

Heath Brook & Trahan Elementary Schools PAC Meeting Agenda

Wednesday June 3, 2020, Zoom Meeting

Present: Kristiana Obie, Kayla Biagioni-Smith, Anna Kaiser, Kimberly Nadeau, Jennifer Foley, Megan Lewis, Maureen Ruscio, Bridget Garabedian, Lori Hyland, Shana Abbott

Called to Order: 6:33pm

Votes:

- **Voted to accept May 2020 Meeting Minutes. Approved.**
- **Motion to earmark \$50,000 to 20-21 school year for Covid and enrichment related expenditures. Approved.**
Motion to allow treasurer to continue paying bills over summer. Approved.
- **Motion to spend any expiring scholastic dollars over the summer. Approved.**
- **Motion create line item for Covid related relief for re-opening fund \$20,000. Approved.**
- **Motion to roll over Beautification Budget for both schools, Kindergarten Enrichment, Welcome back Budget, Read Across America and Playground Social budgets. Approved.**
- **Motion to approve 2020 fall calendar. Approved.**

I. Welcome and Review of Meeting's Minutes- May 2020

II. Teachers' Report

A. Trahan- Mrs Hyland

1. Nothing to report, parent/ child burnout.
2. Coming into week 10, less work, more fun.
3. All Trahan student things picked up except 10.

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

- A. Shoparoo is ending their program 7/15, accepting receipts until then.
- B. Closing the year with \$78,800
- C. Brain Pop is locked, working on fixing it

IV. Committee Reports

A. Fundraising

1. Square 1 Art- Anna Kaiser
 - A. Still taking orders, Krista put the stickers out on tables last week for parent pick up
 - B. Shipping direct to home
2. Fun Run Update - Kayla Biagioni-Smith
 - A. scheduled for October, meeting scheduled Monday to look at other optional programs

B. School

1. Enrichment- Kristiana Obie
 - A. Lots of money left over.
 - B. 3rd graders will go to the MoS in March of 4th grade as well as the 4th grade field trip
2. Teacher Appreciation Week- PAC Board
 - A. All of the gifts went out to teachers! Group effort, Thanks to everyone!
 - B. one of the DD gift cards was inactive and the receipt didn't match up to card number, working on a replacement via email.
3. 2nd Grade tshirts- Anna Kaiser
 - A. T Shirts are in, ? pass out at 2nd grade pick up tomorrow..
 - B. email Mrs. C to get them there and put them in student bags?

C. roll up and out ribbon and poem about third grade with pick up times at Anna's house

D. Anna to reach out to 2nd grade teachers to discuss options.

Meeting adjourned at 7:03pm

Next PAC Meeting TBD – September 2020

Heath Brook & Trahan Elementary Schools PAC Meeting Agenda

Thursday, May 7, 2020, Zoom Meeting

Present: Kristiana Obie, Kayla Biagioni-Smith, Anna Kaiser, Kimberly Nadeau, Jennifer Foley, Megan Lewis, Maureen Ruscio, Shana Abbott, Lori Hyland, Jay Harding, Felicia Cenanovic

Called to Order: 6:31pm

Votes:

- **Voted to accept April 2020 Meeting Minutes. Approved.**
- **Voted to purchase bracelets for the incoming Kindergartners. Approved.**

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

II. 2020-2021 PAC Board Voting

- A. Co-Chairs: Anna Kaiser, Kayal Biagoni-Smith, Kimberly Nadeau
- B. Treasurer: Jennifer Foley
- C. Secretary: Megan Lewis
- D. Assistant Treasurer: Maureen Ruscio

III. Principals' Report

- A. Trahan - Mr. Harding
 1. Everyone is working hard, developing new learning plans but it has been a great collaboration between the Dewing/Heath Brook and the North Street/Trahan
 2. Report cards are being sent out tomorrow, advocating for parents to get on Aspen earlier to troubleshoot
 3. Many end of year lists: placement, moving files, etc.
 4. Trying to abide by rules, no meetings greater than 10 people, so it will be great to reinforce these
 5. New building update: the Planning Board is voting this week to vote and the goal is to have all the permitting in place to start digging by June 1, 2020. They are hoping to make up ground and they are actually better budget-wise
- B. Heath Brook - Ms. Cenanovic
 1. Parent survey: please fill this out! We had a good response thus far
 2. Thank you for Teacher Appreciation Week effort!
 3. Remote learning plan will look the same but new material will be added
 4. Mail is being sent to the Center School, but will see if there is anything we need to pick up
 5. Still waiting on some guidance about incoming Kindergartners

IV. Teachers' Report

- A. Trahan- Mrs. Hyland
 1. Busy, Need to meet with North Street, have to distance learn the same way
 2. Have the kids' interest at heart, trying to meet everyone's needs

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

- A. Teacher Request Process & Procedure
 1. Sync on procedure and process; think through a form of some sort to request the line items
 2. Teachers at Heath Brook have around \$2250; Trahan has around \$1450 but we split this amount by grade level
 3. The items that the PAC purchases do need to stay at the school, so we may not be able to ship them directly to the teachers
 4. Principal Harding and Principal Cenanovic will check in with the other building

principals to review the process and will review in June

- B. We will need to spend some of the budget prior to the end of the fiscal year, or we can earmark the budget for things next year
- C. Will be working with the accountant to talk about any surplus funds and the date by which we need to spend any surplus money

VI. Committee Reports

A. Fundraising

- 1. Square 1 Art- Anna Kaiser
 - a) Christa Richards was able to get all of the information to order online to the families with a flat shipping rate of \$4.95 to their homes.
 - b) She has the stickers that she will pass out when she's able to (even if it is in the Fall).
 - c) Parents can search for their student's code on the Square1 website. If they have any issues they can email her at richardfamily2010@gmail.com
- 2. Fun Run Update - Kayla Biagioni-Smith
 - a) Had a meeting with the Booster reps and they will hold onto our deposit until we are able to run one
 - b) They have hosted virtual events for other schools and wanted to know if this was something they were interested in
 - c) They are being flexible- we have access to the online environments they help support. They will work on options for the upcoming events. They are fully booked for the Fall with other schools.
- 3. Box Tops - Kayla Biagioni-Smith
 - a) Sammi Meuse is still tracking these, and we are pushing the app more. People are not collecting the actual Box Tops now but they will be extending the dates for these

B. School

- 1. Enrichment- Kristiana Obie
 - a) Have not heard from the NE Aquarium, we are assuming we will be reimbursed for this
 - b) Franklin Park Zoo was cancelled
 - c) 3rd Grade was supposed to go to the MoS but that has been flipped to the 4th Grade so they will still experience
- 2. Teacher Appreciation Week- PAC Board
 - a) This year we have planned three things:
 - (1) Kim Nadeau is creating a photo montage of our students to send to staff, photos were due this morning. Video will be sent to the teachers tomorrow.
 - (2) We created a special template for students in each grade to fill out for their teacher and send directly back to the teacher (not to the PAC)
 - (3) The PAC is giving out \$10 gift cards to either Dunkins, Pushcart, Donna's Donuts, or Perfectos. A google form was sent out and we are collecting responses until the EOD today. Then, we will let the Principals know who we are missing to hopefully get a small token of appreciation out to everyone. Some staff members are opting to send their \$10 gift to the Tewksbury Community Food Pantry.
- 3. 2nd Grade T-Shirts- Anna Kaiser

- a) We will still be ordering 2nd grade T-shirts for each student as a move up gift to the Trahan.
- b) Anna has created a google form that will be sent out to parents via Facebook, the newsletter on Sunday, as well as through the 2nd grade teachers. Then, cross referencing the responses to the classroom numbers provided by the teachers.
- c) We will order a couple extra in case we have any transfers in the Fall.
- d) T-shirt pricing has come back to be around \$6 per shirt, which is within budget (either red or blue) with the Tewksbury "T" logo on it which will say something along the lines of Trahan Class of 2030.

Meeting adjourned at 7:24pm.

*****Next PAC Meeting – Wednesday, June 3rd Zoom Meeting*****

Heath Brook & Trahan Elementary Schools PAC Meeting Minutes

Wednesday, April 8, 2020 via Zoom Meeting

Present: Anna Kaiser, Kimberly Nadeau, Kayla Biagioni-Smith, Maureen Ruscio, Kristi Obie, Jen Foley, Megan Lewis, Lori Hyland, Jay Harding, Felicia Cenanovic

Called to Order: 6:30pm

Votes:

- Voted to approve March's minutes. Approved.

I. Welcome and Review of Minutes

II. Principals' Report

- A. Heath Brook - Mrs. Cenanovic
- B. Trahan- Jay Harding
 - 1. Everyone is working hard, doing everything they can to keep up with all the changes.
 - 2. All grade levels working together to create lesson plans for their students

III. Teachers' Report

- A. Trahan- Mrs. Hyland
 - 1. Appreciate all the parent support.

IV. Treasurer's Report- Jen Foley

V. Committee Reports

A. Social

- 1. 4th Grade Celebration- Kayla Biagioni-Smith- possibly postponed, probably canceled
- 2. Ice Cream Socials- Anna Kaiser - canceled since this is a large gathering outside of school hours, so we will not have the ability to host this kind of large gathering

B. Fundraising

- 1. Dine Outs- Kim Nadeau -canceled
 - A. Do we do Dine Outs next year to support small businesses, not to benefit us.
- 2. Box Tops- Kayla continue to push on the page, extend exp dates
- 3. Pura Vida Bracelets- Kimberly Nadeau- maybe next year
- 4. Penny Wars-canceled
- 5. Square 1 Art- Anna Kaiser
 - A. Art was already collected, we are looking at giving student codes to parents to order online, waiting to hear back from the coordinator on this
- 6. Spiritwear Online Store - Kimberly Nadeau
 - 1. Was open until March 30th, re do in late summer or fall?
- 7. Fun Run update - Kayla
 - A. Scheduled for early fall
 - 1. Already paid deposit
 - 2. Carrying over so much money, should we still do it?
 - 3. Schedule a meeting and cancel the contract? Mass Casualty clause in contract.

C. Community

- 1. Tewksbury Community Pantry- Anna Kaiser
 - A. Promoted collection at the 3 drop off locations for the Food Pantry since we were unable to host the drive in school

D. **School**

1. Enrichment- Kristiana Obie -
 - A. all canceled except Top Secret Science (rescheduled to May)
 - B. Second and Third grade field trip money was already collected. Is there a plan to return it to parents?
2. BOKS- Kimberly Nadeau
 - A. Great group this year, will bring back to both schools next year.
3. Read Across America Week- Anna Kaiser
 - A. Still running the book drive but we will need to identify a way to still collect books. We may need to wait until the Fall to continue the book labels and collect books that were supposed to be donated this school year. We are holding onto the book donation amounts and will purchase those books in the Fall as well, or when we return to school.
4. HB Field Day- Anna Kaiser
 - A. We are looking to potentially run a modified version of what was planned. Details are to be determined once we hear more on the remainder of the school year and whether volunteers will be allowed into the school.

VI. **Volunteer Needs**

- A. 2020-2021 Open Board Positions
- B. Nominations:
 1. Co-Chairs: Anna Kaiser, Kayla Biagioni-Smith, Kimberly Nadeau
 2. Treasurer: Jen Foley
 3. Assistant Treasurer: Maureen Ruscio
 4. Secretary: Megan Lewis

Meeting Adjourned at 7:29pm

***Next PAC Meeting –Virtual May 6, 2020 ***

Heath Brook & Trahan Elementary Schools PAC Meeting Agenda

Wednesday, March 4, 6:30pm - Heath Brook School Library

Present: Anna Kaiser, Kimberly Nadeau, Kayla Biagioni-Smith, Maureen Ruscio, Sammi Meuse, Felicia Cenanovic, Lori Hyland, Sammi Meuse, Shana Abbott, Stacey Paradis, Al Mancini, Danielle Bresnahan, Kim Hynes

Called to Order: 6:30pm

Votes:

- Voted to approve February's minutes. Approved.
- Voted to purchase a UV light kit and lotion for \$200. Approved.

I. Welcome and Review of Minutes

II. Principals' Report

A. Heath Brook - Mrs. Cenanovic

1. Well into Read Across America Week and thank you for the decorations. Mrs. Hynes did her own Truffala Trees down the Kindergarten Hallways. Thank you for creating a lot of support for the dress up days
2. We're halfway through 3rd quarter- checking in now as teachers are looking into student's progress. Only if your teacher is concerned for more than one content area will they reach out with a progress report
3. Half day on Friday, March 13th
4. They are working on a parent survey as part of School Council, but she will continue to send it herself- she has 72 responses so far but is looking for more feedback
5. We'll be looking at the holistic enrichment experience and mapping this out to see which activities the children have participated in
6. Teacher Requests: we're verifying what constitutes teacher reimbursement; loop the elementary school principals in

B. Trahan

1. Underway with their play preparation, is the PAC doing concessions again? Kayla will reach out to them
2. Due to high ticket sales and demand he will be adding a second show on April 8th (this is a Thursday and Friday). He has only gotten back half of the forms from the students and many are requesting multiple seats
3. He is looking for parent volunteers to help with Oompa Loompa hair, there are 60 Oompa Loompa

III. Teachers' Report

A. Trahan- Mrs. Hyland

1. Enjoying Read Across America Week. The reading teacher will be speaking a bit about changing things up for the Trahan. She wants to broaden the horizon of the authors they are looking into. May be changing things up a little bit.
2. 3rd grade field trip to the Museum of Science, every class is taking at least 5 or 6 chaperones plus the teacher
3. MCAS is coming up in March and then in May again- it's all online

B. Heath Brook- Mrs. Paradis

1. Kindergarten has the Tide Pools in May. This past performing arts play was a bit of a disappointment (there were no props but it was not as stimulating and engaging). Discovery Museum for next year, they would like to book this- they

need a more advanced reservation and they can accommodate more students.

Thinking more of a Spring time field trip.

