask for each student so we will not be using the budget for this.
 - c) Kim will send out a blurb with the link to send out to parents.
 - d) "Stronger together" campaign. Incorporates the school mascots that will be done across the entire town. They will be mocking up designs for each individual school.
2. Box Tops- Kayla Biagioni-Smith
 - a) Ask for someone to help promote the Box Top program. It's all done electronically through scanning receipts, keep track of how much we're raising. There are some that are clipped and it is some work. Evangelize the program.
3. Dine Outs
 - a) Businesses had reached out to them to do dine outs because they do bringin business for them. Restaurants have had positive feedback for the PAC.
 - b) May not make a huge profit but may be good to bring business to local

establishments.

C. **School**

1. Teacher Gifts- Anna Kaiser
 - a) Create a gift bag with a mask, bath and body works hand sanitizer, coffee gift card, hershey kisses, little note- a little bit goes a long way.
 - b) Plastic insert? Bulk orders of these- pushes the mask out and helps the masks fit a bit better. "Lipstick protector." Note acknowledging work and effort. They are putting in double the amount of working time.
 - c) Name personalized on the mask?
 - d) Little pins you can put on your mask (funny phrases, smiley faces)
 - e) Pre-packaged snack or chocolate
2. The Festival of Trees is not happening this year at the Library- could we still have them decorate a tree?
 - a) Maybe each teacher could hang them somewhere in their classroom instead? Decoration vs. ornament.
 - b) Mrs. Enos will think of something.
 - c) Decorate links?
 - d) Each teacher has a bulletin board outside their room they can use.

VI. **Volunteer Needs**

- A. Box Top Coordinator
- B. Teacher Care Packages
- C. If anyone sews, Pride mascot costume could use some TLC.

Meeting Adjourned at 7:22pm.

Next PAC Meeting – Wednesday, November 4th, 2020, 6:30pm



Heath Brook & Trahan Elementary Schools PAC Meeting Minutes **Wednesday, November 4th, 2020 6:30pm Zoom**

Present: Kayla Biagioni-Smith, Anna Kaiser, Kimberly Nadeau, Maureen Ruscio, Megan Lewis, Jay Harding, Felicia Cenanovic, Amy Lutkevich, Teresa Enos, Kimberly Nadeau, Lori Hyland, Michelle Robertson, Monica Michalides, Al Mancini

Votes:

- Voted to accept the October 2020 Meeting Minutes. Approved

I. Welcome and Review of Meeting's Minutes (October 2020)

II. Principals' Report

- A. Heath Brook and Trahan - Mrs. Cenanovic & Mr. Harding
 1. Thank you for Fall Spirit Day. Great for normalcy, great video
 2. End of first quarter. Report cards go out 12/2.
 3. Stop the Spread flyer - will add to Blast and Facebook
 4. Parents will have the option to come to Hybrid from RLA (with 2 weeks notice)
 5. Hula hoops and circles are in
 6. Parent Teachers 11/12 HB, 11/16 Trahan.
 7. Mr. Harding's mother in law will sew the Tiger!

III. Teachers' Report

- A. Trahan- Mrs. Hyland
 - 1. Nothing much to report. Kids enjoyed showing off their costumes via Zoom
 - 2. Kids are having trouble hearing / focusing because they're in the room with siblings. Maybe parents can separate or have the kids wear headphones.
 - 3. Sign up genius will go out on Monday for conference
- B. HB- Mrs. Enos
 - 1. 2nd grade teachers sent out SUG for conferences, other grades to follow
 - 2. Remind parents that 11/11 is no school. NO SCHOOL AT ALL. Day before Thanksgiving is a half day. Also no school after 12pm
 - 3. Looking forward to the next few months
 - 4. Will add the option to join our FB page to Blast too

IV. TSEPAC

- A. Trying to get things cleared up with the remote learning for their student population
- B. Next meeting 11/19, will be posting details on their Facebook page

V. Treasurer's Report

- A. Budget
 - 1. HB teachers received stamps.
 - 2. Plenty left in Covid fund. Have only spent \$ on teacher recognition
 - 3. We sent out our taxes, they're being prepared.

VI. Committee Reports

- A. **Fundraising**
 - 1. Spirit Wear- Kimberly Nadeau
 - a) Online store closed , numbers were higher than normal. Kim will distribute.
 - b) Masks ordered for teachers, so may take longer to deliver
 - 2. Fun Run- Kayla Biagioni-Smith
 - a) Contract signed. Scheduled for 10/4-10/15
 - 3. Teacher Gifts- Anna Kaiser
 - a) Going to be putting bags together, each teacher gets their own mask, and personalized lanyard
 - b) Ghiradelli chocolates and tea bags - thanks Shana, for purchasing
 - c) Stress balls
 - d) Virtual card from the kids, potentially based on Thanksgiving- depending on when masks will be in
 - e) Small hanitizer for each as well
 - f) Waiting on mask ship date to determine distribution
 - 4. Tougher together- Anna Kaiser
 - a) Working with other PACS for a stronger together shirt, not individual mascots, one cohesive design
 - b) Should be a unifying message for all schools and use a Tewksbury vendor.
 - c) Have to get approval for images from superintendent

VII. Volunteer Needs

- A. Ideas for upcoming Spirit Days or other community builders
- B. Send kids home with something before the holidays to bring back to school? Can the schools be decorated? Just something fun for the kids to do.
- C. Decorate the bulletin boards outside the classrooms? Door decorating contest?
- D. Doors can't be decorated at the Trahan for safety reasons, maybe make 'doors' down the hallway.

Meeting Adjourned at 7:06pm.

Next PAC Meeting -December 2,, 2020, 6:30pm



Heath Brook & Trahan Elementary Schools PAC Meeting Minutes

Wednesday, December 2nd, 2020 6:30pm Zoom

Present: Kayla Biagioni-Smith, Anna Kaiser, Kimberly Nadeau, Maureen Ruscio, Jen Foley, Megan Lewis, Jay Harding, Felicia Cenanovic, Bridget Garabedian, Al Mancini, Kate Puopolo, Teresa Enos, Amy Lutkevich, Michelle Robertson, Monica Michalides, Nicole White, Jolene McCusker, Kristiana Obie

Meeting called to order at 6:31am.

