

Memorial PTO General Meeting Minutes

Date: 05/10/2023	Location: Memorial Elementary Library, Zoom
Called by: Stephanie Freeman	Time: 6:36 PM

Attendance: Stephanie Freeman, Kristen Sanville, Hong Ho, Erin Valcourt, Melissa Morse, Jasmine Duffy, Kevin Vaillancourt, Leah Hagen, Erin Padula, Aimee Maglione, Aimee Osterhus, Kristy Bradley, Crystal Maloney, Wendy Bell, Meg Halfpenny, Jessica Tilley

Call to Order

Approve Minutes (Recording Secretary) : 04/12/2023

Opening Reports

President, Stephanie Freeman

- There is an ASL tech talk on May 24. Jasmine will make the link available to the community.

Treasurer, Kristen Sanville

- We had budgeted \$1000 for field day, but the cost for the inflatables has greatly increased. Erin has requested an additional \$750. Members vote to approve.
- Costs have also increased for the 4th grade send off t-shirts and buses. We had budgeted \$1500, but the committee would like to request an increase to \$1750. Members vote to approve.
- We are still waiting for the UCC grant for the cost of the Sheryl Faye presentation, but Erin has followed up and we should receive it soon.
- We still have over \$13000 after these expenses and are ready to consider more projects to fund.

Principal, Wendy Bell

- Wendy is requesting additional seat cushions for all 3rd grade classrooms, so we would need an additional 4 sets. Members vote to approve up to \$400.
- Thanks to the PTO for all of the appreciation gifts for all of the staff members.
- Aimee O. is interested in joining the cultural arts committee. Wendy will set up a meeting to start planning for the 2023-2024 school year.
- The bus company has a rule that the buses and drivers are only available between the hours of 10am-1pm, so field trips will be difficult to organize going forward.

Agenda

Old Business - Unfinished

- Fundraising (Ashley)
 - a. DQ check will be available tomorrow.
 - b. Urban Air has mailed the check.
 - c. School supply kits will go on sale last week in May-first week in June. Prices went up on average \$10 per box compared to last year. Members vote to approve an extra

- \$300 to purchase kits for students in need as well as for teachers to have back ups in the classroom. Ashley will look into decreasing or eliminating the fundraising additional charge on each box to pass the savings on to parents. We will still have a separate line item that parents can add a donation if they are able.
- d. The spring raffles raised \$1443. Members have received feedback from the community, and they are grateful that there were multiple prizes rather than just the fire truck ride.
- Upcoming events
 - a. Field Day (Erin)
 - i. The cost of inflatables has gone up, so we have voted to increase the budget.
 - ii. The schedule has been approved.
 - iii. Sign Up Genius for volunteers will be sent out very soon.
 - b. 4th grade send off (Ashley)
 - i. Mrs. Ryan needs an ingredient list of all food items being served.
 - ii. 4th graders will have their field day from 2-3pm.
 - iii. Members have voted to increase the budget.
 - iv. Kids will eat lunch at Kiwanis.
 - c. Book fair (Crystal)
 - i. The fair was delivered on Monday, and Crystal has almost everything set up already.
 - ii. Teacher preview is on Tuesday morning.
 - iii. We will add the All for Books donation option for change at the registers. We can use it to fund books for teachers.
 - iv. Members vote to approve funds to purchase bags.
 - v. Kids will start shopping next Friday.
 - Yearbook (Stephanie)
 - a. The finished book has been sent to the printer.
 - b. Going forward, getting photos from teachers is a huge obstacle. It may help to start earlier in the school year.
 - c. Over 100 have already been ordered. It's a minor fundraiser with a couple of dollars per book being donated to the PTO.
 - d. Members vote to approve the purchase of one book for the school.
 - e. Next year, we should consider switching to a Google Doc for the order form to simplify the ordering process.
 - f. PTO can provide separate cardstock pages for autographs so all students will have something to sign regardless of if they ordered a book. Members vote to approve the cost of cardstock.
 - Book program for 2023-2024 (Leah/Melissa)
 - a. For now, the program will allow for every student to get a book for their birthday. We can recognize the summer birthdays on their half birthdays. Members vote to approve \$3000 (mostly from Scholastic Dollars account).
 - b. We will consider adding a behavior incentive book at a later time.
 - c. We will set up a display in the front lobby area. We would like some kind of personalized token that the students can redeem for their book.
 - d. Wendy and Leah will look into getting books donated to help stretch the budget.

New Business - Ideas, motions, announcements

- Teacher requests (Stephanie)

- Members vote to approve \$75 for 6 new soccer balls and \$160 for some pop up goals.
- School signage (Kevin)
 - Kevin has several estimates and will meet with the company that did Nipmuc's new sign on Friday. He has already received estimates from other companies to either revamp what we have or add a digital sign. More estimates are coming in, so we will vote at a later date.
- Elections for 2023-2024 PTO board (Jess)
 - Unanimous approval of all candidates. The 2023-2024 board will be:
 - President: Erin Valcourt
 - Vice President: Kevin Vaillancourt
 - Treasurer: Kristen Sanville
 - Recording Secretary: Stephanie Freeman
 - Correspondence Secretary: Jasmine Duffy
 - Cultural Arts Chair: Aimee Osterhus
 - Fundraising Chair: Ashley O'Connor
 - Volunteer Coordinator: Erin Padula
- