

**Shawsheen/West PAC  
January Meeting Minutes  
Wednesday, January 10, 2024 6:15 p.m., ZOOM**

Meeting called to order: 6:18pm

Adoption of December Meeting Minutes

Attendees: Heather, Nicole, Stephanie, Megan, Susan, Vanessa, Lisa, Ed

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**Officers Reports:**

- President's Update
  - Vice President's Update
  - Treasurer's Update
    - Review of budgets, balance, estimated expenses, estimated fundraiser income
  - Secretary
    - Will work with Debby if the website URL needs 2 factor authentication.
    - Stephanie needs this URL for the calendar donation forms
  - Communications
    - Timing Newsletter for this quarter - Estimated next week
    - Leave the older one off of the principal newsletters
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**Principal Updates/Requests:**

- Mrs. King
    - More details below
    - Read-A-Thon
    - Visiting Author
  - Dr. Foster
    - \$500 was spent on recess equipment that was previously sent for the hoop.
    - Money for field trips was deposited
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**Upcoming Fundraisers:**

- Pizza Kit Fundraiser (Jan)
  - Sale Jan 16-22
  - Pick up Jan 31 (4-7pm pick up time at Tremezzo Pizzeria)
  - Community Facebook pages/Wilmington Apple
  - Fliers for school, at CARES, basketball practice/games, etc.
    - There is a PAC bulletin board at West - Approved
    - Gym doors at Shawsheen - Approved
    - Shawsheen CARES binder
    - West CARES binder (Teresa Beck)
    - Vanessa to send flier blurb to principals as .jpeg

- Chipotle Fundraiser (Feb 12, 4-8pm)
  - Fliers (make/copy/drop at schools)
  - Was sent to PAC email address, needs to be sent to Megan and Vanessa
  - Chipotle requests flier is not altered
  - Post in community pages
- Calendar sales (Mar)
  - Copy of letter
  - List of prior donations from businesses to be shared (trying to stay with Wilmington & surrounding towns)
  - Stephanie and Megan have started collecting donations, others are welcome to help
  - Principal newsletters can also mention requests for donations
- Spring apparel(done by Stacey Forman)
  - Discuss in more detail at a later date
  - Possibly a different option for apparel sales

#### **Ongoing Fundraisers:**

- Box Tops
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#### **Past Fundraisers:**

- Mums: \$1,953
  - Apparel: \$697
  - Pie sales: \$3,503.07 profit
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#### **Enrichments Planning:**

- 1st grade - Looking at Oceans (May 14, Stephanie)
  - Details in Dec notes
- 2nd grade - In school workshop by Plimoth Plantation(January 29)
- 3rd grade - Eyes on Owls (FINISHED)
- 4th grade - Simple Machines (March 18, 19)
- 5th grade - Electricity (March 18, 19)
- *Readathon (February)*
  - *Motion to approve spending \$1,339 for Scholastic Books to be given to students for the 2024 Read-A-Thon. (Approved on call)*
  - Need small prizes for weekly rewards
  - Need gift cards for top readers in each grade
  - Debby, Heather, and Lisa have been working on details offline
  - There will be a request for \$5 per child
- Visiting Author (March 12)
  - \$500 total on that date. Mrs. King will provide info to Susan.
  - (PAC Approved during meeting)
  - \$1000 Grant came from elsewhere

- \$500 for 30 books for teachers. Mrs. King already bought them. PAC has occasionally paid for them. She can use a check from another kickback to use.
- Dr. Foster is okay with using other funds for the school copies.
- All school enrichment options (Stephanie)
  - Sent email to the group with details of options of organizations that have provided details.
  - \$2095 all in
  - Principals prefer the cultural themed ones since the other enrichments have curriculum based themes.
  - Stephanie will work with principals and vendor to schedule a date.
  - \*Kathaka: Dancing Rhythms and Stories of India-
  - <https://artsforlearningma.org/index.php/programs/dance/kathak-dance-of-northern-india>

#### **Field Trips(PAC helps with bussing):**

- 2nd grade field trip - *working on Museum of Science?*
- 3rd grade field trip to Rye, NH (June 11)
- 5th grade field trip to Patriots Place

#### **Other Event Planning:**

- 5th grade end of the year party and yearbooks
    - Yearbook committee underway
  - Staff appreciation
    - Parents have a chance to donate desserts
  - Field Day
    - Mostly planned by schools/PE teachers
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#### **Open Discussion/Other Business/items of note:**

- Discussion re fundraisers vs donations. Data, benefits, concerns, logistics
  - Possibility of a survey to get community feedback
  - Add a “non fundraiser fundraiser”
  - Data on how many families typically participate in fundraisers
  - 572 students total at beginning of year
    - 97 students sold pies
    - 112 people bought mums
  - Some concern over families that did participate may not in the future or may not donate the dollar amount they generated in the fundraisers
  - Button has now been added in Cheddar up for straight donations
  - Possibility of a year end option for a donation request letter
  - Agreement not to call it an “OR” with donation or fundraiser
  - Cheddar up can do a check vs. credit card to account for fees
  - Whether the buyer covers the fee is set per fundraiser, not buyer choice
  - Advertise that some employers will match donations

- Book vending machine
  - New or like new books only
  - There is an option through scholastic online and the book fair to donate books
- Suggestion regarding teacher questions and sharing info to make gift giving easier
  - Megan: idea of surveying the staff for their favorite things to aid in gift giving. (colors, stores, restaurants, etc.)
    - Where would we store this information? Security/Privacy concern
    - Conflict of interest concern
    - Teachers currently send welcome letters and some facts during open house
- How can the PAC continue to improve?
- Translation to other languages
  - Legal obligations based on school demographics
  - Provide information in text for translation

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Meeting adjourned: 7:38

Next Monthly Meeting: Wednesday, Feb. 7 @ 6:15pm via Zoom