PAC Meeting Minutes
Meeting Date: January 7, 2010

REMINDERS
Next PAC Meeting Thurs, Feb 4, 2010 7:30 pm Dewing School Library

DECISIONS AND/OR VOTES

#	MOTION	FIRST	SECOND	All In Favor
1	Accept Restate Financials from 11/12/09-12/8/09 and Finacial report from 12/9/09-1/6/10	J. Pendola	C Begoin	Approved
2	Approve November Meeting Minutes	L. Gill	M. Fahey	Approved
3	Motion to Adjourn meeting at 8:30 p.m.	S. Pothier	L. Magnusson	Approved

Ballot Votes

#		Approved	Not Approved	Table Item
1	Fund the repair of the Kiln Lid and Switch located in the Art Room for Mrs. Kosiba	Yes		

ATTENDEES
Officers

Attended	Role	Name	Email Address
Yes	Chairperson	Krissy Polimeno	philandkristen@comcast.net
Yes	Vice Chairperson	Loretta Ryan	macnmad@comcast.net
Yes	Treasurer	Keri Barry	Kb6@comcast.net
Yes	Secretary	Melissa Lane	mdlane117@comcast.net

Members: The Secretary retains the attendance list. It is not distributed with the minutes.

Meeting Minutes

I. **Introductions/Welcome**
   - Krissy Polimeno called the meeting to order at 7:30 pm.
   - Everyone in attendance introduced themselves.

- Krissy Polimeno, Loretta Ryan and Melissa Lane all told the group that because their terms have ended they intend to step down from the positions they have held for 3 years. Anyone interested in running for one of these positions for the 2010/2011 School Year should contact the appropriate Board Member.

II. **Vote In Meeting Minutes from November**

- Melissa Lane asked the group to approve the meeting minutes from November. The minutes were accepted (see above votes).

III. **Financials**

- Keri Barry explained to the group that there was an error in the financial reporting at the December Meeting. A memo from Keri outlining the error and its resolution is attached to these minutes.

- The financials were reviewed for the period 12/10/09 through 1/5/10. The total funds available at the time of the meeting were $13,661.93 after all outstanding commitments were considered.

- Income for the period 12/10/09 through 12/28/09 was $1,498.47. Income was from 2009 Coin Drive, SPEC PAC Disbursement to Dewing PAC, Gift Cards and Birthday Book Club.

- The total of disbursements during this period was $1,231.51 including landscaping reimbursement, donation to Friends of Tewksbury, Arts and Enrichment and BoxTops supplies.

- Staff requests were presented and discussed. See above for vote results.

IV. **Fundraising**

- Various fundraising initiatives for the school year were discussed.

  - Dine Out Nights – Sandra Pothier told the group about the current Wendy's Wednesdays and informed the group of the upcoming dine out nights at Dinner by Dish in February and Papa Ginos in March. Also Sandra told the group that we received a payment from one of the Burger Kings(Nov Dine Out Night) in the amount of $105. We are still waiting for the other Burger King to send us the $$ made there.

  - BoxTops – Loretta Ryan told the group that the PAC recently received a check for $2,081 from BoxTops. We are doing terrific.

  - School Store – In Kerry Quinn's absence Loretta Ryan told the group that the school store raised $1,088 in December.

V. Other Items

- Dewing Dew-Gooders – As for the meeting 514 coats have been collected. The last day to turn in coats is 1/8/10. Also, the Valentine's project for kids is coming up as well as the adult night at Lowell Wish Project on 1/25. Anyone interested in joining in on 1/25 is asked to contact Beth McFadyen at bmcfadyen@comcast.net

- Arts and Enrichment – Arthy Bennett told the group about Dig Into Dinosaurs coming to the school for Grade 2 on 1/19. Volunteers are needed for that day and are asked to contact her at bennetts2000@yahoo.com. Also the author, Jeff Nathan is coming to work with the whole school on 1/25 and 1/26. He will be tailoring his presentation to various age groups. Wingmaster will also be coming to the school for the 4th graders on 2/5/10.

- Roller Kingdom – Family night at Roller Kingdom in Tyngsboro will be held on 1/18 from 6-8 PM. LaShanta Magnusson will be coordinating this family fun night and notices will go home on 1/12.

- Reconfiguration Committee – The plans of the reconfiguration committee were discussed and PAC members were urged to come and learn the details at the next reconfiguration meeting being held 1/11/10, 6:30 PM at the North Street School. At this meeting the committee will be preparing their presentation for the School Committee Meeting to be held on 1/27/10. Everyone is also urged to attend that meeting to express their ideas and concerns for the direction of our schools.

- High School Building Committee – Krissy Polimeno urged member to get involved and promote the new High School Building project. Anone who would like to be on the PR Committee for this or keep updated on the status of the group is asked to contact Selectman Scott Wilson who is leading the effort.

VI. Adjournment

- The Meeting was adjourned at 8:30 PM. See vote above.

TO: DEWING SCHOOL PAC MEMBERS
FROM: KERI A. BARRY, TREASURER
RE: RE-STATED FINANCIALS
DATE: 1/7/10

In preparing the financials last month, I noticed that a formula was not calculating correctly that carried from one spreadsheet to another. Although the check book balanced and the Treasurers Report was correct, the YTD Actual on the Financial Report and Budget were not tying out.

After researching, I was unable to determine why and contacted the prior Treasurer, Arthy Bennett. Arthy was quickly able to identify the main cause of the problem:

The original Smartboard accessories that were approved LAST fiscal year were not paid for until THIS fiscal year. Since expenditures of this nature were a budget item, they should have been a line item carried forward into the next budget.

Arthy was able to expertly amend the appropriate financials and correct the formula error and get the financials perfectly back on track.

In doing this revision, Arthy also noted that there will be a conflict with another budget line item – the Scholarships. Since we had committed to $1500 LAST fiscal year, and we only show the voted upon $1000 on the budget spreadsheet for THIS fiscal year, when we finalize our commitments from last year (we are awaiting grades from 2 out of 3 of the students awarded), we will end up going over budget. Since this is already a line item, it will formulate correctly – however it will be over budget. There is no action needed here.

I wish to thank Arthy for her continued support and expertise! Please feel free to contact me if you have any questions, and of course the financials will continue to be audited by a third party as per the bylaws.