

Dewing PAC Meeting Minutes  
February 5, 2009

<p><b>PAC Meeting Minutes</b> <b>Meeting Date: February 5, 2009</b></p>
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**DECISIONS AND/OR VOTES**

#	MOTION	FIRST	SECOND	VOTE RESULT
1	Accept the January 2009 meeting minutes	J. Pendola	M. Dulock	Approved
2	Accept the financial for Jan. 8 - Feb. 5, 2009	J. Pendola	B. McFadyen	Approved
3	Allocate \$25 as an incentive program for the 2 <sup>nd</sup> Grade Library Card Drive	C. Demers	M. Butler	Approved
4	Reserve Roller Kingdom for next January by making a \$50 Deposit.	J. Pendola	E. Paulding	Approved
5	Donate any left over Dewing Spirit Wear to the 4 <sup>th</sup> Grade Celebration to use for prizes.	J. Pendola	L. ElHakim	Approved
6	Allocate \$225 to the 2 <sup>nd</sup> Grade Recycling Enrichment Program. Tewksbury Recycling Committee will also be donating \$225 to this program.	M. Butler	K. Barry	Approved
7	Award 3 \$500 Scholarships to past Dewing Students: 2 attending High School and 1 attending Shawsheen Tech.	L. Gill	M. Fahey	Approved
8	Pay \$205 for buses for a Full Time Kindergarten Field Trip to Charlotte's Web.	J. Pendola	B. McFadyen	Approved
9	Use Campbell Points to Fulfill Staff Request from Mrs. Kosiba for Glitter Glue	L. Gill	J. Pendola	Approved
6	Adjourn Meeting at 9:10 PM	B. McFadyen	M. Butler	Approved

**MEETING AGENDA**

TOPIC	DISCUSSION LEAD
I. Introductions/Welcome	Krissy Polimeno
II. Principal's Update	Mr. Paul and Miss King
III. Vote on Meeting minutes from January	Melissa Lane
IV. Review and Vote on Financials	Arthy Bennett
V. Fundraising	Loretta Ryan
VI. Other Events and Projects	Krissy Polimeno
VII. Questions or Comments	

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**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
Yes	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 7:35 p.m. and everyone introduced himself or herself.
- Krissy Polimeno also introduced the group to Miss King and Mr. Paul.

**II. Principals' Comments**

- Miss King talked about her first few weeks at the Dewing School and how she was happy how helpful everyone was being. She stressed to the group that her and Mr. Paul welcome feedback and their doors are open if you would like to talk with them about something. She stressed that if she doesn't know about a problem she can't aide in the repair of it so please come to her with any issues. Both Mr. Paul and Miss King stressed that their main goal with to keep the children SAFE.

**III. Meeting Minutes**

- Meeting minutes from the January meeting were approved. See above.
- Melissa Lane discussed with the group the appropriate uses for the various copiers through out the school. The RISO Machine located just outside the cafeteria should be used for textbook/curriculum copying for the teachers. The copier located in the library should be used for PAC fliers and notices. The copiers located in the two teachers rooms should not be used without permission from the teachers. When using any copier, please step aside and let the staff do what they need to do. Let them get back to their classes and then you can resume your work.
- Also, questions came up regarding the use of Blue Paper. The PAC uses blue paper to set its notices aside from school notices and assignments that come home. Blue was chosen not only because it is the Dewing Colors but also because research has found that it is one of the cheapest of colored papers.

**III. Review Financials**

- Arthy reviewed the financials from January 8, 2009 through February 5, 2009.
- Income (\$ 2,652.97) from: Got Books, Box Tops and Skewers Dine Out Night.
- Disbursements (\$3,653.17) for: Art and Enrichment, Field Trip Buses, paper supplies, hospitality request, staff requests, Roller Kingdom, newspaper subscription, Dew-Gooders supplies and scholarship payment.

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- Arthy reviewed the Income and Expense statement. The current PAC balance is \$17,380.15. Outstanding items are copier leasing, field trip buses, Arts & Enrichment items that the PAC members have previously approved totaling to \$5299.55. Which leaves \$12,080.60 total funds available.
- Arthy informed the group of a Staff Requests from Mrs. Kosiba for Glitter Glue. The group agreed to purchase the Glitter Glue using Campbell's points (see vote above). There was a field trip request from Mrs. Rodgers for the cost of a bus (\$205) to go see Charlotte's Web. The request was approved (see vote above).
- Arthy reviewed the Staff Request Procedures in place with Miss King and Mr. Paul.
- The financials were approved (see vote above). The Treasurer retains the official financial reports. Financial reports furnished upon request to any PAC member.

**IV. Elections**

- Krissy Polimeno told the group that the following individuals have requested to be put on the ballot for the elections in March: Christine Demers and Kerry Barry. Both would like to be considered for the Treasurer Position. Krissy asked each to make a short speech at the March meeting describing why they would like the position. At this time there are no additional candidates interested in the Chair, Co-Chair or Secretary positions. Krissy Polimeno, Loretta Ryan and Melissa Lane who currently hold these positions will be running for re-election in March.