Votes:

- Voted to accept the November 2020 Meeting Minutes. Accepted.

I. Welcome and Review of Meeting's Minutes

II. Principals' Report

- A. Heath Brook and Trahan - Mrs. Cenanovic & Mr. Harding
 1. Survived the First Quarter! Report cards posted today on Aspen and will be going forward. Special ed progress reports too
 2. Please do the parent survey.
 3. Thank you for Teacher Appreciation goodie bags. Very appreciated. Big mood booster.
 4. Giving Tree SUG link shared, all slots filled
 5. Photo retakes 12/11HB, 12/8 and 12?10 for Trahan, Oconnors will do separate appts if parents can't make it
 6. Deck the Hall-idays bags will be distributed.
 7. Version of Fireside chats coming soon! Very exciting.

III. Teachers' Report

- A. Heath Brook- Mrs. Enos
 1. Door decorating: Decorating brought up to faculty, open to anything. Plan for January (winter theme or kindness and gratitude)? No rush or pressure to get it in before Christmas. Gift bags were great. Perfect timing,

IV. TSEPAC

- A. Al Mancini: Tough time of year, TSEPAC takes December off. Happy Holidays.

V. Treasurer's Report- Jenn Foley

- A. Budget
 1. Check for \$200 Wicked Cheesy and Shopperoo for \$180
 2. Plenty of money left in Covid fund.
 3. Bank statement shown.

VI. Committee Reports

- A. **Fundraising**
 1. Spirit Wear- Kimberly Nadeau
 - a) Distributed to most schools. Couple left for Trahan RLA students
 - b) Another sale in the spring

2. Dine Out Night- Maureen Ruscio
 - a) Hosted at Wicked Cheesy on Monday, November 30th. We made \$200 total. They approached us.
3. Scholastic Book Fair- Kate Pupolo
 - a). online book fair this year? Both schools at the same time?
 - b). \$5 per kid or a selection of free books to choose from.
 - c) most teachers haven't done Scholastic yet so as to not burden parents, so we wouldn't be stepping on teachers toes.
 - d) would be shipped to home, will check on shipping charges.
 - e). Could be sorted at schools if shipped there.
 - f). during Read Across America Week starting March 2nd
 - g). Can stay open for 2 weeks

B. School

1. Teacher Gifts- Anna Kaiser
 - a) Dropped the bags off at the schools last Tuesday- thank you all for your help in making these a reality! We've gotten some really nice thank yous from the teachers and staff for the gifts.
2. Tougher Together- Anna Kaiser
 - a) Working with other lower elementary school PACs for a "tougher together" T-shirt incorporating the Tewksbury T as well as the mascots.
 - b) Jeff is working on the different mascots and once done we will go to the larger community with the design.
3. Trahan 'Deck the Hall-idays'- Anna Kaiser
 - a) Jen Foley and Chris Gunzburger stuffed the bags! Dropped off at the school from Kim Nadeau
4. Heath Brook Giving Tree- Kim Nadeau
 - a). Virtual this year, all spots full except for a few gift cards
 - b). Link is still up on FB page for remaining gifts
5. Holiday Spirit Week- Anna Kaiser
 - a). 12/14-12/18? Can change around the dates
 - b). get the kids excited to dress up at school or at home

VII. Volunteer Needs

Meeting Adjourned at 7:11pm

Next PAC Meeting -January 6, 6:30pm



Heath Brook & Trahan Elementary Schools PAC Meeting Agenda
Wednesday, January 6, 2021 6:30pm Zoom

Present: Kayla Biagioni-Smith, Kimberly Nadeau, Maureen Ruscio, Jen Foley, Heather Day, Al Mancini, Lori, Amy, Michelle Robertson, Shana Abbott, Susan Tucceri, Anna Kaiser

Called to Order: 6:31pm

Votes:

- Voted to approve December's minutes. Approved.

I. Welcome and Review of Meeting's Minutes (December 2020)

II. Principals' Report

A. Heath Brook - Mrs. Cenanovic and Trahan - Mr. Harding

1. Asst. Super sent updated covid regulations - highlight new request: if someone is covid + awaiting results or symptomatic, please keep children home
2. District Tracker - new communication replaces the letters from Superintendent notifying of covid cases.
3. Flu Vaccine deadline is now 2/28/2021 - families have a bit more time to get vaccinated, please send documentation to school nurse
4. Academic benchmarking about to begin - FYI to parents if they hear kiddos talking about it. Comparing year over year.
5. Parent wanted to hire an online performer/vendor for their child's classroom... discuss this for enrichment ideas. What will look into ideas.
 - a) Virtual author visits (Mr. H)
 - b) Reach out to some previous vendors to see if they are offering any virtual opportunities
 - (1) Hellen Keller
 - (2) Someone who teaches origami
 - (3) The hat guy?
 - (4) Heather sent an email to the discovery museum about virtual workshops and researched mad science in Belmont for afterschool programs.
 - c) How to deliver? By grade? By class? Some vendors will not host larger assembly programs

III. Teachers' Report

A. Trahan

1. Ms. Hyland - children enjoyed fire side stories and videos even with the special day pre-december break not happening, children are resilient.

B. Heath Brook

1. Ms. Enos - shared Heather's comments

IV. TSEPAC Report Update

A. Next meeting 1/21/21 @7pm, sign-up through facebook or TewksburyTSEPAC@gmail.com for info.

B. Basic Rights Workshop 2/11/21 @ 6:30pm

1. How to navigate an IEP: State Representative to explain the process of understanding an IEP

C. Support meeting for parents to discuss that "we are all in this together". Confidential - not an open meeting

V. Treasurer's Report- Jennifer Foley

A. Teacher Reimbursement Process

1. Did we identify what this was? Principal Cenanovic mentioned she'd work with the other lower elementary school principals to standardize.
2. Mrs. Bridgeford's reimbursement - Mrs. C to touch base with Mrs. B to see if the app is something she can help with. Table this for now - to be continued...