2. They are excited for Top Secret Science

IV. TSEPAC Report Update- Al Mancini

A. March 19th is the next meeting and it will include the Safety Officer from TPS, issues that pertain to all of the students.

B. The meeting is hosted at the High School at 7pm

V. Treasurer's Report- Maureen Ruscio

A. \$6,750 with the Calendar Raffle, all of the prizes went out

B. Raised just about \$1,000 for the Parents Night Out

VI. Committee Reports

A. Social

1. Lowell River Hawks Game Recap- Anna Kaiser

a) Great turnout for the game this past Friday, February 28th! A special thank you to Kristen Skinner who planned the entire night out.

b) The students loved being on the ice for the "Chuck-A-Puck" cleanup

2. 4th Grade Celebration- Kayla Biagioni-Smith

a) Stephanie Manna sent over the minutes from the last meeting- they will be ordering pizza, purchasing decorations including movie theater themed items, getting donations from local movie theaters

b) Several activities will be taking place- ring toss, craft, photo booth, costume relay, etc.

c) For the swag bag they are thinking about a keychain that would have the bulldog for the Ryan because they are moving up to the Ryan- trying to keep it under \$2 per keychain

d) Their parent volunteers are being asked to wear a white shirt with black pants, students can be a movie character of their choice

3. HB Bingo for Books- Anna Kaiser

a) Scheduled for Friday, March 6th from 6pm to 7:30pm

b) Parents have been given the option to pre-order a pizza from Wicked Cheesy in advance and then we will have slices and other snacks for sale during the event

c) Sent out a teacher/staff volunteer form with Principal Cenanovic will be sharing with her team. We also need an MC for the event

d) BINGO cards will be Dr. Seuss themed like last year, and winner will be given a small prize and every student will receive a bookmark and a free book, which will be donated from Savers

e) Joelle Laidlaw will be coordinating all of the decorations for the event like last year, helpers are asked to come early to decorate

4. Parent/Caregiver Night Out Recap- PAC Board

a) First cross-town event was hosted on Thursday, February 27th at the Tewksbury Country Club. We had a "family feud" style trivia game show and over 30 raffles that were donated!

b) We made a profit of around \$1,000 for the event for our schools

B. Fundraising

1. Dine Outs- Shana Abbott

a) John Ryan's required a printed application which was dropped off today- they are targeting the last week in March

b) Pushcart is the goal for the May dine out

2. Box Tops- Sammi Meuse

- a) 2,461 Box Tops were shipped last Saturday which is \$246.10. The app does not count the shipped Box Tops so the final figures are TBD
- b) The next deadline is in November, but they will accept them year round. She will do another collection at the end of the year- which will be in the winter check
- 3. Calendar Raffle Recap- Maureen Ruscio
 - a) Thank you to everyone for their support of the calendar raffle! We raised around \$6,750
 - b) All of the prizes have been mailed out to the winners
- 4. Pura Vida Bracelets- Kimberly Nadeau
 - a) Still have not ordered these, will connect to see if the parent volunteer still would like to manage this project
- 5. Penny Wars- Kayla Biagioni-Smith
 - a) Flyers will go home week of the 16th
 - b) Event will run the 23rd-27th at both schools
- 6. Square 1 Art- Anna Kaiser
 - a) Christa Richard is collecting back the packets from teachers with a deadline of this week
 - b) Then, order packets will be at both schools by March 25th, the deadline for orders will be April 8th and then the artwork will be shipped May 4th
- 7. Spiritwear Online Store - Kimberly Nadeau
 - a) Spring online store which will be March 16th to the 30th, if they need to extend it they can. It will be the same items as always but a good opportunity for those who are moving up to the Trahan to get Trahan gear
- 8. Fun Run update - Kayla
 - a) Conference call to discuss changes
 - (1) Reporting changes to help treasurer track and monitor collected funds
 - (2) Change to the Corporate Match Program.
 - (a) Boosterthon will no longer take a percentage of corporate matches.
 - (b) Corporate matches will no longer count towards a student's ranking

C. Community

- 1. Tewksbury Community Pantry- Anna Kaiser
 - a) March 27- Grade level presentations in the cafeteria (2nd, 3rd and 4th grade) with a member of the PAC as well as a representative from the Food Pantry, Ray Bowden, to kick off the event.
 - (1) 9am to 9:20am Trahan Grade 3
 - (2) 9:25am to 9:45am Trahan Grade 4
 - (3) 2pm Heath Brook- following the Penguin Pride Show
 - b) Similar to last year, it'd be a presentation with photos/then we'd let the kids see what kids of food items are given to those in need. Last year we did grade level at the Heath Brook and Principal Wettstone recommended just doing the 2nd grade. Then at the Trahan we went into individual classrooms and instead we're going to do two grade level presentations there. Also looking to incorporate some items on nutrition and hunger in the community

- c) March 30th to April 8th- donations/competition begins
- d) Will be getting extra shopping carts from Market Basket and putting those in the lobby like last year along with thermometers to indicate how each grade is doing
- e) We will need volunteers to help count/transport the food items to the Pantry

D. School

1. Enrichment- Kristiana Obie
 - a) Pre k Mass Audubon 3/11
 - b) Top Secret Science 3/19-20 (whole school)
 - c) 2- Frog and Toad 3/27 Stoneham Theater
 - d) Gr 1 Zoo in May
 - e) Mrs Callahan bringing in an author to HB, Date TBD
2. BOKS- Kimberly Nadeau
 - a) Three more weeks after tomorrow
 - b) The kids are enjoying it, and it's a smaller group
3. Read Across America Week- Anna Kaiser
 - a) THIS WEEK! We're doing coordinated dress up days for both the Heath Brook and the Trahan again this year- based on Dr. Seuss books
 - b) Monday we had the BINGO events at the Trahan- Bridget Garabedian helped to run these with Ms. Cooper. She decorated the school, I got the books donated from Savers and we ordered prizes for the event as well. Thank you to those parents who were able to volunteer during school!
 - c) We have decorated the lobby and hallways at the Heath Brook as well- thank you to those who helped!
4. HB Field Day- Anna Kaiser
 - a) Scheduled for Friday, June 5, 2020
 - b) This event requires many volunteers to ensure it is successful- it will start at 9am with opening festivities and then finish at 1:45pm with a popsicle party. We're basing the event off of what was planned last year and also taking into consideration feedback from both teachers and parent volunteers from last year. The tentative schedule has been created:
 - (1) Shortened the day by 45 minutes and added in some "downtime" around lunch
 - (2) One inside event will be yoga in the gym
 - (3) Also, PreK and K have more downtime inside than 1st and 2nd grade, pre feedback from last year
 - c) **Lunch and Recess:** times will be kept the same, with recess immediately following. We will ensure that lunch monitors are present for their duty. For those grades who are doing the art activity directly following lunch, we will have our volunteers lead them to the library as the teachers will be having their own lunch. We will be having a cookout themed lunch again this year, just not on frisbees.
 - d) **Specialists:** They will take over for teachers who have their prep period throughout the day
 - e) **Community Art Project:** We are looking to do something to "beautify" the school for this year- working with Principal Cenanovic to identify where that will be and then coming up with ideas about what!

