PAC Meeting Minutes
Meeting Date: November 13, 2008

DECISIONS AND/OR VOTES

#	MOTION	FIRST	SECOND	VOTE RESULT
1	Accept the September 2008 meeting minutes	P. Impink	E. Paulding	Approved
2	Accept the financial for Oct. 9 – Nov. 13, 2008	S. Pothier	B. McFayden	Approved
3	New budget of $900 for Tax ID and Filing Fees	P. Impink	S. Pothier	Approved
4	New Budget of $100 for PAC Operating Expenses	S. Pothier	E. Paulding	Approved
5	Teacher Request for 1st Grade Reading Center.	S. Pothier	L. Hodges	Approved
6	Teacher Request for Paper Cutter Using Campbell's Points	P. Impink	B. McFayden	Approved
7	Table teacher request for 1st Grade Floor Rug until the year-end.	E. Paulding	S. Pothier	Approved
8	Teacher Request for 4th Grade pull down screen	S. Pothier	K. Welch	Approved
9	Field Trip Request for 4th Grade 3 Buses $690	B. McFayden	P. Impink	Approved
10	Field Trip Request for 1st Grade 3 Buses $690	E. Paulding	L. Hodges	Approved
4	Adjourn Meeting at 8:45 PM	S. Pothier	E. Paulding	Approved

MEETING AGENDA

TOPIC	DISCUSSION LEAD
I. Introductions/Welcome/Discuss Open Positions	Krissy Polimeno
II. Mr. LaRoche's Update	Mr. LaRoche
III. Review Financials	Arthy Bennett
IV. Fundraising	Loretta Ryan
V. Dew-Gooders	Beth McFadyen
VI. Clean-up Day	Paige Impink
VII. Library Clean-up	Lisa Hodges
VIII. Other Events/Programs	Krissy Polimeno
IX. Questions or Comments	

Dewing PAC Meeting Minutes
November 13, 2008

ATTENDEES

Officers

Attended	Role	Name	Email Address
Yes	Chairperson	Krissy Polimeno	philandkristen@comcast.net
Yes	Vice Chairperson	Loretta Ryan	macnmad@comcast.net
Yes	Treasurer	Arthy Bennett	Bennetts2000@yahoo.com
No	Secretary	Melissa Lane	mdlane117@comcast.net

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

I. Introductions/Welcome

- Krissy Polimeno called the meeting to order at 7:30 p.m. and everyone introduced themselves.

II. Mr. LaRoche

- Mr. LaRoche told the group about Veterans Day Celebrations at the school and thanked the PAC for helping make it possible. He mentioned Mr. Williams from the VFW who brought the old flag with 48 stars and the High School Band.
- Mr. LaRoche informed the group that the Dewing School did very well on MCAS scores last year. He has been learning about something called Test Wiz, which provides a way to organize test scores. Also, for spending so little on our students Tewksbury ranks very high on MCAS scores overall.
- He mentioned that report cards were going home the following day and he was in the middle of following Mrs.Ronan's process of reviewing every teacher comment.
- Mr.LaRoche told the group the usual discussions are surfacing again about the North Street School closing. He's been talking with the Trahan School - they're both getting concerned about the two school's handling the extra students should the closing really happen.
- The budget that was turned in looks good so far. Mr.LaRoche has put in for screens, just one wing to start so the windows can be opened in the summer time without worrying about bees flying in the classrooms. He has also put in more money for technology.
- MCAS scores were good. They were up in English, stayed the same in math.
- Loretta Ryan asked Mr.LaRoche about the Festival of Trees and he said Mrs. Kosiba is working on it.
- He mentioned uniformity issues across all Tewksbury Elementary schools have been discussed. Some schools have completely peanut free classrooms; Dewing did not so the first was created in the 4th grade where there are 7 students with allergies. Letters were sent home. Absolutely no peanut snacks or any food that is eaten in the classroom. Cafeteria food is ok, as there are peanut free tables there.

III. Review Financials

- Arthy reviewed the financials from Oct.9th to Nov.13th:

- Income ($ 57,768.03)from: Papa Gino's, Got Books, Copier, School Store, and Gift Card checks that haven't been paid out yet
- Disbursements ($ 1,260.54)for: Campbell's Prizes, Photo Development for collages, Hospitality, Staff requests, Landscaping, Open House, Copier and Laminating Leasing, School Store, Movie Night Prizes, Blue paper, and clean-up day refreshments
- Arthy reviewed the Income and Expense statement. Total funds available are $8, 675.29.
- Arthy informed the group that all PACs have been asked to get a Tax ID. Loretta Ryan and Melissa Lane went to a meeting to find out how to fill out all the paperwork. Keri Barry who was the Treasure of the SPED PAC helped with this, filling out the paperwork and getting everything submitted. Each PAC contributed money to get her a gift for her help.
- Arthy proposed a budget item for these fees. One-time fee of $750 and $35 filing fee every year along with postage. Motion was approved (see vote above)
- Arthy also explained why the PAC/Dewing needs a Tax ID - for grants, to accept corporate donations, company matching, legal reasons, etc. There is a chance the ID could give Dewing tax-exempt status - don't need to pay 5% tax on purchases if the ID is presented. Not sure if we have this kind of ID, Loretta said she would find out.
- The financials were approved (see vote above). The Treasurer retains the official financial reports. Financial reports furnished upon request to any PAC member.

