

Memorial PTO General Meeting Minutes

Date: 01/10/2023	Location: Memorial Elementary Library
Called by: Stephanie Freeman	Time: 6:30 PM

Attendance: Stephanie Freeman, Kristen Sanville, Hong Ho, Erin Valcourt, Ashley O'Connor, Crystal Maloney, Julia Kale, Meg Halfpenny, Kristy Bradley, Erin Padula, Wendy Bell, Lauren Chuk, Karlyn Gale, Leah Hagen, Jessica Tilley, Kevin Vaillancourt, Colleen Cormier

Call to Order

Approve Minutes (Recording Secretary) : 12/07/2022

Opening Reports

President, *Stephanie Freeman*

- 2/7 is Internet safety Day - PTO today is offering the Family Tech talk again, and Stephanie will sign us up.
- Kindergarten information night will be held on January 25th, and SI information night will be held on February 2nd.
- Outdoor classroom - Stephanie has been communicating with our builder, Jack Nealy. He has not been as responsive to Melissa lately, so we needed to escalate a little bit. Jack told Stephanie that he is bringing a new framer to the site tomorrow and promises an update on timing. He thinks it will only take 3 days once they start.
- No staff members are interested in taking on the yearbook stipend position. Stephanie will follow up with parent volunteers to get the project underway.

Treasurer, *Kristen Sanville*

- After budgeting for the remaining events for this school year (final payment on pavilion construction, field day, 4th grade send off, family fun day, staff appreciation, etc.), the PTO still has approximately \$14,000.

Principal, *Wendy Bell*

- Wendy has been working with staff to figure out ways to implement safe and respectful recess play.
- Elementary admin will present their budget needs to the school committee on January 23. They are optimistic that their requests will be fulfilled.

Agenda

Old Business - Unfinished

- Fundraising (Ashley)
 - a. January 27: Parent's night out at Rushford & Sons
 - b. February 1: Red Heat Tavern in Milford
 - c. March 19: Providence Bruins game

- d. March 30, 4-8pm: Upton Memorial spirit night at Urban Air in Bellingham. They will donate 20% of all sales to Memorial PTO. Ashley will look into a new spirit wear store in advance of this event. Mrs. Gale has a design to share if we are interested.
- e. Ashley will work with DQ to schedule another fundraiser night there as well.
- f. Spring raffles - fire truck ride and others
 - i. We would like to expand the raffles to include other "jobs for the day" including specialist teachers, school resource officer, principal, etc. Wendy is on board for a shadow, and Lauren suggested that teachers can come up with their own prizes to offer if not shadowing (recess buddy, special activity, etc.). Kids won't be able to choose which one they get, winners will be assigned randomly.
 - ii. Ashley proposes that we sell tickets in March or April with prizes awarded in May.
- Cultural arts (Erin)
 - a. The Upton Cultural Council will provide a grant to cover the expense of the Sheryl Faye performance. A UCC representative would like to attend, and Wendy approves as long as they check in with the office first.
 - b. Wendy is working with Karlyn to come up with a schedule for the planetarium visit. The dates are scheduled for April 10, 12, and 13th (the puppets will be on the 11th in between).
 - c. Erin has booked the puppet shows program for April 11. Wendy suggests 9:30am and 1pm shows to work around lunches and be available for both am and pm preschool classes.
- Flexible seating for classrooms (Stephanie)
 - a. Sabrina Brennan is a parent in our community and a middle school teacher. She has experience implementing flexible seating in her own classroom and would be happy to share vendor info and ideas.
 - b. Members vote to approve up to \$5000 for this purpose. Wendy will provide a list of items.

New Business - Ideas, motions, announcements

- Rt. 140 sign upgrade (Kevin)
 - Kevin has started reaching out to companies to compare costs to fix our current sign or completely redo it as a digital sign. He is still waiting on quotes.
 - The wooden sign by the Fiske entrance also needs some maintenance.
- Spring fest? (Stephanie)
 - Without a large and invested committee, this event will not be possible.
 - We can consider hosting the event elsewhere. Rose Garden and Rushford & Sons have both offered to help host a family day.
 - We have to be cognizant of other events happening in the spring so we don't overlap.
- Spring event planning (Stephanie)
 - 4th grade send off
 - Wendy proposes June 12 with a rain date of June 13. The last day of school is currently June 14, but that is expected to shift.
 - Wendy will introduce the event to the 4th grade teachers. Stephanie will reach out to volunteers who have already expressed interest.
 - Field day
 - Wendy proposes combining it with the 4th grade sendoff. In this case, the dates would be June 12 (rain date on 13th).

- Staff luncheon
 - The event will be on May 10.
- Book fair is scheduled to start on May 19.
- May 25 will be specialist's night.
- Teacher requests (Stephanie)
 - Wendy Bell is asking for additional funds for recess toys including outdoor bowling, bocchia, bean bag toss, assorted carnival games, ring toss, shuttle ball, and an outdoor xylophone. The total for one of each of these items (pre-tax if applicable) is \$290.46.
 - Members vote to approve.
 - Adam Quimby is asking for \$30 to purchase 3-4 books from the Gravity Falls book series.
 - Members approve \$75. Adam can purchase and provide Kristen with receipts.
 - Elisa Herrera is asking for \$120 for 6 stools for her small group table, lined paper, and Expo dry erase markers.
 - The school can provide lined paper and Expo markers. Members approve up to \$150 for stools only.
 - Debby Coyle is asking for \$181.98 for 3 multicultural vocabulary books for the preschool classroom.
 - Members vote to approve. Debby can buy and provide receipts to Kristen.
 - Amy Henderson is asking for \$278 for fake Lego bricks and characters to be used for both math and writing classroom activities.
 - Members vote to approve, but Crystal might be able to donate them.
 - Christina Savini is asking for \$217.98 for light covers, 2 more wobble stools, and an easel for small group instruction.
 - Members approve the cost of the easel and light covers (check that they meet fire codes first). Wobble stools are covered under our other flexible seating budget.
 - Wendy thinks that all teachers would benefit from the light covers. There are 12 light panels in each classroom.
 - Jan Maglione is asking for \$108.13 for 6 15" round floor cushions for extra seating within the classroom.
 - We will purchase these with our flexible seating budget.
 - Leah Hagen is asking for \$1,189.19 for 15 more sets of leveled readers to be used throughout the school. She is flexible and doesn't need them all at once.
 - Members vote to approve.
 - More furniture may also be required to fit everything, but we will hold off on that for now.
 - Shelby Black is asking for \$366 for an easel for small group instruction, book baskets, and a bookshelf.
 - Members vote to approve all except the bookshelf, which will be covered through the facilities budget.
 - Karlyn Gale is asking for \$750 for Read Across America supplies
 - Mrs. Gale would like to feature Something Beautiful and provide books for each of the 23 classrooms and the library. Request also includes goodie bags for each student, breakfast for guest readers, and Sharpie markers for Mrs. Fowler to create a mural.
 - Members vote to approve books for each classroom, Sharpies for the mural, pencils for each student, and items needed for the reader breakfast.

- Members approve \$200 Scholastic Dollars for a bookshelf for Sra. Calvo.
- After all of these approved requests and flexible seating investment, we would have approximately \$6,000 left in the PTO budget.
- 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).
2. Sign up to receive our newsletter and announcements by sending us an email: MemorialPTOUpton@gmail.com
3. Next meeting will be February 8 at 6:30pm. Stay in touch via email for details and agenda.

Adjournment