- f) **Communication with Teachers:** Will send a communication out to teachers
- g) **T-Shirt:** Melanie Pereria will be helping to create Tshirts again this year, each class will have a different color, including Pre-School
- 5. **Family STEAM Night- Kimberly Nadeau**
 - a) Meetings have happened every other week- Bridget, Loren Stewart and Mrs. Levegold
 - b) Prizes will be yoyos, we'll be selling pizzas, 4th graders will be volunteering at different tables and they will be getting rubix cubes for that volunteering
 - c) We will send out a save the date- 4th grade volunteer form as well as a flyer for both the school communities
 - d) The nurse is asking for a UV light to see how clean kids hands are- so we want to buy one and do a demonstration. Should it be a PAC purchase instead of just a demonstration? The kits are around \$110 to \$160 and then you'd purchase lotion to see in the light (lotions are \$15 a piece)- we'd want to loop the nurse in to see if she's interested
- 6. **Teacher Appreciation Week- PAC Board**
 - a) Week of May 4th
 - (1) May 6th to the 8th is 3rd grade- double check on the dates
 - b) Need to define which activities will happen during the week
 - (1) They are doing autism awareness coming up- getting a T-shirt
 - c) Monday-luncheon; Tuesday- Flower Sales
 - d) Looking for suggestions, feedback, and help
 - e) Something that can be left in the teacher's mailbox- low effort, high impact- something for the teacher's room

VII. Volunteer Needs

- A. 2020-2021 Open Board Positions

Meeting Adjourned at 7:55pm.

Next PAC Meeting – Thursday, April 2, 2020, 6:30pm in the Trahan Library

Heath Brook & Trahan Elementary Schools PAC Meeting Agenda

Wednesday, February 5, 6:30pm - Trahan School Library

Present: Kristiana Obie, Anna Kaiser, Kimberly Nadeau, Jennifer Foley, Megan Lewis, Kayla Biagioni-Smith, Jennifer Foley, Jennifer Burke, Sammi Meuse, Maureen Ruscio

Called to Order: 6:30pm

Votes:

- Voted to approve January's minutes. Approved.
- Voted to approve the flexible seating requests made by Mrs. Mulloy and Mrs. Brewin. Approved.
- Voted to approve the purchase of two backboards for the Trahan playground. Approved

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

II. Principals' Report

A. Trahan - Mr. Harding

1. Willy Wonka
 - a. Retrofitting a lot of props from last year
 - b. Auditorium seats 604 people
 - c. Buying Baseball pants to be used Oompla Loompa pants
2. Random acts of Kindness
 - a. February 14th- they are trying for a record for random acts of kindness to be displayed
 - b. MSPCA donations went really well
3. Question on calendar
 - a. Inquiring on thoughts about a half day the first day back from vacation
 - b. From a parent's perspective, no because of child care issues. Maybe the day after
4. MCAS
 - a. MCAS is posted on the Smore and will be posted on the Trahan website; April 8, 9th - MCAS-ELA Grade 4; April 13, 14th - MCAS-ELA Grade 3; MAY 6,7,8th - MCAS-Math Grade 3; MAY 11,12, 13th - MCAS-Math Grade
5. Playground Backboards are in terrible shape. Voted to replace these

II. Teachers' Report

A. Trahan- Mrs. Hyland

1. No shortage of chaperones to the Museum of Science
2. Going all in on the MCAS
3. 100th day of school: different activities (math, art, puzzles, etc). Children will rotate through each station as a class

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

- A. 2nd Grade Teacher Request- Mrs. Mulloy and Mrs. Brewin requested flexible seating for their two classrooms. They made the request because they feel that flexible seating, as well as offering students choice in where and how they work, is a key component to social and emotional learning in the classroom. It also aligns with their professional practice goal, focusing on student advocacy, agency, and choice within the classroom. They are requesting three different types of flexible seating.

VII. Committee Reports

B. Social

1. Lowell River Hawks Game- Anna Kaiser

- a) 101 tickets sold for the game on February 28, 2020; people have until February 18 to purchase tickets
- b) Lowell River Hawks vs. the New Hampshire Wildcats it's 90s night with a Fanny Pack giveaway
- 2. 4th Grade Celebration- Kayla Biagioni-Smith
 - a) Committee met 1/28 and the next meeting will be February 25th at 6 in Trahan library
 - b) Discussing "swag" bag options
 - c) Currently no concerns
- 3. HB Bingo for Books- Anna Kaiser
 - a) Scheduled for Friday, March 6th from 6pm to 7:30pm- flyers went home this week to students
 - b) Parents have been given the option to pre-order a pizza from Wicked Cheesy in advance and then we will have slices and other snacks for sale during the event
 - c) Sent out a teacher/staff volunteer form with Principal Cenanovic will be sharing with her team. We also need an MC for the event
 - d) BINGO cards will be Dr. Seuss themed like last year, and winner will be given a small prize and every student will receive a bookmark and a free book, which will be donated from Savers
 - e) Joelle Laidlaw will be coordinating all of the decorations for the event like last year
- 4. Parent/Caregiver Night Out- PAC Board
 - a) Thursday 2/27 at TCC from 7pm to 11pm; Family Feud style game starts at 7:30pm. We have a number of great raffle baskets being put together too!
 - b) 14 tables of 1 sold and 16 individual tickets
 - (1) Only two of those tables are HBT - would love to generate more involvement.
 - (2) Teacher table?
 - (3) Will do a reprint of the flyers and send them home

C. Fundraising

- 1. Dine Outs- Kimberly Nadeau
 - a) Reached out to John Ryan's waiting to hear back
- 2. Box Tops- Sammi Meuse
 - a) Feb 24th student deadline for Box Tops
 - b) How to get rewarded for online grocery purchases- you forward the e-receipt to receipts@boxtops4education.com
 - c) \$721.80 for the year to date according to the app
 - d) Hasn't looked into competitions between classrooms but she will start this next year 2020-2021
- 3. Calendar Raffle- Jen Foley
 - a) 700 calendar raffles sold this week
- 4. Pura Vida Bracelets- Kimberly Nadeau
 - a) Haven't ordered yet
- 5. Square 1 Art- Anna Kaiser
 - a) The Square 1 Art packets have been disseminated to the teachers at both school by Christa Richard
 - b) Ideas for themes are a self or family portrait, hearts, cupcakes, coffee/tea cups and something creative/colorful using an outline of

- their hand or handprint
 - c) These will be collected back the week of February 24th and sent in to Square 1.
 - d) Then, order packets will be at both schools by March 25th, the deadline for orders will be April 8th and then the artwork will be shipped May 4th
6. Penny Wars- Kayla Biagioni-Smith
- a) Flyer is ready for approval
 - b) Will run 3/23 - 3/27 at both schools
 - c) Pick up buckets daily to count and provide updates to schools before dismissal
 - d) Trahan - place bins INSIDE the office window for the week
 - e) Reach out to principals/teachers to determine what the prize will be

