



## **Masconomet Parent Advisory Council Meeting**

### **Board Meeting Minutes**

**September 16, 2015**

The Masconomet Parent Advisory Council ("PAC") held a meeting at Masconomet Regional High School (library presentation room) commencing at 6:30 p.m. Eastern Time. In attendance were Mrs. Michele Mathers, PAC President, Mrs. Pattiann Bampos, PAC Class of 2019, Mrs. Wendy Rosenbaum, At Large PAC, Mrs. Karen Sorenson, PAC Class of 2020, Ms. Laura Brewer, PAC treasurer, Mrs. Susan Dwyer, PAC Vice President. Mrs. Mathers chaired the meeting and kept the minutes. Mrs. Mathers recognized the quorum and called the meeting to order.

Ms. Brewer provided a cursory annual review of FY 2014-2015 having only recently received incomplete financials from outgoing treasurer Barbara Barbolla. There were no questions with regard to restructuring or corrections. Ms. Brewer presented the FY 2015-2016 budget. She noted of registration fee income to date of approximately \$9,000. A motion was made to accept the budget as presented; the motion was seconded and unanimous approval was given.

***It is resolved that the FY 2015-2016 budget of \$18,595 income, (\$17,893) of expenses, and \$702 of net income is approved as presented.***

Mrs. Mathers led a discussion of formalizing 501(c)(3) status for PAC and committed to drafting an update to PAC Bylaws for review by next meeting.

Mrs. Mathers discussed changing PAC Funding Request form to include language which would allow for reimbursements as another way of providing support to Masconomet community. A review of the State Ethics guidelines in the Public school with conflict of interest was discussed, and reference was made to the guidelines at <http://www.mass.gov/ethics/> or the Ethics Commission at 617-371-9500. An additional suggestion from Dr. Kevin Lyons included a disclosure on the PAC funding request form that those who use PAC Funds must publically acknowledge PAC support to increase awareness to the parent community. This form will be updated immediately by Ms. Brewer and will replace old PAC funding request forms in main offices.

A PAC Funding Request, not in original budget, was received from the High School Student Council for their first SC Carnival to serve the entire MRSD and tri- town community. Discussion ensued. Unanimous approval was given. A motion was made to approve the PAC funding request as presented; the motion was seconded and unanimous approval was given.

***It is resolved that the PAC Funding Request of \$200 by the High School Student Council is approved to the Student Council Carnival on September 19, 2015.***

A suggestion of creating an Open Fund in the budget would create a place holder and allow us to plan for extra funding opportunities that PAC may not be aware of at budget planning time which could prevent overspending. This received favorable support. No further action was taken.

Mrs. Mathers provided an update on membership registration. Mrs. Mathers noted that this year's membership drive began late August with the Masco summer mailing. It is difficult to compare this year's

drive to last given last year's drive launching began May 1st. Discussions regarding a firm cutoff date for memberships ensued. No firm date has been set. The October 1<sup>st</sup> Bruins/Celtic tickets raffle will include a life skills student who will pick two numbers from the membership pool to ensure non bias outcome. More ideas were shared to fine tune the PAC membership message and reaffirming that membership term is only for the academic year was reiterated. Mrs. Mathers delegated the re-design of PAC membership registration forms to Mrs. Susan Dwyer. It was noted that the website vendor SportNGIN was unable to allow PAC to upload paper registrants to access the online directory. Renewal of the SportNGIN site fee is March 12, 2016 with a strategy of off-setting fee with sponsorship revenue. Mrs. Mathers will contact Mrs. Hagan Rivers to see if she would be willing to assist with revamping of online registration.

Mrs. Mathers provided a Communications Report. Mrs. Mathers discussed the need to communicate a succession plan for the positions of Communications Officer, PAC Secretary as well as President. Discussion ensued with regards potential candidates. Mrs. Bampos suggested PAC provide the superintendent ideas from PAC to include in his "tweets" as well as including PAC in his newsletter. PAC has been in both MS and HS newsletters. PAC videos from Ben Roscoe student received over 1k views in one day of facebook. PAC continues to post on twitter.

Mrs. Mathers discussed PAC members who have indicated interest in leadership capacities: Lisa Novak, Pam Dellar, Wendy Rosenbaum and Laurie Cantelupo. Mrs. Mathers nominated two candidates for appointment to the Board of Directors. Mrs. Bampos noted that there remained a need to educate the MRSD community to the mission of PAC as well as to create a teacher liaison position from both the Middle School and High School. Deliberation ensued. A motion was made to approve two new directors as presented; the motion was seconded and unanimous approval was given.