**V. Fundraising**

- Loretta Ryan told the group about the terrific success for both BoxTops and Paper Retriever bins.
- A new contest for BoxTops has just begun and will wrap up just after vacation. The prize is a claw machine complete with prizes inside. The group was also informed that the Dewing School staff is also asked to send in BoxTops and compete for their own prizes. We have gotten good feedback from them.
- A Skewers Dine Out Night was a success raising \$150 for the Dewing PAC.
- Krissy Polimeno told the group about the potential change in plans for the SkyBox. There are new owners and she is waiting to hear back on the potential fundraiser.
- Melissa Lane reported on Square 1 Art. Artwork will be going to the Square 1 Art facility at the end of February. We are still on track for a pre-Mother's Day delivery and Melissa is looking for volunteers to help distribute the items on 4/30 from 4-7 PM. If you can help that day, please contact her at mdlane117@comcast.net
- Lowell Spinners Night- Kim Keefe spoke about the Lowell Spinners fundraiser being held on 6/20. At the time of the meeting 244 tickets had been sold raising \$732 thus far for the PAC. More seats may be opened up if the orders call for more.
- Krissy Polimeno reported on the School Store that continues to do very well.
- Loretta Ryan reported on the upcoming Coin Drive to be held in March. We will be collecting through the week of March 16-20. One denomination will be collected each day with anything goes on Friday. The PAC Board will meet with the Principals after the meeting to discuss potential items that could be purchased with the total collected funds.
- Andrea Regina spoke to the group about Adopt a Classroom. So far \$13,390 has been donated to the schools in Tewksbury with \$9,690 of that to the Dewing teachers. Businesses are starting to get involved and donate as well. Touch of Elegance will be

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doing an event on 2/21, which will have an Oscar theme. Proceeds from the event will go to Adopt a Classroom for the Dewing School. Miss King thanked Andrea and Michelle Beckman for spear heading this program in Tewksbury.

**V. Other Events and Activities**

- A. Budget Advisory Council - Andrea Regina told the group that she has been accepted to join the Tewksbury School Committee's Budget Advisory Committee. The role of the BAC is to review the budget and make recommendations to the School Committee. She will report back to the parents of the Dewing School as to the progress the committee makes in the coming months.
- B. Library Card Drive - Paige Impink told the group about the upcoming Library Card drive for the 2<sup>nd</sup> Grade. It was a big success last year and they hope it will be just as well received this year. It was decided that an incentive program would be added where students can win books and bookmarks for participating. The PAC set aside \$25 (see vote above) to be used to purchase these incentive prizes.
- C. Birthday Book Club - Krissy Polimeno spoke in Louise Chmela's absence. The program has collected over 55 books thus far. The wish list to purchase from is expanding thanks to a lot of input from the teachers.
- D. Library Project - Lisa Hodgson and the PAC Board recently met with the Library Aides to discuss how the PAC and parent volunteers can help them. Parents are needed to help the Aides with putting away books and cleaning out the shelves. Anyone interested is asked to contact Lisa Hodgson at [lhodgs8@aol.com](mailto:lhodgs8@aol.com). Paige Impink asked if the children are currently learning how to use the card catalog and the Dewy Decimal System. At this time they are not but it is our hope as well as the Library Aides that in time, with the help of parent volunteers, they will be able to focus more of their attention on the kids and teach them these things. The library project will be an ongoing process. The changes will not happen over night but volunteers are needed to make it a success.
- E. Melissa Lane spoke to the group about Roller Kingdom and the time options available for next year. The group decided (see above vote) to keep on doing the event and keep it at the same time.
- F. Arts and Enrichment - Krissy Polimeno spoke to the group about the event that was held on January 12th. The event was not as we had hoped it would be and we were misled as to the event topic. It was our understanding that the event would be about Martin Luther King. This was not the case. We are working with the production company to get a discount on an upcoming event or a partial refund.
- G. Dew-Gooders - Beth McFadyen spoke about the success of that days Valentine project, which was held after school. Kindergarten through 2<sup>nd</sup> grade students participated. They made valentines for the patients at Tewksbury State Hospital. The event went well with 77 kids and 20 parent volunteers. Beth also spoke about the Coat Drive the school took part in this fall. The Dewing School collected 639 coats. The Dewing community should be proud of such a great accomplishment!

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- H. 4<sup>th</sup> Grade Celebration - Beth McFadyen and Maggie Butler told the group about the upcoming Pizza Party for the 4<sup>th</sup> Grade Class. It will be held on 2/27 from 6:30 to 8:30 PM. It is only for 4<sup>th</sup> Grade Students and their parents and the cost is \$5 per person. The event is meant to be a fun event for the students to celebrate and mingle. Door Prizes will be given away and any proceeds the event does raise will go directly to fund the 4<sup>th</sup> Grade Celebration at the end of the year. The group decided to donate any left over spirit wear to the 4<sup>th</sup> Grade celebration (see vote above).
- I. Loretta Ryan spoke to the group about plans to introduce a Recycling Arts and Enrichment program to the 2<sup>nd</sup> Grades at the Dewing School. The cost of the event is \$450 -the Dewing PAC will cover \$225 for the event and the Tewksbury Recycling Committee will cover the balance (see vote above).
- J. Scholarships - Arthy Bennett spoke to the group about Scholarships and how in the past we have granted 3: one to a Shawsheen Student who went to the Dewing and will be attending an accredited college the following year and two to a Tewksbury Memorial High School students who also went to the Dewing and is going to college next year. She asked the group if they would like to keep it that way or change who is eligible. The group voted (see above) to keep is the same as in past years.

**IX. Comments/Questions**

- Paige Impink urged the group with go to or watch the School Board meetings and be prepared to vote this May re-emphasizing that all the parents need to be a part of the process.
- The meeting was adjourned at 9:10 PM.
- Minutes were prepared by Melissa Lane