D. Community

1. Tewksbury Community Pantry- Anna Kaiser
- a) March 27- Grade level presentations in the cafeteria (2nd, 3rd and 4th grade) with a member of the PAC as well as a representative from the Food Pantry, Ray Bowden, to kick off the event.
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 - (3) 2pm Heath Brook- following the Penguin Pride Show
 - b) Similar to last year, it'd be a presentation with photos/then we'd let the kids see what kids of food items are given to those in need. Last year we did grade level at the Heath Brook and Principal Wettstone recommended just doing the 2nd grade. Then at the Trahan we went into individual classrooms and instead we're going to do two grade level presentations there. Also looking to incorporate some items on nutrition and hunger in the community
 - c) March 30th to April 8th- donations/competition begins
 - d) Will be getting extra shopping carts from Market Basket and putting those in the lobby like last year along with thermometers to indicate how each grade is doing
 - e) We will need volunteers to help count/transport the food items to the Pantry

E. School

1. Enrichment- Kristiana Obie
- a) K - Frozen Jr. Many cast members out sick due to illness, kids didn't notice
 - b) Johnny the K, 2/11
 - c) Pre k Mass Audobon 3/11
 - d) Top Secret Science 3/19-20 (whole school)
 - e) 2- Frog and Toad 3/27 Stoneham Theater
 - f) Gr 1 Zoo in May
 - g) Mrs Callahan bringing in an author to HB, Date TBD
2. BOKS- Kristiana Obie
- a) 20 kids, perfect amount of children- able to participate in all of the games
 - b) Going well with exception of child illness
3. Teacher "Shopping" Day Recap- Anna Kaiser

- a) We had an amazing number of donations! Thank you to all of the families who made this event possible.
 - b) All supplies were given out at both the Heath Brook (morning) and the Trahan (after school)
4. Kindergarten Information Night Recap- Maureen Ruscio
- a) Good outcome, great questions
 - b) Better being on the outside, less crowded
 - c) Registration
5. Read Across America Week- Anna Kaiser
- a) We're doing coordinated dress up days for both the Heath Brook and the Trahan again this year- based on Dr. Seuss books
 - b) Monday morning we'll be decorating each school lobby with Read Across America items- we will be looking for donations for families
 - c) The Trahan BINGO for Books event will be run by Ms. Cooper again this year and will happen during school on Monday, March 2nd. A slip will go home looking for parent volunteers for that Monday from 8:40am to 10am. Bridget Garabedian will be helping to coordinate those volunteers along with decorations for the Trahan. We have helped to purchase small prizes for the event as well.
6. HB Field Day- Anna Kaiser
- a) This is scheduled for Friday, June 5, 2020 and we already had our initial meeting with Principal Cenanovic and we will be hosting a parent volunteer meeting tomorrow night at 7:30pm at John Ryan's Pub. This planning session will go over initial ideas and also to identify the different stations that will take place. We are able to use the gym equipment and Mr. Armano will be at the Heath Brook that Friday
 - b) This event requires many volunteers to ensure it is successful- it will start at 9am with opening festivities and then finish at 1:45pm with a popsicle party. We're basing the event off of what was planned last year and also taking into consideration feedback from both teachers and parent volunteers from last year. The tentative schedule has been created
 - (1) Shortened the day by 45 minutes and added in some "downtime" around lunch
 - (2) One inside event will be yoga in the gym
 - (3) Also, PreK and K have more downtime inside than 1st and 2nd grade, pre feedback from last year
 - c) **Lunch and Recess:** times will be kept the same, with recess immediately following. We will ensure that lunch monitors are present for their duty. For those grades who are doing the art activity directly following lunch, we will have our volunteers lead them to the library as the teachers will be having their own lunch. We will be having a cookout themed lunch again this year, just not on frisbees.
 - d) **Specialists:** They will take over for teachers who have their prep period throughout the day
 - e) **Community Art Project:** We are looking to do something to "beautify" the school for this year- working with Principal Cenanovic to identify where that will be and then coming up with ideas about what!
 - f) **Communication with Teachers:** At the February staff meeting, Anna will provide information to Principal Cenanovic to pass along to teachers.

- g) **T-Shirt:** Melanie Pereria will be helping to create Tshirts again this year, each class will have a different color, including Pre-School
- 7. Trahan Field Day
 - a) June 2nd it's scheduled and the gym teacher will be helping to plan this
- 8. Family STEAM Night- Bridget Garabedian
 - a) April 29th from 5:30pm to 7:30pm
 - b) They are looking for volunteers and sending a sign up genius- anyone interested please reach out to Bridget
 - c) We have most of the vendors/people doing tables have agreed to come back.
 - d) They'll have pizza, maybe ice cream for purchase
 - e) Whole building will be used- cafeteria, gym, hallway, STEAM room
 - f) Mrs. Levgold has a grant to use in the STEAM lab from the Tewksbury Cultural Council

Meeting Adjourned at 7:40pm.

Next PAC Meeting – March 4, 2020, 6:30pm in the Heath Brook Library

Heath Brook & Trahan Elementary Schools PAC Meeting Agenda

Wednesday, January 8th, 6:30pm - Heath Brook School Library

*PAC Board Members- Co Chairs: Kristiana Obie, Kayla Biagioni-Smith, Anna Kaiser, and Kimberly Nadeau;
Treasurer: Jennifer Foley; Secretary: Megan Lewis; Assistant Treasurer: Maureen Ruscio*

- I. Welcome and Review of Meeting's Minutes (December 2019)**
 - A. Vote to Accept meeting minutes
- II. Principals' Report**
 - A. Trahan - Mr. Harding
 - B. Heath Brook - Ms. Cenanovic
- III. Teachers' Report**
 - A. Trahan
 - B. Heath Brook
- IV. TSEPAC Report Update**
- V. Treasurer's Report- Jennifer Foley**
- VII. Committee Reports**
 - A. **Social**
 - 1. Heath Brook Holiday Movie Recap- Kayla Biagioni-Smith
 - 2. Lowell River Hawks- Anna Kaiser
 - 3. 4th Grade Celebration- Kayla Biagioni-Smith
 - 4. Bingo for Books- Anna Kaiser
 - 5. Parent/Caregiver Night Out
 - B. **Fundraising**
 - 1. Dine Outs- Kimberly Nadeau
 - 2. Box Tops- Sammi Meuse
 - 3. Calendar Raffle- Jen Foley
 - 4. Pura Vida Bracelets- Kimberly Nadeau
 - C. **Community**
 - 1. Festival of Trees Recap- Anna Kaiser
 - 2. Giving Trees Recap- Kimberly Nadeau
 - D. **School**
 - 1. Enrichment- Kristiana Obie
 - 2. BOKS- Kristiana Obie
 - 3. Teacher "Shopping" Day- Chris Gunzburger/Anna Kaiser
 - 4. Kindergarten Information Night- Maureen Ruscio
- VIII. Volunteer Needs**
- IX. Member Concerns**
- X. Meeting Adjourned**

Next PAC Meeting – February 5, 2020, 6:30pm in the Trahan Library

Heath Brook & Trahan Elementary Schools PAC Meeting Minutes

Thursday, December 5, 2019 6:30pm - Trahan School Library

Present: Kristiana Obie, Anna Kaiser, Kimberly Nadeau, Samantha Meuse, Jennifer Foley, Dawn Sandberg, Stephanie Mannelta, Cindy Ponte, Chris Gunzburger

Called to Order: 6:31pm

Votes:

- Voted to approve November's minutes. Approved.

