

Shawsheen/West PAC Meeting – October 15, 2018

West Library, 9:30 am

Meeting Minutes

In attendance: 5 board members, 5 parents, 2 principals

Meeting called to order: @ 9:37 am

Adoption of Agenda: Tami/Tara

Approval of Minutes from May meeting: Tami/Liz

Introductions: board members, principals, parents

Officers Reports

President: Tami McElligott - none

Vice President: Tara DeFilippo - none

Treasurer: Julie Barrett – brief overview of PAC Treasurer’s Report for new attendees

Publicity: Liz Hughes – events have been advertised appropriately; ie Trunk or Treat only reaches West and Shawsheen school communities only

Co-Secretaries: Lisa D’Anna – none, Elayna Hebert -NA

Ongoing Business

1. **Open committee positions:** ongoing
 - a. Pie pick-up volunteer needed (sign-up genius)
 - b. Others needed later in the year ie ICS in April
2. **Technology**
 - a. Mrs. King: Hanging projector to be installed November
 - b. Mr. Shaw: North and West recently got **new projectors** for all white boards
3. **Trunk or Treat:** Tami/Tara - 10/28 (2-4 pm)– 2 cars have signed up so far
 - a. Donations can be dropped off next week at both schools 8:30-10:00 am inside the building and for car riders at drop off; collection boxes will be available
 - b. Tami’s house will be a designated drop off location
 - c. Punch tickets to avoid kids visiting cars more than 1x
 - d. Teal pumpkins/stickers for cars to designate allergy friendly treats
 - e. Extra candy/treats left over could make up goodie bags for Winter Festival
4. **School Store Revamp**
 - a. Jodi Vitale - new coordinator working with Michele Mac; ? new items
 - b. To open Friday Nov 2nd, volunteers will be scheduled through Mrs. Collings
5. **Fall Pie Fundraiser:** Tara- 11/20 delivery Shawsheen
 - a. Pie pick-up coordinator needed for Nov. 20th – sign-up genius
 - b. Approx. \$1,000 less than last year, however, orders are still coming in
 - c. ? Label tables with letter of last name to help organize orders quicker
 - d. ? if decrease in pie sales is due to competing with other schools

6. **Room Parents:** Tara
 - a. meeting held
 - b. ? private/closed FB page
 - c. Mr. Shaw to consult with teachers about other possible educational sites to reach parents
 - d. Inquire with individual teachers whether or not they want to be copied on emails
7. **Fall Apparel Sale:** Heather Long – November, delivery before winter break
8. **Winter Festival:** 11/3 Tara, Liz, Teresa
 - a. currently 28-29 vendors, waiting to hear from 5 more
 - b. entertainment booked
 - c. Uncle Mickey's Pizza
 - d. Crafts ordered
 - e. need baked goods
 - f. need volunteer for craft room
 - g. Connolly Printing has donated 6 lawn signs which can be used every year
 - h. change logistics from last year
9. **Trivia Night:** Tami/Jenn B./ Jen M. – need to pick a date in March
10. **5th Grade Yearbook/ Party:** Tami/Tara
 - a. meeting held/volunteers
 - b. Mr. Shaw to determine date; usually “move up day”, would prefer Friday date if avail
 - c. increase cafeteria decorations
 - d. Photo booth approved
 - e. ? Kona Ice

New Business

1. **New Fundraisers :** Tara
 - a. **Penny Wars:** ? incentives for classrooms, ie raffle for classroom board games, \$1 coupons for school store. How often/?,monthly
 - b. **Hats for \$1:** possibly between sports seasons as there are already “hat days” designated throughout the year
 - c. **March Madness Fundraiser:** to discuss with principals next time
? open to community ie firefighters/police, volunteers, mascot, sell water/popcorn, ? shirts from Connolly Printing, Celtics tickets raffle (Kayla W), Rec Dept/WCTV possible resources, announcer, referees, ? location
2. **Festival of Trees:** “Snow Day”, Mrs. King will contact Room Parents regarding which donations to collect from classrooms
3. **First Aid Kits** will be purchased
4. **Field Day Box:** supplies will be purchased for Ms. Hendee

Open Discussion: Question if yearbook can be printed in color vs black/white by Connolly Printing, cost will not change; Mr. Shaw to decide.

Meeting adjourned @10:59 am

Next meeting: Monday November 5th, 6:30 pm Shawsheen Cafetorium