

# Memorial PTO General Meeting Minutes

<b>Date:</b> 04/13/2022	<b>Location:</b> Zoom
<b>Called by:</b> Stephanie Freeman	<b>Time:</b> 6:36 PM

## Attendance:

Melissa Morse, Kristen Sanville, Stephanie Freeman, Jessica Tilley, Erin Valcourt, Victoria Wilkinson, Crystal Maloney, Jasmine Duffy, Wendy Bell, Aimee Osterhus, Hong Ho, Melissa LaMotte, Erin Padula, Meg Halfpenny, Kevin Vaillancourt, Ashley O'Connor, Stephanie Solivan, Corissa Vento, Kathleen Mueckle, Julia Wilkinson, Chavi Gupta, Cayla McBee

## Call to Order

Approve Minutes (Recording Secretary) : 03/09/2022

## Opening Reports

### President, *Stephanie Freeman*

- Notes from Home are available! We are selling them for \$3 or 2/\$5.
- On May 10 at 8pm the PTO is offering a Tech Talk on Internet safety geared towards parents of elementary aged children. Spanish and ASL will also be available. It will be a Zoom format.

### Treasurer, *Kristen Sanville*

- We have about \$9000 unaccounted for, and that's before we include spring fundraisers.
- We will use the money allocated to field trips for Family Fun Fest this year.
- Kristen resubmitted our taxes from 2 years ago to put us back in compliance with the Attorney General.

### Principal, *Wendy Bell*

- Nothing major to report

### Mendon Upton Education Foundation President, *Kathleen Moeckle*

- Established in 2005 to support unfunded district initiatives. The board is composed of parents, educators, school committee members, and the superintendent.
- They raise and distribute funds to all 4 district schools in the form of grants submitted by parents and educators. They fund programs that would not otherwise be paid for by the school district. They look for creative, innovative, pilot programs, not "stuff." They want to reimagine learning and education.
- They align with the district strategic plan.
- They partner with PTOs to fund events.
- MUEF holds 6 meetings a year plus any committee meetings, and they welcome new members. Reach out to Kathleen if interested in joining- MUEF@mursd.org.

## Agenda

### Old Business - Unfinished

- Outdoor classrooms (Melissa)
  - a. Construction of the concrete portion of the project will take place starting Monday, April 18, to take advantage of vacation week.
  - b. We are fundraising for the pavilion and still hope to reach that final goal. To that end, Landscape Solutions has provided an estimate to put in sonotubes concurrently with the concrete. To add a structure later without them would be much more difficult and costly. The cost to lay that groundwork now is \$500. Members vote to approve.
  - c. Melissa proposes moving around some of the existing tables to add to the new outdoor classroom space and purchasing 2 additional to provide enough seating for one class in two places (new concrete pad by 140 and on the hill). The table purchased for the 140 entrance location would be an ADA compliant table. Members are in favor of holding off on new table purchases until we see how our spring fundraisers go. Melissa will look into creating a rolling outdoor classroom kit with white boards, clip boards, and other items requested by teachers.
- Fundraising report (Victoria)
  - a. Upcoming restaurant fundraisers: Red Rock on April 20, 5-8pm (be sure to mention Memorial PTO!) and DQ on May 24.
  - b. Flat fundraiser progress and incentive
    - i. We are up to \$1400 so far.
    - ii. For incentives we will offer freeze pops at recess when we reach \$5k, freeze pops and bonus recess at \$10k, at \$15k the kids can turn Mrs. Bell into an ice cream sundae at an all school meeting.
  - c. Raffle baskets for the Family Fun Fest (Jasmine)
    - i. All teachers have chosen a theme for their basket. Jasmine has been working hard to make sure each teacher has a point person to coordinate their baskets. There are only a few teachers remaining who need help.
    - ii. We will have a presale from May 20 until June 3.
    - iii. We can sell at the evening book fair event too.
  - d. Name Bubbles (Aimee)
    - i. Name Bubbles are dishwasher and laundry safe labels for student items. Aimee set up a fundraising opportunity through them that qualifies us for 20% of the purchase total for each purchase made through our link. Our link is always active (like Amazon Smile or Shutterfly).
- Spring events
  - a. Book fair evening event (May 25) (Crystal)
    - i. Crystal has ordered more of the packs for Mrs. Hagen that were previously on backorder.
    - ii. The spring fair will run from May 16 to 27.
    - iii. The PTO will host an evening event on May 25, beginning by 4pm if we're able. Melissa will check in with Lauren S. to see if the library is available.
  - b. 4th grade sendoff, June 9 (rain date June 10) (Melissa L./Brenda)
    - i. T-shirts are close to being done. They are waiting for a final quote for PTO approval.
    - ii. There has been a lot of progress on the slide show, but there are still about 11 kids missing. The same kids are also missing from the tile list, but tiles have been ordered for every student regardless.
    - iii. There will be a Sign Up Genius for parents to donate materials that will come out in May.
  - c. Field day, June 2 (rain date June 3) (Erin)

- i. Erin has been working hard to secure inflatables that we can share with Family Fun Fest. So far, we have reserved the obstacle course and a basketball game. Thanks to a generous donor, we may be able to replace basketball with a giant slide. The total would be \$1327.88, but they will also be available for the Family Fun Fest. Erin has added the damage waiver to protect us. Members vote to approve.
    - ii. Erin thinks field day costs will be low otherwise.
  - d. Family Fun Fest, June 4 (rain date June 11) (Jessica)
    - i. We need more committee members. Please reach out to the PTO to get involved.
    - ii. Mrs. Bell will mention this event and request help in her S'more after break.
    - iii. We need a flyer ASAP.
    - iv. Jess needs help organizing community tables and making phone calls to local businesses to see how they might be willing to help.
- Yearbook (Stephanie)
  - a. Not much progress to report. Helpers are always welcome.
- Staff appreciation luncheon (Jessica)
  - a. The event will be on May 3, and Jess has the caterer all lined up and ready to go.
  - b. A sign up genius will go out on Friday for parents to contribute desserts and sign up to help.

## New Business - Ideas, motions, announcements

1. May elections (Jessica)
  - a. Anyone who has paid dues for this school year and has attended at least 3 meetings this year is eligible for joining the board.
  - b. We need a new fundraising chair. Victoria will still have a child at Memorial and will be happy to help the newcomer.
  - c. We also have many committees that could use more members, a great way to get involved with a minimal commitment.
  - d. The PTO loves new members, and the time commitment can be as big or small as you'd like.
2. Teacher requests (Stephanie)
  - a. Mrs. Aube is requesting \$270.48 for 24 for chair pockets. Members vote to approve.
  - b. Mr. Heath is requesting \$300 for a pizza party for chorus students as a community building event before their concert at Nipmuc. Members vote to approve.
3. Open to the members or guests to share an idea or make a motion

## Announcements

1. Remember to check for updates on our Facebook page (Memorial Elementary School PTO), Twitter (@PtoUpton), and website ([www.memorialpto.org](http://www.memorialpto.org)).
2. Sign up to receive our newsletter and announcements by sending us an email: MemorialPTOUpton@gmail.com
3. Next meeting will be May 11 at 6:30pm. Stay in touch via email for details on location (remote/in person) and agenda.

## Adjournment