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

II. Principals Report

A. Trahan

1. Drama is starting, auditions are on December 18th and 19th, and practices are on Wednesdays starting the 8th. There will be a parent meeting on the 8th. The show will be April 3rd at the Wynn Middle School.
2. Parking: Please do not park around the cafeteria loop at anytime- it is a fire lane.
3. Enrichment: Kate Messner the author is coming to present to the kids- two author presentations and a writing workshop. Mrs. White is doing hands on science activities with the school-
 - a) Grade 3: Simple machines
 - b) Grade 4: Inquiry cube

III. Treasurer's Report- Jennifer Foley

VII. Committee Reports

A. Social

1. Winter Event- Kayla Biagioni-Smith
 - a) Friday 12/20 6-8 at the Heath Brook in cafeteria showing *The Grinch*
 - (1) BYO Food & Drinks
 - (2) Bring a new-unopened pair/pack of socks to donate to local charity for a chance to win a prize!
 - b) Flyers went home before Thanksgiving
 - c) We welcome any teacher who would like to join us for a low key event
 - d) Santa will be on site for photo ops!!
 - (1) Need to borrow rocking chair from library - please.
2. Lowell River Hawks- Anna Kaiser
 - a) Flyers will be going home this Friday/next Monday
 - b) Everyone can order their own tickets online- the PAC will not be collecting money- hopefully this is much easier for parents
 - c) The game is on Friday, February 28th at 7:15pm vs. UNH and it's 90s night, they are giving away Fanny Packs
 - d) Please contact Kristen Skinner with questions
3. 4th Grade Celebration- Kayla Biagioni-Smith
 - a) Planning underway - Stephanie Mannelta is running point - most approvals and communications are filtering through Mr. Harding
 - b) In their last meeting, they discussed the budget and doing a fundraiser. Decided to ask families for donations instead.
 - c) Golden Globe red carpet themed event is being planned
 - d) For the event, they will provide food and will look to get pizzas, popcorn and water (\$7 a pizza from Wicked Cheesy)- estimating between \$300

or \$400 for food. Decorations they need \$300 and then activities they need between \$100 and \$200 and they are asking for parents for donations to give the students a gift.

- e) Will be making lanyards with their name on it and will write who is picking them up (will use the lanyards the PAC has)
- f) Originally requested an additional \$500 in budget for the PAC. The PAC has asked to get a more thorough budget, and also to determine which supplies they can use from the PAC closet. In addition to this, they can potentially consider selling concessions at the play to raise money. The NS/Dewing PAC did a red carpet event a few years back so they may be able to reuse those decorations
- g) Recommendation: No electronics
- h) Stephanie will connect with us when the next meeting is, most likely in January

B. Fundraising

1. Dine Outs- Kimberly Nadeau - McDonalds well attended as it is everywhere. Will plan two more for the remainder of the year. We are looking at The Pushcart and potentially one other.
2. Scholastic Book Fair Recap- Jen Foley
 - a) Heath Brook made around \$7,000 and Trahan made around \$5,000
 - b) We took Scholastic Dollars instead of fundraising money for this Fall to give to teachers to spend on books
 - c) This year was a learning curve as we have all new people running the Book Fair
3. Box Tops- Sammi Meuse
 - a) On the app we have \$684.30 for the year
 - b) The official totals:
 - (1) November deadline (Dec check)- Trahan had 1,286 box tops and Heath Brook 2,255 box tops
 - (2) Will be getting a check for \$354.10 and will come in December
 - (3) Sammi will be making a flyer with better instructions on what to do, we can put it in the blast and on Facebook
4. Calendar Raffle- Jen Foley
 - a) We should be sending out the flyer week back from break
 - b) We will be purchasing the gift cards (every Sunday and Valentine's Day)
5. Pura Vida Bracelets- Kimberly Nadeau will be ordering with Jen and/or Maureen next week or two, red, blue and white

C. Community

1. Food Pantry- Anna Kaiser
 - a) We will look at just running this at the Heath Brook this year, in January as originally planned, we will speak with Principal Harding about only running it at the Heath Brook as the Trahan just completed a drive for the pantry
2. Festival of Trees- Anna Kaiser
 - a) Come down to the Tewksbury Public Library to see the Heath Brook & the Trahan trees! They are both located in the Children's Room. Thank you to all of the volunteers who made the trees a reality and to the students for creating such awesome, creative ornaments!
 - b) As a reminder, the Gala is Saturday, December 7th from 6 to 8:30pm with family performances and letter writing to Santa (with a response).

The evening also kicks off the annual scavenger hunt! Trees & wreaths will be available for viewing through December 31.

3. Giving Trees- Kimberly Nadeau - all the gifts have been signed up for and are due tomorrow at the Heath Brook.

D. School

1. Enrichment- Kristiana Obie
 - a) Heath Brook
 - (1) Whole School
 - (a) Johnny the K 2/11
 - (b) Top Secret Science 3/19 & 20
 - (c) Author ? - need to reach out to Chloe Callahan
 - (2) Preschool/Pre-K
 - (a) Mass Audubon - Wild Tales 3/11 - paid for by Community Services
 - (3) Kindergarten
 - (a) Field Trip: Greater Boston Stage Company - Frozen Jr. 1/30
 - (b) In-house Enrichment: NEA Tidepools Alive! 5/26 - received \$700 grant from Tewksbury Cultural Council
 - (4) 1st Grade
 - (a) In-house Enrichment: Discovery Museum Traveling Program: Sound
 - (b) Field Trip: Franklin Park Zoo 5/19
 - (5) 2nd Grade
 - (a) In-house Enrichment: Sheryl Faye portraying Amelia Earhart %
 - (b) Field Trip: ?
 - b) Trahan
 - (1) Whole School
 - (a) Extreme Science 10/22
 - (b) Simple Machines 12/10
 - (c) Author - Kate Messner 1/6
2. BOKS- Kristiana Obie
 - a) Hoping to run the program at both schools; if volunteers are not confirmed by 12/11 the programs will not run
 - b) Max of 40 students, which will be picked randomly. If you volunteer, your kid(s) are automatically enrolled.
 - c) Heath Brook
 - (1) Christine Gunzburger is the lead trainer
 - (2) Will run T & Th. 7:40 until 8:25 from 1/7-3/19
 - (3) Need at least 4 volunteers to commit to being there for all sessions.
 - (a) Kim Nadeau
 - (b) Possibly Sarah Lafreniere (wants to split time between schools)
 - d) Trahan
 - (1) Pete Smith is willing to co-lead however due to his schedule is unable to commit on his own
 - (2) Days will be determined by lead trainers
 - (3) Need at least 2 volunteers to commit to being there for all

sessions

(a) Melanie Goodwin

(b) Possibly Sarah Lafreniere (wants to split time between schools)

3. Teacher "Shopping" Day- Chris Gunzburger

a) We want to help teachers replenish their supplies mid-year so we will solicit donations from and then plan a "shopping day" for the teachers.

The "shopping day" will happen around January 9th. We will send:

- (1) Survey monkey asking the teachers which supplies they need
- (2) Sign up genius will be sent prior to break at both schools

Meeting Adjourned at 7:33pm.

*****Next PAC Meeting – January 8, 2020, 6:30pm in the Heath Brook Library*****

Heath Brook & Trahan Elementary Schools PAC Meeting Minutes

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.

Next PAC Meeting – December 4th, 6:30pm in the Trahan Library

Heath Brook & Trahan Elementary Schools PAC Meeting Minutes

Wednesday, October 2nd, 2019 6:30pm - Trahan School Library

Present: Kristiana Obie, Kayla Biagioni-Smith, Kimberly Nadeau, Jennifer Foley, Megan Lewis, Maureen Ruscio, Any Lutkevich, Kate Puopolo, Sammi Meuse, Teresa Enos, Danielle Bresnahan, Janice Espinoza

Called to Order: 6:33pm

Votes:

- Voted to approve the September 2019 minutes. Approved.

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

II. Principals' Report

A. Trahan - Mr. Harding

1. Secure vestibule completed, push buttons to get in.
2. Extreme Science reserved for Enrichment 10/25, Mrs. White (hands on Science activities) is coming back.
3. Possible author visit!
4. Off to a great start.

B. Heath Brook - Ms. Wettstone

III. Teachers' Report

A. Trahan

B. Heath Brook

1. K enrichment
2. Picture day a success
3. Excited for fun run
4. Pride and Joy show/Boosterthon Friday 10/4
5. Krochmal farms field trip 10/17

IV. TSEPAC Report Update

1. Oct. 10 Dyslexia for Newbies at Wilmington Panera
2. Oct. 17 Basic Rights Workshop at TMHS
3. Nov 21 Family night at Blue Wave 6p-8p

V. Nominations for Assistant Treasurer Position

- A. Maureen Ruscio
- B. Chris Gunzberger
- C. Nancy Coppi

VI. Treasurer's Report

- A. Review of Treasurer's Report- Jennifer Foley
 1. Not too much activity yet
 2. Get receipts to Jen

VII. Committee Reports

B. Social

1. Library Nights- Kristiana Obie
 - a) Trahan 9/23
 1. Light turnout bc of sports. Maybe different dates next year?
 - b) HB 9/30
 - (1) Well attended
 - (2) Each student who attended received a homework pass from Principal Wettstone.
 - (3) Book BINGO in the craft room

(4) Scavenger Hunt

2. Heath Brook- Halloween Event- Megan Lewis
 - a) Event is being hosted Oct 18, 2019 6-730pm
 - b) First volunteer meeting was 9/25, amazing turnout.
 - c) Cluck truck is booked
 - d) We're extending the event from the cafe, behind the stage and to the gym with tables down the second grade hallway for eating.

Trahan - Halloween Event- Anna Kaiser

- a) Event is being hosted October 25, 2019 from 6pm to 7:30pm, and is being run by Bridget Garabedian
- b) First volunteer meeting was hosted on Tuesday, September 24, 2019 where we had a number of people volunteer to help with decorations, food (pizza and bake sale), and activities in the gym. We are still looking for more people to help with decorations, as well as take a lead on the haunted house which will be on the stage.
- c) Similar to last year, we will be using the majority of the space at the Trahan for the event. There will be ghost stories in the library, fun activities (including feel boxes in the gym), and the stage will have a haunted house. We will have a DJ in the cafeteria, along with food sales.

C. Fundraising

1. Dine Outs- Kimberly Nadeau
 - a) Kyoto all day 10/8
 - b) Mcteachers night 11/25 4-6
2. Fun Run- Kayla Biagioni-Smith
 - a) Initial meetings have taken place at both schools with boosterthon staff.
 - (1) Reminder to staff to register/log in
 - b) Social media campaign is live! Flyers are going out in the Blast.
 - c) Multiple students are already registered and contributions have started coming in already.
 - d) Pep-rally is Friday at both schools with a boosterthon rep.
 - (1) Pledge books will be sorted and in mailboxes/on HB counter for teachers and should go home on Friday.
3. Scholastic Book Fair- Jen Foley
 1. Janice Espinoza is leaving, Kate Puopolo is taking over.
 2. Heath Brook fair is 11/11-11/15 during library times, open during teacher conferences.
 3. Doing 'Caught Reading' tickets again
 4. Trahan 11/18-11/22 during library times and open during teacher conferences
 5. Raffle tickets to drop off after conferences
 6. Earned \$500 extra , voted to purchase Book Exchange Libraries for each school.
4. Spirit Wear- Kimberly Nadeau
 - a) Was open for 2 weeks, closed last tuesday, purchases come in about 2 weeks
 - b) Second Spirit Wear sale in the spring
5. Box Tops- Sammi Meuse
 - a) \$52.80 so far, No physical box tops yet.

- b) Reminder to use app on FB
- c) Physical box tops must be postmarked by 11/1
- d) ? put boxes around town
- 6. Pure Vida Bracelets - Kim Nadeau
 - a) Parent Suzie Dozier reached out about selling bracelets in Tewksbury colors (red/white/blue) as a fundraiser
 - b) Purchase for \$3 a piece sell for \$5.
 - c) Sold in increments of 50
 - d) Sell at school events
 - e) \$350 for 100 bracelets

D. School

- 1. Welcome Back Breakfast Recap- Kimberly Nadeau
 - a. 9/14
 - b. Tons of food donations
 - c. Welcome back video
- 2. Enrichment -
 - a) Heath Brook
 - (1) Whole School ?? email sent to Principal Wettstone asking what she would like this year.
 - (2) PreK
 - In-house Enrichment: Mass Audubon - Wild Tales in March
 - (3) K
 - Field Trip: Greater Boston Stage Company - Frozen Jr. 1/30
 - In-house Enrichment: New England Aquarium - Tidepools Alive!
 - May
 - (4) 1st
 - Field Trip: Franklin Park Zoo - May 19 or 26
 - In-house Enrichment: Discovery Museum Acton - Sound program March 10?
 - (5) 2nd
 - In-town Field Trip: Krochmal Farm 10/17
 - Field Trip: ?4D max at Aquarium
 - In-house Enrichment: Cheryl Fay biographies
 - b) Trahan (Principal Harding is booking all his enrichment and field trips)
 - (1) Whole School
 - Extreme Science in October 22
 - Mrs. White (Science)
 - (2) 3rd ?
 - (3) 4th ?

