

Shawsheen West PAC Meeting – April 11, 2022

Zoom Link:

<https://us02web.zoom.us/j/9947996096?pwd=VW41WWI3VE9lbVFRa1JsbIV5NjNzd09>

Meeting ID: 994 799 6096

Passcode: 892216

AGENDA

Adoption of Agenda

Approval of minutes from Feb. & March meeting

Officers' Reports

President: Tara DeFilippo

Treasurer: Julie Barrett

Vice President: Liz Hughes

Secretary: Debby Valdes

1. **Principal Updates:**

WEST: Dr. Foster

SHAWSHEEN: Mrs. King

2. **Field Trip Funds update:** Instead of Shawsheen asking for field trip money, Mrs. King asked for \$750 for Kona Ice.

3. **Spring Apparel Sale (3/27 - 4/9)**-Stacey about 30-35 orders

4. **Spring Online Raffle Calendar (April)**- Liz

5. **Restaurant Fundraiser: (Liz)** Red Heat

6. **Field Day:** Mrs. King needs popsicles purchased from the kitchen. Will the West?

7. **Teacher Appreciation:** Signupgenius link has been shared for treats for both schools (<https://bit.ly/3JfdVfa>). We need 2 people for the Shawsheen to setup/cleanup and 2 people for the West. Tara will be in the West. Julie offered to be one for the Shawsheen.

8. **Liz's Motion for bylaws change:** To change the date of the transfer of power from one board member to another to June 1 rather than July 31. The change would coincide with the end of the school year and allow for an easier transition to allow new board members to be up and running by the end of the school year, before summer and thus be ready for the start of the school year. Approval of this motion will change the one-year term for all officers (except Treasurer) to June 1 to May 31. The current bylaws state the change of power happens July 31 and from past experiences this has proven to be difficult. Transfer of power should coincide with the elections to make for smoother transitions.

9. **Board Elections for next year happen at the May meeting:** New board takes over July 1st. Start promoting the May meeting and getting interest in any open positions. Every position including those who are already planning on staying on needs to be formally voted in. Liz will reach out to Judy Jaynes, Boutwell PAC President to attend the Boutwell PAC meeting to recruit new parents.

Old Business

10. **Enrichments:**

Grade 1: Animal Adventures(\$670.00)

Grade 2: Physical Changes of Matter 1, Discovery Museum (\$1,035.00)

- Grade 3: Eyes on Owls (\$1,120.00)
- Grade 4: Energy & Electricity, Techsploration(\$864.50)
- Grade 5: Simple Machines, Techsploration (\$865.00)
- 11. **Ongoing Fundraisers:** Amazon Smile, Box Tops for Education

Open Discussion

Meeting adjourned

Shawsheen Elementary and West Intermediate Schools Parent Advisory Council, Inc. Bylaws Document

Article I

The Name of the Organization

The name of the organization will be the Shawsheen Elementary and West Intermediate Schools Parent Advisory Council, Inc. as established under the 501 © (3) IRS code; (henceforth referred to as the PAC).

Article II

Purpose of the Organization

-to provide additional social, education, and recreational experiences for Shawsheen and West Students while working in cooperation with the school administration

-To bring together in fellowship and cooperation, the members of the PAC in order that a collegial atmosphere may be achieved in the interest of the Shawsheen and West students.
-to provide a forum for the dissemination of information regarding issues pertinent to the children's education.

Article III

Membership

Membership is open to any parent or guardian who has a Shawsheen Elementary School or West Intermediate School student.

Article IV

General Membership Meetings

-General Meetings will be held every month, as feasible, during the school year. Cancellations will follow school system closings.

-Notices of meetings and special events will be sent home with the students.

Article V

Voting at general meetings

-any pac member in attendance at the general meeting is eligible to vote.
-parliamentary procedure will be generally observed.
-votes will be carried by a simple majority
-all items that require a vote must be submitted, preference in writing, at the monthly executive board session for consideration of placement on the upcoming general meeting agenda. The

Executive board reserves the right to add an item to an established agenda only if extraordinary time constraints exist.

Article VI

Officers

-the following officers shall comprise the organization's executive board: president, vice-president, secretary, treasurer, publicity director, hospitality director, and activity director

-the officers shall serve a one year term from August 1-July 31, with the exception of the treasurer who will serve a two year term.

-if a vacancy occurs in the office of president, the vice-president will assume the responsibilities of president for the remainder of the term and a new vice-president will be elected by the members at the next general meeting. In the event of a vacancy of any other office, the members shall elect a replacement at the next general meeting for the remainder of the term

-All officers at the close of their term, are responsible for the orderly transition of the organization's business

-the executive board may request the resignation of an officer if the duties of office are not being fulfilled as outlined.

Article VII

Election of officers

Nominees for the office of president, vice president and treasurer must have participated in past pac meetings. (if no such nominee comes forward, new members may be nominated and will take office under the guidance of previous officer). Nominees for secretary, hospitality, publicity, and activity directory may be new members, including parents of incoming 1st grader students.

Notification of elections shall take place at the next to last pac meeting of the year. A nomination form and description of the duties of each officer will be made available at this time, to the general membership. Parents of incoming Shawsheen 1st grade students will receive and invitation to attend the last pac meeting for informational purposes. They will be invited to place their name in nomination for the office of secretary, publicity, hospitality and activity coordinator and to vote in the election.

Nominations and elections shall take place at the last general meeting of the school year.

Nominations may be made up to the time of the election.

The consent of each candidate must be obtained before his/her name can be placed in contention

Elections will take place by secret ballot unless the candidate is running unopposed

To ensure a smooth transition of duties, newly elected officers are expected to attend subsequent executive board meetings working to assist current officers until July 31.