VI. Committee Reports

A. **Fundraising**

1. Scholastic Book Fair - Kate P

- a) Jen sent Kate class sizes - more to come
- b) 2/22-3/7 runs at both schools
- 2. Savers FunDrive - Kayla
 - a) TBD for early Spring: potentially poll the parents on FB and see if they would prefer to drop off items before April vacation or after.
- 3. Square 1 Art -
 - a) Open to discussion: may be more engaging since parents will be able to help kids with their designs? Kim to discuss with Christa
 - (1) Possible to do during the Wednesday afternoon learning based project
- 4. Dine-out - Kim
 - a) Reached out to Pushcart. Pick any Tuesday or Wednesday in January or February. They deliver now!

B. School

- 1. "Tougher Together" Spiritwear- Anna Kaiser
 - a) Design ideas will be updated by this Friday and then we'll meet with the North Street/Dewing and identify which vendor we will use (we needed to recreate the Dewing owl and the North Street husky)
- 2. Read Across America Week- Anna Kaiser
 - a) Dr. Seuss's birthday is March 2nd so the week will be March 1st to March 5th
 - (1) Revisit the email from Ms. Cooper/focus more on read across america week
 - (2) OR Maybe include more diverse books. Rather than ignore - embrace (north street principals just did a PD on diverse literature)
 - b) Ideas to review:
 - (1) Virtual read-alouds by staff. We can publish on our facebook page each day and the speakers can have fun backdrops/costumes/etc. From both schools
 - (a) Mr. H & Ms. Hyland - Fireside chat
 - (i) Live doc to set up which teacher will read which story - limits repeat stories
 - (b) Maybe house in a shared location (not FB/social media)
 - (c) Sign up between the two schools
 - (2) Videos of kids reading at home. We can choose one book- have them read a passage and then cobble it together OR we can just do a video montage
 - (3) Create a story walk in the parking lots of the school (outside) where everyone can physically distance. We'd use a children's story that we would deconstruct and blow up the pages to and they could walk through (maybe in the playgrounds?). Weather may be a concern?
 - (4) Bring in an author? Maybe short notice?
 - (a) May not work with weather and having to set up two cohorts: logistically difficult
 - c) Other ideas: ask the staff/parents if they have anything to contribute? (notes above)
 - d) Do we have any volunteers to work with Anna on this - YES, Shana!

C. Community

1. Food Pantry- Anna Kaiser
 - a) Typically we run our drive in January. If we place bins around our neighborhoods, would this be something we want to consider doing?
 - b) If so, volunteers to contact Anna.
 - (1) Maybe a snowman building competition... (Michelle R.)
 - (2) Decorate front doors... Show love/kindness? With google map. Valentine's Day? Goes into school vacation week!

VII. Volunteer Needs & Open Positions

- A. We are looking for a Box Tops Coordinator

Meeting Adjourned: 7:27pm



Heath Brook & Trahan Elementary Schools PAC Meeting Agenda

Wednesday, February 2, 2021 6:30pm Zoom

Present: Kayla Biagioni-Smith, Kimberly Nadeau, Maureen Ruscio, Jen Foley, Heather Day, Lori Hyland, Amy Lutkevich, Michelle Robertson, Susan Tucceri, Anna Kaiser

Called to Order: 6:31pm

Votes:

- Voted to approve January's minutes. Approved.

I. Welcome and Review of Meeting's Minutes (January 2021)

- A. Vote to Accept meeting minutes

II. Principals' Report

- A. Heath Brook - Mrs. Cenanovic
 1. Flurry of activity, getting ready for Read Across America
 2. fireside reading, shared flyer
 3. Report cards coming soon, posting on Aspen 2/12
 4. Forwarded email about performer to teachers (Enrichment)
 5. Teacher Request form

III. Teachers' Report

- A. Trahan- Mrs Hyland
 1. Spirit Week was fun
 2. GR 4 remote learning did a food drive
 3. Valentines for Vet
 4. Kindness week for 3rd grade next week, activity and challenge each day
 5. ORdering jump ropes, Hula Hoops are great
 6. In the middle of testing

IV. TSEPAC Report Update

V. Treasurer's Report- Jennifer Foley

- A. Teacher's Request Form
 1. \$ 47,000 in budget, bank balance \$74,000

VI. Committee Reports

- A. **Fundraising**

1. Scholastic Book Fair - Kate Puopolo
 - a. Book fair coming fast!
 - b. sending approval letters to principals
 - c. 2/22-3/7
 - d. Both schools have separate URL links
 - e. Teachers can go online and create their own e-wallet and send to families
 - f. Can send form to parents as well for family members
 - g. You do not get the balance of the e-wallet back, you'll have to use it later
 - h. \$8 books for each grade for teachers to pick out a small selection for free book
 - i. Books may be able to be distributed by Read Across America Week
 - j. flyers can be printed, sorted at schools and sent home with students
 2. Square One Art- Kimberly Nadeau
 - a. self service
 - b. forms are being sorted and will be taken to schools Wed and Thurs
 - c. When art is done, it can be uploaded to the Sq One site and ordered
 - d. Deadline is 3/29
 - e. gives instruction on lighting and other things, will send to Principals
 - f. Can do a theme, but can do whatever they want
 3. Dine Out Night- Kimberly Nadeau
 - a. Pushcart 2/10 4-8
 - b. no flyer, automatically give percentage of sales
 4. Saver FUNdrive- Kayla Biagioni-Smith
 - A. Friday 3/19 and 3/20
 - b. truck will be at Trahan 3/19 and HB 3/20
 - c. Flyers approved, event is on FB
 - d. Will be Covid friendly
- B. **School**
1. "Tougher Together" Spiritwear- Anna Kaiser
 - a) Design sent to local Tewksbury family who has a printing business
 - b) Large "T" on the front of the shirt with "Tougher Together" written and then on the back are five school mascots. Children and adult sizes.
 - c) Principals approved the design. Tracy Torra has submitted approval for selling the item to the Superintendent.
 - d) Next steps: Looking at pricing, and how we will sell the short. Potential that the proceeds will go to the Tewksbury Community Pantry.
 2. Read Across America Week- Anna Kaiser
 - a) Author visit- Scott Magoon- he is available on Wednesday, March 3rd at 11:30am for a 45 minute session for both schools
 - (1) Thank you to Shana for booking!
 - (2) Will send a save the date home to get everyone excited
 - b) School decorating- will be purchasing balloons and attaching quotes about reading to line the hallways. Heath Brook also has some decorations from last year to use that are Dr. Seuss related. School decorating Monday, March 1st before students arrive.
 - c) Video montage- Anna Kaiser will be creating this. Be on the lookout for more details in the next two weeks.
 - d) Dress up days- both schools ;
 - (1) **Monday**- hats off to reading, wear your favorite hat

- (2) **Tuesday**- Reading takes you everywhere- wear your favorite socks
- (3) **Wednesday**- Reading gives you superpowers- wear a superhero shirt/cape
- (4) **Thursday**- Reading gives you a bright future- wear a sparkles/neon/bright shirt!
- (5) **Friday**- Reading gives us a sense of community- wear your Tewksbury/Trahan/Heath Brook spirit wear
- e) Trahan additional activities
 - (1) **Monday**- Read Your Favorite Book to the school on Flipgrid
 - (2) **Tuesday**- *Be Your Favorite Character*- Record a recommendation for your favorite book acting as the book's character on flipgrid
 - (3) **Wednesday**- *Hear a Friend's Favorite Book or Character* - Now that you've recorded a flipgrid with your favorite book and as your favorite character, listen to a few of your friends recording or explore recordings from new friends!
 - (4) **Thursday**- Listen to a Teacher Read a special book, from Heath Brook or the Trahan
 - (5) **Friday**- *Discover New Authors*- Click on the virtual library to hear some new authors reading
- 3. Enrichment- Anna Kaiser
 - a) Principals will coordinate with the teachers RE: if they want to bring any virtual enrichment programs to the classes. PAC will help support in either helping to book or just paying for the enrichment if it is within budget.
- 4. Valentine's Staff Treat Bags- Anna Kaiser
 - a) Making chocolate treat bags for the staff. Already dropped off at the Trahan, and will drop off at the Heath Brook on Thursday

C. **Community**

- 1. Tewksbury Community Pantry Food Drive- Anna Kaiser
 - a) **Pantry collection at the schools Feb 9th and Feb 12th;**
 - b) **Pantry collection at individual homes Feb 13th and 14th**
 - c) For the school collection:
 - (1) We will have one PAC representative holding a sign to promote the door decorating over the weekend/box for the pantry collection
 - (a) Feb 9th HB - Anna
 - (b) Feb 9th Trahan- Jeff
 - (c) Feb 12th HB- Michelle
 - (d) Feb 12th Trahan- Anna
- 2. Pantry collection at homes on Feb 13th & Feb 14th; along with a door decorating scavenger hunt for Valentine's Day
 - a) We'll create google map that will link to the houses who are participating/ where the food pantry boxes will be

VII. **Volunteer Needs & Open Positions**

- A. Recruiting now for 2021-2022 Board. Available positions: Co-Chair (2 or more); Secretary; Treasurer; Assistant Treasurer
 - 1. Nominations must be submitted by the April meeting for elections at the May meeting. Members must be present at the meeting to vote and to be elected.
 - 2. The **Co-chairpersons** shall be the Chief Executive Officers and shall preside over

all meetings of the PAC and of the Board of Directors. The Co-chairpersons shall be members of all standing and special committees. They shall be responsible for the guidance and direction of the Board Members and functions. The Co-chairpersons shall be responsible for designating an independent member of the PAC to randomly review the financial records.

3. The **Secretary** shall take minutes at the meeting and make reports available to current and incoming Officers within 10 days of the meeting. The Secretary is responsible for preparing and sharing the agenda and supporting documents to the membership publicist prior to each meeting.
 4. The **Treasurer** shall be responsible for maintaining the bank account and keeping accurate records of the PAC finances. The Treasurer shall disburse funds on the order of the Board of Directors and get receipts for the same. The Treasurer shall have accurate records available at monthly meetings. The Treasurer shall hold the checkbook and make sure any purchases over the amount of \$50.00 have been voted on by the general PAC unless these expenses are already approved with a budget for PAC events. In the case of an extreme situation, the board may, with the majority vote of the Board of Directors, expend funds in excess of \$50.00, with an explanation at the next open general meeting. The Treasurer must turn over all current and historical financial records to the designated member of the PAC when a random review is requested. The Treasurer shall not issue any funds unless it meets one of the criteria in accordance with Article X.
 5. The **Assistant Treasurer** is responsible for all treasurer duties upon request of the current Treasurer or in the event of incapacity of the current Treasurer.
- B. Town Wide PAC meeting coming up. Can attend and ask questions about the following topics
1. Current learning models
 - a. more in person learning time
 - B. structured learning time
 2. Pooled testing at schools
 3. Phase II and III Covid vaccinations
 4. New elementary school

VIII. Member Concerns

Meeting adjourned: 7:45

Next PAC Meeting – Wednesday, March 3, 2021, 6:30pm via Zoom



Heath Brook & Trahan Elementary Schools PAC Meeting Agenda Thursday, March 4, 2021 6:30pm Zoom

Present: Anna Kaiser, Kayla Biagioni-Smith, Kimberly Nadeau, Maureen Ruscio, Megan Lewis, Jay Harding, Kristiana Obie, Lori Hyland, Michelle Robertson, Joelene McCusker, Jennifer Foley, Teresa Enos, Shana Abbott, Carolina Little

Called to Order: 6:30pm

Votes:

- Voted to approve February's minutes. Approved.
- Voted to spend \$100 from the Hospitality Budget. Approved.

I. Welcome and Review of Meeting's Minutes (February 2021)

II. Principals' Report

- A. Heath Brook & Trahan Updates- Mr. Harding
 1. Thank you for Valentines Day treats
 2. Author visit was so fun! Scott did a great job with students, reading and drawing.
 3. Fireside reading between both schools is fun.
 4. Phased approach to bringing students back to school, part time April; full time in May

III. Teachers' Report

- A. Trahan
 1. Nothing to add, all covered by Mr. Harding
- B. Heath Brook
 1. Loved Author visit.
 2. Loving the decorations in the 2nd grade hall
 3. Excited for Sally Ride
 4. Teacher name signs need replacing
 5. Fireside reading, didn't partake because not sure how to do it. Maybe a little tutorial beforehand next time?
 6. Open Sally Ride up to 1st grade and only Q and A to 2nd grade?

IV. TSEPAC Report Update

V. Treasurer's Report- Jennifer Foley

1. No big changes / expenses
2. \$16,600 left in Covid fund
3. \$300 from Helpsy

VI. Committee Reports

A. Fundraising

1. Scholastic Book Fair - Kate Puopolo
 - A. Half the school has signed in, no numbers until after the Fair closes
 - B. Principals received books, distributed to classrooms.
2. Square One Art- Kimberly Nadeau
 - A. All forms and materials distributed, can access more online
 - B. when you're done with art upload and follow directions, open until 3/29
3. Dine Out Night- Kimberly Nadeau
 - A. Push Cart check ready for pick up.
 - B. only had 6 people come in that night, but they bumped up to \$75.
 - C. Can do Pushcart again or pick other places too.
4. Saver FUNdrive- Kayla Biagioni-Smith
 - A. 3/19 and 3/20. 19th at Trahan, 20th at HB.
 - B. truck is rented.
 - C. Soft and squishy goods only

B. School

1. "Tougher Together" Spiritwear- Anna Kaiser
 - a) Flyers went out, last day to order is Friday, March 12th!
 - b) As of earlier this week we had sold almost 250 T-shirts- our goal is 400 to keep the cost down so make sure to order yours before the deadline. We'll be sending out reminders as the deadline gets closer
 - c) CheddarUp site is where you order which is being managed by the

Dewing/NS PAC: <https://my.cheddarup.com/c/toughertogether>

2. Read Across America Week- Anna Kaiser
 - a) This week! Things are doing well
 - b) Spirit Days- Last day is tomorrow with “reading gives you a sense of community”- children should wear their spirit wear/Tewksbury gear- we’ve had a lot of posts on our Facebook page of the kids dressing up
 - c) Author Visit- Great feedback thus far on Scott Magoon- thanks to Jeff Elwell for running the Zoom meeting for us. He also does live school visits so we should keep him in mind for next school year
 - d) School decorations- Lisa Lynch and Anna Kaiser put up balloons around the school and quotes about reading, hopefully it brightened everyone’s week! Will be taking them down tomorrow
3. Enrichment- Anna Kaiser
 - a) Sheryl Faye as Sally Ride is booked for the 2nd grade team on March 15. She is sending a video of herself as Sally Ride and then doing a live Q&A with the students via Zoom
4. Teacher Appreciation Week
 - a) Dates are May 3 to May 7- what should we do this year?
5. 4th Grade Committee- Kayla Biagioni-Smith
 1. First committee meeting was this week. 20 people signed up
 2. Suzie Dozier is heading the committee, conferring with the other side of town.
 3. Questions around areas to use: school, parking lot, playground?
 4. Budget of \$500, fundraising as well? Ideas?
 5. When? Where?

C. Community

1. Tewksbury Community Pantry Food Drive- Anna Kaiser
 - a) Went well! The pantry was so appreciative.
 - b) Thank you to those people who helped- Michelle Robertson, Colleen Condon and for those who hosted food bins at their homes- Mandy Grant, Michelle, Colleen, Kayla, and Savannah

VII. Volunteer Needs & Open Positions

- A. Recruiting now for 2021-2022 Board
 1. Nominations taken during April meeting, voting in May meeting
- B. Additional Spring Events
 1. Drive in movie night
 2. Scavenger Hunt
 - a) Around the grounds where the kids go out by classrooms- social distancing around the school
 3. Field Day? scaled down version- we would have one grade out at time to ensure adequate spacing and to limit volunteers- teachers would help support the games)
 - a) Activities could include: Dance battle/Freeze dance; Simon says; Obstacle course; Races (100yd dash); frisbee throw ((sanitize frisbees after each child touches it) OR each student would have their own frisbee they can take home with the school logo on it; soccer relay (Trahan); photo booth; popsicles
- C. Try to plan some sort of back to school event, especially for the RLA kids.

VIII. Member Concerns

1. Some parents are concerned about class placement for next year and their close friends potentially not being with them.
2. There will be anxiety in the fall and it will be challenging, but it will be carefully reviewed.

Meeting adjourned: 7:22pm

Next PAC Meeting – Wednesday, April 7, 2021, 6:30pm via Zoom



Heath Brook & Trahan Elementary Schools PAC Meeting Agenda

Wednesday, April 7, 2021 6:30pm Zoom

Present: Anna Kaiser, Kayla Biagioni-Smith, Kimberly Nadeau, Maureen Ruscio, Megan Lewis, Jay Harding, Kristiana Obie, Felicia Cenavoic, Michelle Robertson, Teresa Enos, Shana Abbott, Suzie Dozier, Amy Lutkevich

Called to Order: 6:30pm

Votes:

- Voted to approve March's minutes. Approved.
- Voted to spend \$100 from the Hospitality Budget. Approved.

