

## IMPACT Meeting Minutes for September 12, 2017

**Attendees:** Maggie Simon, Melissa Tryon, Elizabeth Clark, Lisa Demick, Sara Hastings, Sarah Jamo, Kate Brown, Lisa Pardus, Melanie Litchfield, Liselle Cushing, Nicola Morris, Genn Giuliano, Valerie (from Trail Monster)

### **Big Brad Update:**

Valerie: Awaiting approval to use land that has taken on new ownership since last year

If approval isn't given, race will relocate to the park, and Valerie suggested that IMPACT still be involved in some way, perhaps providing food

Sign up is down for race, 51 total at this point, about half of normal participants.

Sunday, October 15<sup>th</sup> is the date for the race, hope to hear by September 18<sup>th</sup> about land approval, Valerie will let us know ASAP.

IMPACT is responsible for organizing food, hosting at the school, making the awards, staffing the food table, providing the food.

Melissa requested a new point person/coordinator for Big Brad.

Wellens has volunteered to do awards again this year.

Lisa will check Lori's availability to open school in the morning. PES staff member is not required to be present throughout the day.

Lisa will check with Mr. D to see if he's willing to organize a Fun Run this year.

Sara brought up an idea discussed at Officer Retreat of assigning certain grades to certain events, this would allow parents to have specific opportunity to participate instead of being asked multiple times throughout the year.

**June Minutes:** Reviewed, motion to approve minutes made by Sara H., 2<sup>nd</sup> by Sarah J., unanimous approval

**Teacher's Report:** Elizabeth Clark, presented Yardsticks which outline common characteristics (socially, cognitively and physically) of children by age, grouped in three year range

Will be distributed to all PES parents at Open House (except Pre-K) by classroom teachers

**Principal's Report:** Lisa presented overview of Parent Survey

42 percent of families participated in survey, families indicated a need to have a better sense of where kids are and how to support them

Principal Advisory Committee is being implemented this year in an effort to include student feedback

### **New Business**

- a. **Calendar Review:** Copies will be distributed at Open House, sent out in PES notices, and posted on the bulletin board.  
Book Fair:  
Oct. 19 & 24 during Parent Teacher Conferences  
Original Works:  
Artwork needs to be submitted by October 18<sup>th</sup>,  
Orders will be due November 15<sup>th</sup>  
Ordered items will be delivered December 5<sup>th</sup>.  
Awaiting Order opening date, pending David Whiting's plans, he is open to parent suggestions of artwork they'd like to see. Wellens will reach out if there is a need for parent volunteers in the art room.
- b. **Budget Review:**  
Plan to let PES parents know IMPACT's annual budget is \$5000.00  
Items IMPACT funds:  
Open House cookout  
Pre-K Orientation

\$500 Boston  
Field trips  
Guest speakers  
Scholarships (mad science, ski program)  
\$500 insurance  
Ruth's reusables for teachers \$600  
Non-profit fee  
5<sup>th</sup> grade gifts  
Motion to approve Budget made by Wellens, 2<sup>nd</sup> by Sara J., unanimous approval

c. **Appeal Letter:**

October target for sending out appeal letter, with secondary letter in May if necessary, moved from December last year  
Last year was first year for appeal letter  
Melissa will send out draft to officers

d. **"Time with a Teacher" Raffle**

Wellens: Four teachers on board so far. Raffle Tickets will be sold for \$1 during the week of the Book Fair and offerings will be posted on the bulletin board  
Every child will get one ticket  
Someone selling tickets for 30 min after school  
Drawing after book fair, announced during school day  
Limited to one prize/student

e. **Original Works :** Covered above

f. **Committee Membership:**

Book Fair: Wellens King, Maggie Simon, Kate Brown, Julie Baird  
Teacher Appreciation: Sarah Jamo, Genn Guiliano, Kate Dawson, Michelle Carter  
Social Events: Melissa Tryon, Maggie Simon, Melanie Litchfield, need one more

g. **Family Directory:**

For IMPACT use only  
25 families have responded since yesterday  
Parent name, email, child grade level  
At Open House, contact Wellens if you'd like to sign up for Family Directory  
(Room parent is up to teachers)  
Who is responsible for getting info to Jill, point person?

h. **Open House:**

Wellens: Rebecca Marcotte is point person, volunteers and hot dogs are all set.

i. **Book Fair Update**

Scheduled for October 19<sup>th</sup> & 24<sup>th</sup> during conferences , will send out invite to Pre-K families who don't have conferences at that time

j. **Trunk or Treat:**

Melissa provided overview of event, will be free event held on October 27<sup>th</sup> at PES

k. **Bylaws Review:**

Melissa had no amendments to propose

**Zumba:** Nicole proposed after school Zumba for students, minimum of 10 kids, 6 weeks, another 6 weeks in January \$5/hour class and includes CD of music from class, potential start after end of track and soccer

Motion to approve Zumba including \$120 for 2 scholarships/session for October and January for 6 weeks each was made by Sara H, 2<sup>nd</sup> by Kate B., unanimous approval

Office will handle scholarships

**IMPACT Parent Survey:** Melissa gave overview of IMPACT parent survey

Motion to extend meeting for 15 minutes made by Sara H., 2<sup>nd</sup> by Nicole, 9-2 vote

Meeting Adjourned at 8:45pm

Respectfully submitted by Maggie Simon, IMPACT Secretary