

## PARKERVILLE SCHOOLHOUSE COMMITTEE Meeting Minutes

Friends of the Parkerville Schoolhouse

**Wednesday, January 21, 2026 7:30 pm**

Meeting held via [Zoom](#)

<https://creativematerials.zoom.us/j/84570323069?pwd=WXloaThpUWx0NXBUWWxtUHlqbjlNLZz09#success>

In attendance: Heidi Hatke, Mitch Butler, Tom Unterberg, Jo-Anne Lund, June Kennedy, Rebecca Bednarz, Ruth Margetts, Dolly Michaelides

Call to Order by Heidi at 7:41

### 1. November 2025 Meeting Minutes: Read by Ruth

1. Motion to accept minutes by June & Heidi—all were in favor

### 2. November & December 2025 Treasurer's Report: Presented by Ruth, prepared by Joe Morano

#### 1. Checking

1. Beginning \$8,894.45
1. Income: \$1,815.11
2. Expenses: (\$207.93)
3. Transfer: (\$6,000)
2. Ending \$4,500.49
3. Net Change (\$4,393.96)

#### 2. Savings

1. Beginning \$6,174.02
2. Transferred \$6,000.00 from Checking to Savings
3. Ending \$12,175.16
4. Net Change \$6,001.14

**3. Corresponding Secretary's Report—Presented by June**

1. Few more additions from the townwide mailing donations. Will finalize all donations with Joe for next meeting

**4. Archivist's report – Presented by June**

1. Memory from Joe's great aunt—Ruth Nesmith Hall—Valentine's Day at the schoolhouse—exchanged valentine's card with everyone (made, never bought). Made valentine boxes out of shoeboxes. Covered boxes with paper and red hearts. A Postcard valentine to Frank Nesmith from Linwood Nesmith cost 1 cent to send.

**5. Building Maintenance Report—Presented by Tom**

**1. Indoors**

1. Snowflakes posted in the windows by Claire Owen's family (save if can)
2. Jo-Anne visited the schoolhouse—heat is still working, fixed the bunting/swag that had blown off
3. Mitch will check the mice traps & add smooth peanut butter

**2. Outdoors**

1. Mitch blew all the weeds into the woods and whacked some more before the snow
2. Town is plowing the parking lot after the snow storms.

**6. Building Usage Coordinator's Report—Presented by Heidi**

1. No requests for use of the building
2. Currently 40 folding chairs for events other than school day experience.
  1. Mitch has idea to get rearrange the desks or add time period furniture (couches or softer seats to use for events)--helpful for open house

1. Can put cushions on the long benches

## 7. School Marm Update—Presented by Jo-Anne Lund

1. Starting to get going—all the supplies for the whirly gigs are available. Heard back from everyone but Dolly and Annie
2. First class, April 27<sup>th</sup> to May 22<sup>nd</sup>. No school on May 5.
  1. Will have the schedule out near the beginning of March
3. Only fourteen 3<sup>rd</sup> grade classes this year.
4. Jo-Anne spoke with Carol Morse (former chair of Climate Action committee) who will join us as a Marm this Spring.
5. Shared history of 3<sup>rd</sup> grade class history field trip program and how it currently works: Use of photos and artifacts to share an experience as a 1920's students and teacher.

## 8. Other Updates and Items of Business

1. Alternative fundraising income due to cost of postage / mailers ideas—members can come with ideas to our March meeting
2. Floor refinishing – June contacted Norman Arsenault, from Maynard—should get answers/appointment soon.
3. Gift for John: still in process—Heidi get a gift card to restaurant close by.
4. Open house review: Mitch suggests better seating options for the open house
  1. Possibly move desks around our some out of room to make room for chairs or add a time period couch to the back of the room

### Building Assignments:

January – Mitch      February - Jo-Anne March - Heidi

### 1. Assignments:

12. All:
13. Heidi: call John to get name of restaurant for gift card (Ocala, Florida)

14. June: follow up with floor refinishing and make appointment
  15. Joe: update treasurer's report
  16. Tom:
  17. Jo-Anne: Put together marm schedule (add Rebecca to the loop)
  18. Mitch: Check the mousetraps
  19. Ruth: Send minutes to town and to Newell
  20. Dolly: join Ellen Hardy on ink-pen lessons
2. **Next Meeting date: February 18 @ 7:30 p.m. via zoom**
  3. **Adjournment at 8:40 p.m.**

AI Generated notes:

#### Committee Structure and Application Process

Heidi explained to the group that for 25 years, they had been handling new board members internally, but recently received town guidance that they must now accept applications from townspeople for committee positions, even if not selecting them. She clarified that the Friends of the Parkerville Schoolhouse should submit their committee minutes and reports under the Parkerville Schoolhouse Committee name, and outlined the official committee structure of four members: chair, vice chair, treasurer, and secretary. The group discussed that Mitch had submitted an application for vice chair, as their previous vice president was becoming treasurer, and Heidi invited Rebecca to share her background with the committee.