IV. Fundraising

- Loretta Ryan spoke about the Paper Retrievers located on both sides of the building. She had a letter from the Board of Selectmen saying there was an 11.35% decrease in garbage collection, which translates to $7,896.40 that will be transferred to the school department in May.
- Gift Cards (Loretta) - orders are all turned in and she's in the process of consolidating them all.
- Got Books (Loretta) - Over $1000 so far. About $103.35 per month.
- Box Tops (Loretta) - $2,400 coming in December.
- Campbell's (Loretta for Michelle who was absent) - We have 15,615 points. Using 3,200 for a paper cutter
- There is another Campbell's contest ending 12/10, all forms can be found online. Adopt-a-Classroom (Loretta for Andrea and Michelle who were absent) - 90% of the classrooms have registered, $7,555 has been donated; the teachers got $2,500 from the Jones of NY matching program. Teachers will also be entered in a drawing for each matching donation made during the promotion.
- Dine-Out (Loretta) - Wendy's Wednesday $560 so far and one more check to come. Nov.25th is Chuck E Cheese in Methuen. The 'Big Cheese' himself is coming to the school at 2pm that day.
- School Store (Loretta) - $750 from the month. Kindergarten is being added, as are the option for buying Gift Certificates for the store.
- Square One Art (Loretta in Melissa Lane's absence) - Mrs. Kosiba will start working on this with some classes soon.

V. Dew-Gooders

- Beth McFayden gave a report on the Dew Gooders and how successful the coat drive with Anton Cleaners has been. At the time of the meeting 276 coats have been delivered. The biggest delivery at the time of the meeting had happened the day before the meeting - 60 coats. Beth commented that it was working out very well and families were doing it with their children to involve them and have them help count the coats. Everyone also commented that the folks at Anton's were great and also involved the kids.
- Beth also spoke about the Soldier Care Package project that had happened that day. There were 48 3rd and 4th graders, 20 parent volunteers, and 3 representatives from Local Hero's, an 18-yr old private and people from 2 newspapers at the event. Beth and Sandra organized the process like Centers, so the children would have something they were familiar with - the children wrote cards, made flags and went shopping to fill their care packages. leftover donations went back to Local Hero's and they think it was enough to make another 5 care packages. Krissy or Loretta were going to check with Mr.LaRoche to see if the PAC could put any unidentifiable pictures on the website. There will be a Valentine's event in February for grades K-2 for either the elderly or Tewksbury Hospital or something similar.
- The last thing Beth discussed was the Giving Tree project. Permission slips were due on 11/18. They will be doing a special activity for the Kindergarten class. This is the 20th year for Dewing participation.

VI. Clean-Up Day – Paige Impink

- Paige Impink told the group about the 2nd Annual Fall cleanup day. There were about 16 grown-ups. The event was scheduled to go from 9am - 3pm but everyone finished up around 2pm.
- There is no more poison ivy.
- New fence from Home Depot to replace what's out back - hoping to get it?
- Thanks to Mahoney's, Tewksbury Hardware, Tewksbury Garden Club
- The entrance poles have been sanded and painted. I think two

VII . Library Cleanup - Lisa Hodges

- The Dewing Library could use a little sprucing up and modernizing, Lisa has volunteering to coordinate this effort.
- She is going to work with Loretta and Krissy to present this to Mr. LaRoche.
- We need to find out what we can and can't do.

VIII. Other Events/Programs

Library Card Drive - Paige Impink told the group that the Library will do a Library Night for the school, or a grade and asked if anyone was interested in doing this or should we just stick with the 2nd grade Library Card Drive. I think everyone agreed to just stick to the second grade and maybe next year just do Library Night for the graduating 4th graders to help them get ready for the Ryan.

Birthday Book - Krissy mentioned that anyone who had questions about this could contact Louise Chemela (nikobob@comcast.net) that it was going well.

Movie Night – Krissy Polimeno reported that they are looking for helpers for the event scheduled on 12/5. There will be Country Store Giveaways.

Food Play - the Hannaford Enrichment Program, was held on 10/28 for grades 2-4. They had free books. A collage was done of the event.

IX. **Comments/Questions**

- Town needs substitutes, aides and shadows. Contact Dr.McGrath or Lorraine Bradley.
- The Cafeteria is not getting information about activities. They'd like to be more involved in things.
- Arthy wanted to add a note that Beth Cunningham has done an independent review of the financials. This is done twice a year.

- The meeting was adjourned at 8:45 PM.

- Minutes were prepared by Michelle Barrall