I. Welcome and Review of Meeting's Minutes (March 2021)

II. TSEPAC Report Update

A. Al Mancini -

1. Support group meeting for parents 4/15 7pm - link on TSEPAC fb page
2. Many questions and topics, contact all or through FB page

III. Principals' Report

A. Heath Brook - Mrs. Cenanovic

1. Thanks PAC for support on Monday, celebratory feel all day
2. Working out all the kinks, arrival dismissal, lunch, recess
3. Getting better every day.
4. Looking for ways to encourage people to have children take the bus. Soooo much traffic
 - a. Assigned seats, windows down
5. TPD helping with traffic, no more left turn into lot
6. Looking for a few more parent monitors, promote in blast Mon and Fri needed most
7. Looking for substituts
8. Mesh bags for each homeroom with toys for research
9. Working on touchless water fountains
10. Pool testing going well

B. Trahan - Mr. Harding

1. Thank you for support
2. Great vibe in building, all are excited
3. Everyone is exhausted
4. New traffic pattern at Trahan is working very well
5. PM buses need kinks worked out

6. Could use 11-1 student monitors; great crew
7. Using old coat racks to put recess toys on
8. Pool testing going well

IV. Teachers' Report

- A. Trahan
- B. Heath Brook
 1. School is happy place, teachers and kids are happy
 2. Kids are adapting well
 3. Report cards come out in a couple of weeks, grades close 4/9
 4. Sally Ride was amazing, worked out well
 5. Errors in covid fund order, need 5 more name tags
 6. Totes need to be returned, Jen has inquiry in with Amazon re: restocking fee

V. Treasurer's Report- Jennifer Foley & Maureen Ruscio

- A. COVID Fund purchases
 1. New outdoor toys at both schools
 2. \$16,000 left in budget
- B. Teacher Requests
 1. Trahan teachers still have full budget, encourage them to get what they need

VI. Committee Reports

A. Fundraising

1. Scholastic Book Fair Recap - Kate Puopolo
 1. Will cover next month
2. Square One Art- Kimberly Nadeau
 1. Extended to 4/16
 2. Orders are still coming in
 3. More for parents to get their kids art than a fundraiser
 4. Will have totals for May
 5. Will promote extension on FB and in blast
3. Savers FUNdrive Recap- Kayla Biagioni-Smith
 - a) Very successful event with great feedback from the community.
 - b) Donated: 5,293 lbs of goods
 - c) Earned: \$1,058.60 (plus \$75.00 reimbursement for the U Haul rental for hitting our goal).
4. Box Tops-Kayla Biagioni-Smith
 - a) We are still looking for a coordinator to help facilitate this program and bring awareness to the digital platform.
 - b) Current earnings for 2021 -
 1. Trahan \$67.30 Trahan, Lifetime \$15,896 (since 2015)
 2. HB \$87.90, Lifetime \$33,816 (since 2015)
5. Drive In Movie Night- Anna Kaiser
 - a) MVP: Needs a two week advance notice on Movie selections, due to the production company. Dates in mind or movie ideas.
 - b) Car tickets are \$25.00/Per car. You guys will receive 50% of Car Admission Sales! (Ex. If you guys bring in 25 cars, at \$25/Per Car, would be \$625.00 - and you guys would receive \$312.50)

B. School

1. "Tougher Together" Spiritwear- Anna Kaiser
 - a) We sold 492 shirts! Total raised to go to the Food Pantry is \$1000
 - b) We are working now to get this to the vendor now on when to anticipate getting them to people who ordered

2. Enrichment- Anna Kaiser
 - a) Sally Ride presentation happened for the 2nd graders on March 15th and seemed like a hit with the students
 - b) New England Aquarium scheduled for Monday, April 12th for the 3rd graders.
3. Teacher Appreciation Week- Anna Kaiser
 - a) Espresso Dave booked for Monday, May 3rd at 7:45am to 8:45am at both schools - will be doing a "buy a teacher a coffee" fundraiser to pay for this
 - b) Dessert Food Truck- Chris Gunzburger is booking this - Whoopie Wagon or Cupcake City and hoping to book for Thursday afternoon
 - c) School Decorating- "Chalk the walk" and yard signs to be purchased
 - d) Bitmoji Posters for staff
 - e) Pet Therapy Dogs- Looking into booking these Wednesday afternoon
 - f) Template for "What I Like About My Teacher" will be sent home the Monday after vacation week to return back the week of the 3rd
 - g) Teacher Gifts- still TBD but looking in to a ready for summer gift bag, movie night care package
4. 4th Grade Committee- Kayla Biagioni-Smith / Suzie Dozier
 - a). Suzie's excited to help, understands the situation is fluid
 - b). Will do fundraising regardless, if not even then care packages
 1. Towels (Ryan Bulldog beach towels) \$11 per towel
 2. Coupons for small ice cream sundae, MAC?
 3. Ryan Bulldog stickers
 - c) online fundraiser - refrigerated goods, Auntie Anns, Cheesecake factory etc, school yard delivery
 - d) looking to raise \$350, link is ready to go to send to friends and family
 - e). if the event does happen, photo booth, black light party, glow sticks, etc
 - f). Fundraiser from is done, will send to Mr. Harding
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 - a) Receipt for the Trahan
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- A. Recruiting now for 2021-2022 Board - nominations are in!

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Meeting adjourned at 7:35pm

Next PAC Meeting – Wednesday, May 5, 2021, 6:30pm via Zoom



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Present: Anna Kaiser, Kayla Biagioni-Smith, Kimberly Nadeau, Maureen Ruscio, Megan Lewis, Jay Harding, Kristiana Obie, Lori Hyland, Michelle Robertson, Joeline McCusker, Jennifer Foley, Teresa Enos, Shana Abbott, Carolina Little

Called to Order: 6:30pm

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Called to Order: 6:30pm

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- I. Welcome and Review of Meeting’s Minutes (March 2021)**
- II. TSEPAC Report Update**
 - A. Al Mancini -
 1. Support group meeting for parents 4/15 7pm - link on TSEPAC fb page
 2. Many questions and topics, contact all or through FB page
- III. Principals’ Report**
 - A. Heath Brook - Mrs. Cenanoic
 1. Thanks PAC for support on Monday, celebratory feel all day
 2. Working out all the kinks, arrival dismissal, lunch, recess
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traffic

a. Assigned seats, windows down

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VIII. Member Concerns

Meeting adjourned at 7:35pm

Next PAC Meeting – Wednesday, May 5, 2021, 6:30pm via Zoom



Heath Brook & Trahan Elementary Schools PAC Meeting Agenda

Wednesday, May 5, 2021 6:30pm Zoom

Present: Anna Kaiser, Kayla Biagioni-Smith, Kimberly Nadeau, Maureen Ruscio, Jennifer Foley, Teresa Enos, Al Mancini, Megan Lewis, Jay Harding, Lori Hyland, Michelle Robertson, Katie Kirane, Amy Lutkevich, Shana Abbott, Amy Duffy

Called to Order: 6:30pm

Votes:

- Voted to approve April's minutes. Approved.

