



Masconomet Parent Advisory Council Meeting

Board Meeting Minutes

January 13, 2015

The Masconomet Parent Advisory Council ("PAC") held a meeting at Masconomet Regional High School (library) commencing at 7:00 p.m. Eastern Time. In attendance were Mrs. Michele Mathers, PAC President, Mrs. Pattiann Bampos, PAC Class of 2019, Mrs. Mary Ellen Gilbert, PAC Class of 2015, Mrs. Ann Noyes, Communications, Mrs. Karen Sorenson, PAC Class of 2020, Mrs. Barbara Barbolla, PAC treasurer, Ms. Laura Brewer, At Large, and Mrs. Christine Marsh, Registrar. Mrs. Mathers chaired the meeting and kept the minutes. Mrs. Mathers recognized the quorum and called the meeting to order.

Mrs. Mathers reviewed the minutes from the October 8, 2014 PAC meeting and the November 12, 2014 meeting. There were no questions or corrections. A motion was made to accept the minutes as presented; the motion was seconded and unanimous approval was given.

Recent PAC events were reviewed to include the 8th grade dance held November 21, 2014. Mrs. Mathers acknowledged the hard work of Pattiann Bampos and the overall success of the event. Discussion ensued.

Mrs. Barbolla provided a treasurer's report and year to date financial statements. Mrs. Barbolla also provided an updated financial report versus budget. She noted income to date of \$19,235 versus a budget of \$22,639 (-\$3403) and expenses of \$10,200 versus a budget of \$17,730 (\$4125). Mrs. Barbolla noted unbudgeted expenses due to accounting fees and tax preparation. Discussion ensued. A discussion regarding succession plan for the treasurer position was held. Mrs. Mathers made a motion to appoint Ms. Laura Brewer as Treasurer with a term for the academic year 2015-2016. The motion was seconded and unanimous approval was given.

It is resolved that Ms. Laura Brewer, 37 Main Street, Topsfield MA 01983, be appointed to the position of Treasurer, Masconomet PAC and to be given all authority as treasurer for banking and signature authority on behalf of the Masconomet PAC.

Mrs. Marsh provided an update on membership registration. Mrs. Mathers noted that there are approximately 489 members of PAC, which is an all-time record. It is also noted that some of the registrations were done using paper forms and not the online registration tool. Mrs. Mathers delegated the manual entry of PAC membership registration forms to be input to the online site by Mrs. Ellen Criscione, Class of 2016. It is noted that the SportNGIN renewal is due March 12, 2015, and the registration form would need some updating. It was decided that registration would commence in August, 2015. Paper forms would need to be sent to the Masco office for July 2015. Mrs. Mathers made a motion to set registration fee for 2015-2016 at \$50/household. The motion was seconded and unanimous approval was given.

Mrs. Noyes provided a Communications Report. Mrs. Noyes made a motion to replace the damaged sandwich boards as an unbudgeted expense immediately. The motion was seconded and unanimous approval was given. Mrs. Mathers discussed a succession plan for the Communications position. Discussion ensued with regards to skill requirements and potential candidates. Mrs. Bampos noted that there is still a need to educate the tri-town community to the mission of PAC. It was suggested to provide the PAC videos as advertisements to each of the town cable access networks for airing. It was suggested to

utilize registration flyers for the 6th grades in each town at the open houses. It was also suggested to run a class contest to award the class with most PAC registrations with a pizza party.

Upcoming events were reviewed to include Middle School basketball t-shirts, the Book-it event in the Library for Class of 2017, International Night Raffle, the Teacher Appreciation Baskets and potential re-scheduling of the Movie Night. Mrs. Gilbert noted that the Class of 2015 submitted a PAC funding request form for a food truck during the senior kick back event. Discussion ensued. Mrs. Gilbert suggested more follow-up was needed to clarify the request and will be contacting the Senior Class Advisor. Mrs. Gilbert also suggested a PAC intern for the Senior Internship to work on PAC website, communications and videos. Mrs. Bampos suggested a potential second middle school dance to be held during the spring. Discussion ensued. Mrs. Mathers will be contacting Masco to explore the potential second dance. Mrs. Noyes discussed the disappointment of the changes in the Prom, especially for the senior class. It was also noted that PAC volunteered to sponsor a Promenade for the class of 2016 Prom. Mrs. Mathers was tasked with speaking with Mr. Bob Serino and Ms. Reilly Finnegan, Junior Class Advisors about re-visiting the potential Promenade event. Dates were discussed for re-scheduling the Outdoor Movie Night. Discussion ensued. Mrs. Mathers was tasked with checking with Mrs. Deb Lambert, MPFT, to coordinate potential available dates.

Having no further business, the meeting was adjourned at 8:45 p.m.

A handwritten signature in cursive script, reading "Michele I. Mathers". The signature is written in black ink and is positioned above a horizontal line.

Michele I. Mathers
President, Masconomet Parent Advisory Council