VIII. Volunteer Needs & Open Positions

- 1. Fun run
- 2. Monster mash
- 3. Halloween Carnical

IX. Member Concerns

Meeting Adjourned:

Next PAC Meeting – November 6, 2019, 6:35pm in Heath Brook Library

Heath Brook & Trahan Elementary Schools PAC Meeting Minutes

Wednesday, September 4th, 2019 6:30pm - Heath Brook School Library

Present: Kristiana Obie, Kayla Biagioni-Smith, Anna Kaiser, Megan Lewis, Kimberly Nadeau, Roberta Waldrip, Felicia Wettstone, Jennifer Burke, Sammi Meuse, Nancy Coppi, Olga Kogan Sipkin, Michelle Robertson, Amy Lutkevich, Lori Hyland, Danielle Bresnahan, Belinda Branson, Janice Espinoza, Niamh Sheehan, Tiffany Troxell, Gracy Dippolito, Kim Hynes

Called to Order: 6:30pm

Votes:

- Voted to approve September's minutes. Approved.
- Voted to approve the 2019-2020 budget. Approved.

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

II. Principals' Report

- A. Trahan - Mr. Harding not present
- B. Heath Brook - Ms. Wettstone all is well so far; great start to school year; collecting data on students (where they are academically)
 1. Open house 9/10 6-8pm
 2. Pictures are on 9/16
 3. HB Pride and Joy Show 9/26/19, Penguin needed.

III. Teachers' Report

- A. Trahan - Mrs. Hyland
 1. Open house in on 9/11, parents will be able to get oversubscribed textbooks at the open house ; breakfast/ snack in the classroom at 915am, instead of in the cafeteria- this is important to know for incoming 3rd graders. Field trips planned by October
- B. Heath Brook - Ms Hines: all is well

IV. TSEPAC Report

- A. 1st meeting 9/18 630pm -830pm at high school, Babysitting available. Covering: Calendar , transportation, AlphaBest.
- B. 10/17 Basic rights training

V. Treasurer's Report

- A. Review of Treasurer's Report- Jennifer Foley
- B. Review reimbursement process and form- Jennifer Foley
- C. Review budget proposal for 2019-20- Anna Kaiser

VI. By-Laws

- A. Review of By-Laws: No changes, revamped last year. They are available on our website.

VII. Committee Reports

A. Social

1. Playground Social Recap
 - a) Trahan Playground Social- Kristiana Obie
 - (1) OK turnout - primarily 3rd graders - competing with football/cheer practice/summer basketball.
 - (2) Very low key - KONA Ice Truck & Music
 - (3) Highlight for the kids (and families) was Mr. Harding being in attendance.
 - b) Heath Brook Playground Social- Megan Lewis & Anna Kaiser

- (1) We had a nice turnout, it was lead by Christine Gunzburger
 - (2) The theme was 'playground picnic' we had bubbles, sidewalk chalk, and booked an ice cream truck
 - (3) We collected supplies for the specialists, a lot of items were donated and they will be divvied out to the specialists
2. Library Nights- Kristiana Obie
 - a) Trahan - Monday September 23, 6-7:30
 - b) Heath Brook - Monday September 30, 6-7:30
 - c) Students can sign-up for a library card, take a tour, play games, participate in a scavenger hunt - Lead by library staff.
 - d) Fines will be waived for all in attendance.
 3. Heath Brook- Halloween Event- Megan Lewis 10/18
 - a) 10/18 - Very early stages of planning, so she'll be sending out a sign up genius to get volunteers
 - b) We'll be expanding it from last year, where it was only held in the cafeteria
 - c) 'Heath Brook Halloween Carnival'
 4. Trahan - Halloween Event- Anna Kaiser
 - a) Trahan Monster Mash is scheduled for Friday, October 25th and will be run by Bridget Garabedian
 - b) Many volunteers needed, similar to last year it will be spread across the different rooms in the school (stage decorating, bake sale, activities in the gym, etc.)

B. Fundraising

1. Dine Outs- Kimberly Nadeau
 - a) Kyoto Dine Out scheduled for October 8th - will be all day and percentage of all food and drink sales; Kyoto's will do it all of their sales for the day
 - b) McTeachers night in process of being planned for November- usually 4p-7p the Monday before Thanksgiving.
 - c) Decided on four total dine outs in 2019/2020 school year. Other two will be in 2nd half of year
 - d) Shauna Abbot is the lead on the event
2. Fun Run- Kayla Biagioni-Smith
 - a) Theme is Honesty, Gratitude, Generosity, Humility and Kindness.
 - b) Goal is \$30,000 this year (\$25,000 last year)
 - c) Incentives for hitting goals such as Donations from all 50 states
 - d) Shirt Sponsorship underway. $\frac{2}{3}$ funded by local businesses. We will be placing the t-shirt order this week.
 - (1) Please remind staff to have their Student size Estimator complete by Thursday afternoon. Kayla to pick-up and will place the order on Friday.
 - e) Fun Run Teacher Meetings - Tuesday 9/17 3:30 - at both schools
 - f) Fun Run PEP RALLY - Friday 10/4 : Wild West theme
 - (1) 10am at Trahan
 - (2) 1PM at Heath Brook
 - g) FUN RUN is on 10/16
3. Scholastic Book Fairs- Janice Espinoza
 - a) Trahan - 11/18-22 (Tues & Thurs held during library times for each class) Every child gets a free book up to \$7.

b) Heathbrook - 11/11-15 Open during parent teacher conferences at both schools
\$1131.60 Scholastic dollars about to expire at the end of September

-donate to

- reading specialists.
- d) Book Review for the older kids, Caught Reading tickets for younger kids
- e) Someone is needed to take over the HB bookfair.
- 4. Spirit Wear- Kimberly Nadeau
 - a) The Treasure Tees online store can reopen on Monday and will be open for two weeks. Will not reopen until the spring.
 - b) Is there a way to donate the outgrown clothing? Share on FB
- 5. Box Tops- Sammi Meuse
 - a) New program: download app and scan receipts within 2 weeks of purchase
 - b) Able to see how much the school has earned on app
 - c) Goal this year is \$2000; Last year we earned \$1920.80
 - d) Classroom Competitions
 - e) Deadlines are 11/1/19 and 3/1/20
 - f) Clipped Box Tops only get sent out twice a year now. Will not be lenient with expiration dates.

C. School

- 1. Kindergarten Orientation Recap- Anna Kaiser
 - a) The event was hosted on Monday, August 26th from 4pm to 6pm
 - b) Thank you to the parents who donated school supplies- these were given to the Kindergarten teachers
 - c) Thank you to the volunteers who led tours around. We had two representatives from the TPD as well
- 2. Welcome Back Breakfast- Kimberly Nadeau
 - a) September 13th from 8am to 9am
 - b) Signup genius open
 - (1) Volunteers for event
 - (2) Donations for supplies/food
 - c) Working on food donations from local businesses
 - d) Working on collecting pictures/videos for slideshow, MANY have been submitted already. Will need projectors for both schools to show videos

VIII. Volunteer Needs & Open Positions

- A. Events- support needed for the Heath Brook book fair
- B. Treasurer - nominations will be submitted in October and voted on in November

IX. Meeting Adjourned at 7:51pm

Next PAC Meeting – October 2, 2019, 6:30pm in Trahan Library