I. Welcome and Review of Meeting's Minutes (April 2021)

- A. Vote to Accept meeting minutes
- B. Voting for 2021-2022 Board - SurveyMonkey

II. TSEPAC Report Update

- A. Al Mancini
 - 1. Next meeting May 20th 7pm
 - a. Will vote for board members
 - b. Discussion on school safety
- B. Appreciates the opportunity to speak

III. Principals' Report

- A. Heath Brook - Mrs. Cenanovic
 - 1. Loving Teacher Appreciation Week, Coffee cart, chalk the walk, "Time" magazine
 - 2. Class placement survey is back and was given to teams
 - 3. Gearing up for K graduation, 2nd graders transition. Making them Covid safe.
 - 4. Pool testing is going well. Kids are good, participation is increasing
- B. Trahan - Mr. Harding
 - 1. Also thankful for all the effort for TAW

2. Thank you for the Field Trips, they were great - especially the Aquarium
3. MCAS is happening in an abbreviated way.
 - A. 1 session as opposed to 2.
 - B. RLA will be participating too.
 - C. Upgraded devices available for RLA.
 - D. All students got on the test site today to see what it's like.
 - E. Pool testing is going well, the test team is great to work with.

IV. Teachers' Report

- A. Trahan- Mrs. Hyland
 1. Everything has been great.
 2. In re: to Virtual FT, questions in chat are great.
 3. Confusion with Thank You letter. Some kids thought it was an assignment, no cover letter.
 4. ALICE drill
- B. Heath Brook- Mrs Enos
 1. Scholastic Book Fair tying in with Summer reading
 2. 2nd grade team is talking about how to transition kids to gr 3.
 - a. virtual tour
 - b. 2nd grade and 3rd grade teachers switch schools for a little while one day
 3. Any schoolwide virtual enrichments? Johnny the K? Magic show? Science show?

V. Treasurer's Report- Jennifer Foley & Maureen Ruscio

- A. COVID Fund purchases
 1. No Trahan requests yet from Covid fund, they have \$850 per grade
- B. Teacher Requests
 1. 2nd grade got their totes

VI. Committee Reports

- A. **Fundraising**
 1. Scholastic Book Fair Recap - Jen Foley
 - A. Didn't make nearly as much as last year, for obvious reasons
 - B. outdoor spring book fair? Dewing and North st are doing it
 - C. how do they secure it all outside?
 2. Square One Art- Kimberly Nadeau
 - A. got check from HB \$150, separate check for Trahan
 - C. Thanks to Christa Richard for organizing
 - D. participation was down this year
 3. Box Tops- Kayla Biagioni-Smith
 - A. still no one to run it
 - C. Check from Box tops \$20.71
 - D. Shaws is doing a Box Tops promotion
 - E. Went virtual pre covid
 - F. Receipt box when possible?
 4. Drive In Movie Night- Anna Kaiser
 - a) Scheduled for Friday, May 14th - Despicable Me 2
 - b) 15 cars as of last week were booked
 - c) Car tickets are \$25.00/Per car. You guys will receive 50% of Car Admission Sales! (Ex. If you guys bring in 25 cars, at \$25/Per Car, would be \$625.00 - and you guys would receive \$312.50)
 5. Spring Spirit Wear- Kimberly Nadeau

- a) Sent email to contact to open store
- b). Leftover spirit wear and reusable bags from HB
- c). Info to follow

B. School

1. Teacher Appreciation Week- Anna Kaiser
 - a) School Decorating- “Chalk the walk” happened on Sunday
 - b) Espresso Dave came on Monday, 3rd- went really well
 - c) Bitmoji Posters for staff dropped off Monday
 - d) Template for “What I Like About My Teacher” will be sent home the Monday after vacation week to return back the week of the 3rd
 - e) Cupcake delivery on Thursday afternoon
 - f) Teacher Gifts- movie night care package being put together by Maureen (candy, popcorn, \$10 Amazon GC, all beautifully wrapped)
2. 4th Grade Committee- Kayla Biagioni-Smith
 - a). ? outdoor event June 11
 - b). Sold 299 items, Very successful!
 - c). Class gift will be ordered with other side of town (beach towels)
 - d). Could be over top of limit on school property(school guidelines), off site could be ok(governor guidelines)
3. 2nd Grade T-shirts- Kayla Biagioni-Smith
 - a) ordered all shirts (med and lg)
4. Enrichment-Anna Kaiser
 - a) New England Aquarium Fur Seal Encounter happened on Monday, April 12th for the 3rd graders- really great event
 - b) New England Aquarium Harbor Seal Encounter scheduled for Monday, May 17th
 - c) 4th Grade Virtual Enrichment- happening- Science Experiment
5. Field Day- Anna Kaiser
 - a) Meet with principals to try to make a plan

VII. Needs & Volunteer Positions

A. box tops!!

B. **Congrats to** Co-chairs: Anna Kaiser, Kayla Biagioni-Smith, Kim Nadeau, Michelle Robertson
 Treasurer: Jen Foley, Assist. Treasurer: Maureen Ruscio, Secretary: Megan Lewis

VIII. Member Concerns

A. asking to include willing remote learners in in person events

B. Families should be reminded to wear masks outdoors during drop off and pick up

Meeting adjourned 7:38pm

Next PAC Meeting – Wednesday, June 2, 2021, 6:30pm via Zoom



Heath Brook & Trahan Elementary Schools PAC Meeting Agenda
Wednesday, June 2, 2021 6:30pm Zoom

Present: Anna Kaiser, Kayla Biagioni-Smith, Kimberly Nadeau, Jennifer Foley, Teresa Enos, Al Mancini,

Megan Lewis, Lori Hyland, Michelle Robertson, Shana Abbott, Amy Lutkevich, Teresa Enos, Amy Duffy, Barbara Chappie, Felicia Cenanovic

Called to Order: 6:30pm

Votes:

- Voted to approve May's minutes. Approved.
- Voted to add in a line item for MVP fundraiser. Approved
- Voted to allow the treasurer to continue to pay 2020-2021 expenditures with 2020-2021 budget after the fiscal year ends on June 30th. Approved.
- Voted to carry over the PAC Operations budget, K Orientation budget, Playground Equipment, Website Fee, Hospitality Fund Budget, Playground Social, COVID budget, Teacher Appreciation and Beautification budgets for use into the summer. Approved.
- Voted to spend scholastic dollars. Approved.
- Voted to approve the Fall 2021 & Spring 2022 calendar. Approved.

I. Welcome and Review of Meeting's Minutes (May 2021)

- A. Vote to Accept meeting minutes - Accepted

II. TSEPAC Report Update

- A. Al Mancini

1. Board voted, members will be attached here..
2. Last meeting of the year 6/10 7pm, support group meeting to discuss end of year difficulties

III. Principals' Report

- A. Heath Brook - Mrs. Cenanovic

1. End of year celebration phase
2. Kickball tournament in 1st grade
3. Move - up day plans , 6/10 is move up day
4. Best plan for kids to meet next years teachers? Maybe kids go on indoor parade to Next years teams and meet the teachers
5. K celebration will be virtual. Pre-recorded for parents to watch at their convenience
6. Still interested in the water fountain, working on plumber and electrician
7. Field day and book fair - RLA kids get to meet their teachers in person

- B. Trahan - Mr. Harding - not present

IV. Teachers' Report

- A. Trahan- Mrs. Hyland

1. Enjoyed book fair, kids super excited
2. Not tons going on
3. Gift cards to pay teachers out of Covid fund for digital lessons? Send to Jay to determine.

- B. Heath Brook- Mrs Enos

1. Summer reading, lists are going home with children
2. 6 books short, should they be purchased through the book fair? Scholastic dollars? Jen will order.
3. Move-up day T-shirts, can they be delivered 6/10 (Move up day).
 - a. Little farewell graduation ceremony on the playground
 - b. After that a virtual tour of Trahan with Jay
4. STEAM bags, slide shows like: watch a woman stack cups different ways and the kid

would

Do it too.

5. Covid fund : money we put aside to make purchases for school/ teachers related to

Covid,

le. water fountain, hula hoops for play ground

Teacher fund: money for each grade level to purchase things for their students for the

year,

Unrelated to Covid

V. Treasurer's Report- Jennifer Foley & Maureen Ruscio

A. COVID Fund purchases

1. Still have \$16000 left in Covid funds

B. Reconciliation report and bank statements, available upon request

C. Teacher Requests

1. All filter through principals to determine if they get paid by PAC

VI. Fall and Spring 2021 event calendar

VII. Committee Reports

A. **Fundraising**

1. Scholastic Book Fair Recap - Jen Foley

a) Ran out of books at the Trahan so they are ordering more books to come in tomorrow night to continue the fair on Friday.

b) Hoping to not run into this issue at the Heath Brook

c) Each child gets \$7

2. Box Tops- Kayla Biagioni-Smith

a) Last check was \$18.30

b) Still has not found anyone to take over the event

3. Drive In Movie Night Recap- Anna Kaiser

a) The final fundraising for 5/14 was: 20 Cars. 25% of the sales go to you guys: \$125!

4. Spring Spirit Wear- Kimberly Nadeau

a) Have a list of items that we have to sell which she will send out to families

b) Not opening a store so close to the end of the school year, see about possibility of opening the store with the option to ship directly home only

B. **School**

1. 4th Grade Committee- Kayla Biagioni-Smith

a) After 7 tough conversations, they decided to cancel the drop off event

b) Drop off event was going to be very similar to Field Day

c) Although we are sad this is not happening, but many kids didn't know it was going to happen

d) 4th grade fundraiser was very successful. Because of that, the money that would have been used to put the event on the 4th grade class is getting some neat kids

e) Kids will get an awesome beach towel with the bull dog on it (Ryan mascot), free small pizza to Wicked Cheesy, free round of mini golf and ice cream at MVP, Tewksbury T sticker, \$5 gift card to Wamesit Lanes, potentially a free donut or muffin at Donna's donuts or Perfectos

f) Bags will be put together by the 4th grade committee and dropped off on June 14th.

2. 2nd Grade T-shirts- Kayla Biagioni-Smith

a) Done and ready to go will be dropped off tomorrow morning at the

Heath Brook

3. Enrichment-Anna Kaiser
 - a) Kindergarten also booked the Aquarium on May 17th- it went off without a hitch!
 - b) 4th grade booked the Extreme Science 2.0 Virtual Live Streaming Assembly
4. Field Day- Anna Kaiser
 - a) Booked for June 14th & 15th at both schools, schedule has been created and all volunteers have signed up. Sent out a volunteer email and will host a meeting Tuesday the 7th- 7pm for Heath Brook volunteers and 7:30pm for Trahan volunteers
 - b) Will make a schedule to send out to the Principals to give to the teachers in advance
 - c) Most supplies are accounted for at this point, waiting on a few more donations from parents/guardians
 - d) Popsicle party will happen for each class, need to determine the best way to do this - may pass out in the classroom after Field Day
 - e) There will be three stations outside, each class goes to each area where we will split the class into two groups to ensure we maintain a 3' distance. We'll have hand sanitizer available in each of the three areas to ensure proper hygiene. Each group spends ~8 minutes at each station and approximately ~15 minutes in each 'area' (taking into consideration walking time between them)
 - f) Stations: Frisbee toss, egg on a spoon race, relay/obstacle course (limbo pole, hula hoops to run through, cones), water balloon toss, simon says, freeze dance/ rock-paper-scissors hula hoop?
 - g) Teachers chose when they wanted their popsicles
5. End of year activities
 - a) We do have budget in the Student Event Fund

VIII. Needs & Volunteer Positions

- A. Box tops!!
- B. Website Coordinator

Meeting adjourned:

Next PAC Meeting – September 2021