

Shawsheen/West PAC
March Meeting Minutes
Wednesday, March 6, 2024 9:15 a.m., WEST SCHOOL LIBRARY

Meeting called to order: 9:16am

Attendees: Debby, Heather, Nicole, Megan, Vanessa, Stephanie, Susan, Mrs. King, Dr. Foster
Adoption of February Meeting Minutes - *Approved*

Officers Reports:

- President/Vice President Reports
 - Communication. Problem Solving. (*mostly at end of meeting*)
- Treasurer's Update
 - Current status of budget and projections
 - Snapshot version for members (hard copy provided at meeting)
 - Reminder: should have minimum of \$3,000 to start new year
 - Need to raise \$6,989 by end of year to pay the rest of the outgoing expenses and have \$3000 leftover
 - 5th grade generally paid by parent donations. Vendors usually donate their time. PAC may be responsible for slush and ice cream.
- Secretary
 - <https://www.shawsheenwestpac.org/home>
 - Will send link to principals to start including in newsletters (above)
 - PAC link from the official school website
 - Nicole will add the Calendar Raffle link to the website
- Communications
 - Updated newsletter with calendar raffle
 - Remove the newsletter link from the principal reports

Principal Updates/Requests:

- Mrs. King
 - Plimoth Plantation gave a ~\$250 refund written out to Shawsheen Elementary so Mrs. King will hold this and use it for the PBIS and call it a wash for this year.
 - Read a Thon - (notes below)
 - PAC Brochure can be updated and passed out when the K students come visit Shawsheen in May
 - Pass out at Parent University, etc.
 - Give some at Parent/Teacher Conferences, Calendars
 - Old books are being cleaned out for reading curriculum. New material is coming in.
 - Mr. Figueiredo - delivered the new recess bin. Noted in last week's newsletter.

- Dr. Foster
 - Read a Thon very successful. Winners announced.
 - Yearbook appears to be going well based on the emails.
 - Currently last day is June 14 so the celebration will need to be scheduled
 - Still working on 5th grade field trip. PAC provided \$1100.
 - 2 field trips for 4 and 5.

Upcoming/Current Fundraisers:

- *Calendar sales (Mar)* (Stephanie/Megan/Debby)
 - Collect data on when tickets were purchased compared to when there were posts
 - Just over \$2000 as of the meeting
- Spring apparel (done by Stacey Foreman)
 - New items will be added

Ongoing Fundraisers:

- Box Tops

Past Fundraisers:

- Mums(Sept): \$1,953
- Apparel(Fall): \$697
 - In the fall maybe something completely different. Land's End?
 - Heather can get more info. Discuss with Stacey.
 - The year round option through Lands End would involve shipping.
 - What is the % back comparison?
- Pie sales(Nov): \$3,503.07
- Pizza Kit Fundraiser (Jan): \$990
- Chipotle Fundraiser (Feb): \$417.68
- *Read-A-Thon (Feb)*
 - Amount raised \$1035. 82 families donated out of 572. 14.34% families donated.
 - Are the books we buy worth it? General consensus is to skip books next year
 - Mrs. King noted originally to encourage kids to read and it used to be a big fundraiser.
 - Rethink giving the books due to cost and enthusiasm
 - Make prizes easier, Maybe a keychain you add charms to?
 - Ex: Jibbets can go on bracelets, keychains, crocs
 - Used to pay for the books and author

Enrichments Planning:

- 1st grade - Looking at Oceans (May 14)
- 2nd grade - In school workshop by Plimoth Plantation(Jan 29 FINISHED)
- 3rd grade - Eyes on Owls (FINISHED)
- 4th grade - Simple Machines (March 18, 19) (Cost \$865)

- 5th grade - Electricity (March 18, 19) (Cost \$865)
- Readathon (Feb, FINISHED)
- Visiting Author (March 12)
 - Mrs. King found a picture of the author as a student
- All school enrichment - Indian Dance (April 3-Shawsheen, April 5-West) (\$2,095)
 - Vanessa and Stephanie will be going
 - Please announce as an "Arts for Learning Artist"

Field Trips(PAC helps with bussing):

- 2nd grade field trip - Museum of Science (annual trip)
- 3rd grade field trip to Rye, NH (June 11) - use money for 1st and 3rd to bring price down
- 4th grade field trip Lowell Mills (and a second?)
- 5th grade field trip to Patriots Place (and a second?)

Other Event Planning:

- School Store (Debby)
 - No longer can do putty erasers or sharpeners
 - Debby and Susan were asking kids for additional ideas
 - Can add in some of the read a thon prizes
- Staff Appreciation (May 1) (Heather/Debby - Will discuss in April)
 - \$1,500 last year for Tremezzo catering. Family donations of desserts and drinks.
 - Other options such as EJ's, La Rosa's
 - Principals to provide staff numbers, gluten free
 - Let teachers know, arrange catering, letter to families about dessert donations (gluten free, nut free)
 - Debby talked to Designs by Don about centerpieces
 - Take out containers? - Debby to research
- 5th grade end of the year party and yearbooks (Debby)
 - 5th graders designing a logo for yearbook
 - Yearbook committee underway (next year recommend start in Fall for pictures)
 - Last year under charged for yearbooks. Charge more this year?(shipping expensive) - \$10 in the past, increase to cover cost. North side costs \$25.
 - 5th Grade Party (food, drinks, ice cream/slushies, decorations, DJ, other)
 - Debby secured a photo booth
 - Decorations left over from last year
 - Mrs. King has a Connect 4 yard game, put out a call to parents
 - Debby will help the 5th grade parents coordinate
 - Ceremony and Celebration on the same day- June 10, 2024
 - Drone photo by a licensed operator
 - Photo reviews for the students that cannot be in photos
- Field Day popsicles (Will discuss in Spring)

Open Discussion/Other Business/items of note:

- Brainstorming for additional low risk May fundraiser. Maybe December as well.(Heather)
 - Deferred to next meeting
- Parent/Guardian University (Apr 6)
 - Info and is anyone interested in volunteering?
 - Megan will be at a different table, Nicole can go
 - Email in PAC Board account, RSVP by March 15
- Discussion re end of the year donation letter for those who didn't contribute to fundraisers, now's their chance to make a difference. List all the ways we financially support enrichments for their children.
- How can the PAC continue to improve?
 - Continue open communication with each other

Meeting adjourned: 10:30am

Next Monthly Meeting: Wednesday, April 24th @ 9:15 AM (Shawsheen Library)