 Wilmington Middle School PAC Minutes

# Minutes for meeting held on:

***October 29, 2018***

The meeting was called to order by Maryellen Dugan at 6:05 pm.

## In attendance

Two Board Members, Five Parents, One Principal, One Assistant Principal and the Superintendent

## Approval of Agenda and Minutes

**Welcome**

**Principal’s Report**

* Mr. Welch received and really appreciates his new PA system. It will come in handy for assemblies and events.
* This year’s Talent Show went very well and was well attended. The Halloween Dance also went very well and had a great turnout. The 6th Grade went early because they are always the larger group and the 7th and 8th grades attended together later in the evening.
* Quarter One will end this week and report cards are due out soon. This week’s message will focus on keeping up with assignments as the holidays get closer and life becomes busy.
* Upcoming Events:
	+ Nov. 1st-Grades Close
	+ Nov. 6th-No School- Professional Development
	+ Nov. 7th- Picture Retake Day
	+ Nov. 12th –No School- Veteran’s Day
	+ Nov. 21st -Early Release Day
	+ Nov. 22nd-Nov. 25th -No School- Thanksgiving Break
	+ Nov. 29th- Early Release Day-Parent Teacher Conferences
	+ Winter Concerts will begin the first week of December
* Dr. Quirk is leading the START team. This is the team that focuses on student attendance and tardiness. A letter will be going home to better explain the school policy on attendance and its importance. The school is looking to help support students and their families in situations where not attending school has become an issue. There was evidence last year that parents were not fully aware of this issue and its importance when trying to move on to High School.
* The 7th Grade is looking to update their curriculum and wish to start using a book called *I Am Malala: The Girl Who Stood Up for Education and Was Shot by the Taliban* by [Malala Yousafzai](https://www.amazon.com/Malala-Yousafzai/e/B00EZMLL5W/ref%3Ddp_byline_cont_book_1). They are requesting help funding the purchase of these books for use later this year. PAC will investigate working with Ms. Peachy to get education discount. Paperback copies are fine-they will require a total of 90 copies including the learning centers.

**Treasurer’s Report**

* Lynne was unable to attend tonight’s meeting. She will give a detailed report at next meeting.
* Donations are slow to come in this year. Working with Mr. Welch to get another message out and increase donations. Maybe include the newsletter and post it online so parents can see what last year’s donations were used to accomplish. Need to share on different social media pages to get the word out.

**PAC Business**

* **Open Positions**
	+ Heather Long has volunteered to take over as PAC President. Vote taken: voted in by unanimous decision. Thank You, Heather!!
* **Holiday Treat Fest**
	+ To show appreciation for the teacher’s and staff around the holiday season, the PAC organizes and holds a day of treats the week before vacation. This year’s Treat Fest will be held on Friday, December 14th- close to vacation week. We will need help getting local businesses to donate and managing these donations. Jess will check in with Rachael to see if she is able to do catering this year.
* **SAC**
	+ The SAC has been formed for the new school year (2018-2019). It will be made up of members from the school administration, staff and parents. Mr. Welch put out an appeal for volunteers and chose Robyn Matzke and Barbara Sica. This year’s SAC will be focusing on the School Improvement Plan (SIP) and its implementation. The meetings will be held on the last Monday of the month at 5:00 before the PAC meetings.
* **Apparel**
	+ Susan Sampson has taken on the sale and marketing of Middle School Apparel, which hasn’t been available for a couple years. She worked with Wilmington Trophy and Apparel on putting together a flyer and a selection of items that will be good sellers. There will be an online store at ***https://wilmingtonmiddleschool.itemorder.com*** which will make ordering easy and fast. Dr. Quirk suggested adding a ¾ zip front that she thought would be popular among staff. Susan will work with Heather who has done the apparel for the Shawsheen/West and Youth Soccer on pricing and popular items. Hoping to get something out for the holidays and possibly have some items for show at the upcoming parent teacher conferences, hoping to have a PAC table at the upcoming conferences to generate parent interest.
* **Box Tops for Education-KEEP CLIPPING! **
	+ Gwen has finished the flyer for this year’s Box Top’s collection. She is awaiting approval from Mr. Welch so she can move forward. She will get the collection envelopes to the teachers and add a promotion to the morning announcements, social media and the weekly announcement.
	+ **T**his is an ongoing fundraiser. Simply clip the coupons off many household products and send them in with your student to school. Each coupon is worth $.10. They will be tallied and submitted for cash. When clipping please make sure the coupons are not expired!
	+ Mr. Welch will locate the PAC mailbox and get it put back in place to make the collection process easier.
* **Superintendent Notes**
	+ Dr. Brand was able to attend tonight’s meeting to learn more about the PAC.
	+ Dr. Brand will be holding his final meeting for the community on **Tuesday, November 13 at 6:30 p.m**. at the Wilmington Middle School. Excerpt from latest email: *“This meeting is open to anyone and I welcome your thoughts, feedback and sharing of concerns regarding our educational community. I have begun the process of gathering together all of my findings and the information I have collected and intend to report out to the School Committee and community towards the middle of December. I will be sure to bring your attention to my report once it has been finalized.”* He hopes to get a good turnout at this final community meeting so that he can hear as many voices as possible. His previous three meetings were poorly attended.
	+ Dr. Brand is hoping to get the school calendar for 2019-2020 released by January to help families better plan for child care and vacations in the next school year. This is ultimately up to the School Committee.
	+ There will be a School Committee Meeting on November 14th and Dr. Brand is hoping to finalize and present his Strategic Plan for the District at this meeting. It will detail the direction the district will be taking in the upcoming years.
	+ The search for a Middle School Principal will also get underway as soon as possible. This is a big undertaking and Dr. Brand will be requesting help from the PAC to choose parent volunteers from the Middle School population to help serve on the selection and interview committee. He hopes to have the committee in place by December to begin the process.
* **By-Laws and Taxes**
	+ The PAC By-Laws need review and the tax forms need to be completed. A personal liability statement will be added and a conflict of interest statement.
	+ The board will meet outside of this meeting to facilitate this process. Documents need to be reviewed and approved and the final tax forms need to be completed. Hope to complete and submit this before the next meeting.

**Next Meeting will be Monday, November 26, 2018 at 6:00pm in the Middle School Library**

Motion to adjourn was made at 7:15 pm.