#### Schoolhouse Preservation Committee Meeting

The meeting began with introductions, including Rebecca's background in historic houses and her interest in joining the committee to support the preservation of the special building. Heidi highlighted the personal connections of several members to the schoolhouse and welcomed Rebecca. Ruth, the secretary, shared the roles of various committee members, emphasizing June's historical expertise, Tom's maintenance work, Joanne's school district coordination, and Heidi's leadership. The meeting was officially called to order, and Ruth planned to review the November meeting minutes, noting some corrections needed.

#### Treasurer's Report and Fundraising Updates

The meeting covered the October 2025 Treasurer's Report presented by Joe, which showed a beginning balance of \$16,418.56, income of \$1,201.72, and expenses of \$1,350.63, resulting in an ending balance of \$15,068.47. June reported on donations from the annual mailer and ordered additional postcards and stamps. The group discussed the need for alternative fundraising methods due to high postage costs, with plans to discuss this in the March meeting. They also reviewed building maintenance, open house attendance, and various updates from different committee members. A discrepancy in the Treasurer's Report was noted, which Ruth planned to follow up on with Joe regarding a \$4,393.96 transfer to savings.

#### Financial Reports and Historical Notes

Ruth discussed adjustments to financial reports and mentioned that Joe would be absent from the next meeting due to the winter break. June shared a historical memory about Valentine's Day at the Parkerville Schoolhouse, including a postcard from Frank Jarvis sent by Linwood Nesmith. The group briefly discussed the history of postage rates, with June mentioning a 1-cent postcard and a 3-cent stamp from a letter.

#### Schoolhouse Maintenance and Updates

The group discussed the snowflakes on the schoolhouse windows, which were confirmed to be made by Claire. They also talked about the mice situation inside the schoolhouse, with Joanne reporting that it was warm inside and mentioning that the swag had fallen down. Mitch agreed to check the traps again, and the group discussed using peanut butter to bait them. June suggested sending the meeting minutes to Newell, who is now in assisted living in Minneapolis. Heidi was asked about a reservation for the schoolhouse, but she had not received a call from Brian yet.

#### Whirly Gig and Climate Action

Joanne reported progress on the Whirly Gig program, which will run from April 27th to May 22nd, excluding May 5th, and is seeking teachers among school moms. She announced taking over as co-chair of Westford Climate Action from Carol Morse, who will assist with teaching. Joanne detailed the Living History program, where volunteers dress as former teachers and students to educate third graders about local history, and Rebecca expressed interest in learning more about the curriculum. The group discussed the scheduling process for the program, with Joanne aiming to send the schedule to Erin by February 1st for distribution to third-grade teachers.

#### Building Updates and Event Planning

The group discussed several updates and action items. June reported that she had recently contacted Norman Arsenault about refinishing the floor, and expected to hear back soon. Heidi agreed to look into getting a gift card for John, after realizing she had his address. The group also discussed potential changes to the building's furniture setup for events, with Mitch suggesting the addition of more comfortable seating options. June and Heidi

suggested using cushions on the existing benches as a more practical solution than moving heavy furniture.

#### Historic Schoolhouse Event Space Improvements

The group discussed improving the comfort and usability of a historic schoolhouse building for various events. Mitch suggested adding chairs and tables to make the space more welcoming, while Ruth noted concerns about storing fabric-covered furniture. Heidi mentioned that the building, which rents for \$40, is rarely used for events these days. The group also addressed lighting issues, with Tom confirming that LED bulbs had been installed to improve brightness. They discussed potential improvements like combining desks for larger groups and considered marketing strategies to increase event rentals.

#### Historic Building Preservation Strategies

The group discussed challenges and strategies for preserving historic buildings, with Rebecca sharing insights from her work at the Peabody Essex Museum. They assigned tasks for building maintenance, with Joanne taking February and March, and Heidi March. June agreed to send Newell's address to the group, and Joanne suggested Dolly could teach ink pen lessons with Ellen Hardy. Rebecca expressed interest in observing a school day, and Joanne agreed to coordinate this with Rebecca. The conversation ended with Rebecca offering to share grant opportunities for preserving historic sites.