***It is resolved that Mrs. Wendy Rosenbaum of Topsfield, MA 01983 be appointed to the position of director – At Large, for a term of three years ending June 30, 2018, and Mrs. Laurie Cantelupo of Boxford MA 01921 be appointed to the position of director – Parent Representative Class of 2021 for a term of three years ending June 30, 2018.***

Recent and upcoming PAC events were reviewed to include the 8<sup>th</sup> grade BBQ, welcome T-shirts for 7<sup>th</sup> grade, and MS and HS open houses. PAC has discussed hosting dances at the MS or potentially sponsoring the Student Council and allowing SC to host. No decision has been made and PAC will meet with the SC advisor Mr. Nico Tzortsis to discuss. PAC has received numerous complaints registering disappointment over a lack of senior prom, along with no meeting to discuss the PAC suggestion to host a pre-prom picture taking moment or a promenade. Mrs. Mathers will follow-up with Dr. Hodgdon and Dr. Lyons to relay these concerns.

The need for a published meeting schedule was discussed. Mrs. Mathers committed to publishing four regular meetings

Having no further business, the meeting was adjourned at 8:00pm.



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Michele I. Mathers  
President, Masconomet Parent Advisory Council

**Masconomet Pac Advisory Council**  
**Profit & Loss Budget Overview**  
 July 2015 through June 2016

	Jul '15 - Jun 16
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Membership Dues</b>	
Membership Dues	1,500.00
Membership Dues NGIN	14,500.00
Paypal	2,000.00
Membership Dues - Other	0.00
<b>Total Membership Dues</b>	18,000.00
Middle School Dances	0.00
Movie Night	0.00
Teacher Appreciation	0.00
Website Sponsors	595.00
<b>Total Income</b>	18,595.00
<b>Expense</b>	
<b>Administration Support</b>	
Gifts (Sec. Day ect)	200.00
High School Open House	300.00
High School Teachers Dinner	200.00
Middle School Guidance Coffee	0.00
Middle School Open House	200.00
Middle School Teacher Dinner	100.00
Misc. Retirement etc	50.00
<b>Nurse Donations</b>	
High School Nurse	200.00
Middle School Nurse	200.00
<b>Total Nurse Donations</b>	400.00
Teacher Appreciation	500.00
<b>Total Administration Support</b>	1,950.00
Advertising	250.00
<b>Banking</b>	
Bank Charges	100.00
Return Check	0.00
Banking - Other	0.00
<b>Total Banking</b>	100.00
<b>High &amp; Middle School Events</b>	
Gerety Presentation	0.00
International Dinner	125.00
<b>Movie Nights</b>	
Fun Flicks	0.00
Movie Nights - Other	0.00
<b>Total Movie Nights</b>	0.00
<b>Total High &amp; Middle School Events</b>	125.00
<b>High School Events</b>	
10th Grade Book It	250.00
12th Grade BBQ / Pizza	1,230.00
9th Grade MASCO Peer Ldr Pizza	2,000.00
9th Grade Peer Ldr Welcome BBQ	0.00
9th Grade YE BBQ	2,000.00
HS English Dept Workshops	500.00
Library Reading Incentive Prog	250.00
PAC Ambassador T-Shirt Life Sk	250.00
<b>Prom</b>	
11-12 Grade Prom	1,000.00
<b>Total Prom</b>	1,000.00
Scholarships	0.00
<b>Total High School Events</b>	7,480.00

8:59 AM  
09/06/15  
Accrual Basis

**Masconomet Pac Advisory Council**  
**Profit & Loss Budget Overview**  
July 2015 through June 2016

	<u>Jul '15 - Jun 16</u>
<b>Middle School Events</b>	
7th & 8th Basketball	300.00
7th & 8th Grade Dances	1,600.00
8th Grade BBQ/ Pizza	1,795.00
8th Grade Graduation	0.00
Bridging ceremony	250.00
Library Reading Incentive Progr	100.00
Pac T-Shirts 7th Grade 1st Day	1,750.00
T-shirts Middle School	300.00
<b>Total Middle School Events</b>	<u>6,095.00</u>
<b>Office Expenses</b>	
Stationery & Printing	100.00
Supplies	100.00
Office Expenses - Other	27.40
<b>Total Office Expenses</b>	<u>227.40</u>
<b>Professional Fees</b>	
Accounting Fees	850.00
Communication Subscription	600.00
Donation Refund	0.00
Website	216.00
<b>Total Professional Fees</b>	<u>1,666.00</u>
<b>Total Expense</b>	<u>17,893.40</u>
<b>Net Ordinary Income</b>	<u>701.60</u>
<b>Net Income</b>	<u><u>701.60</u></u>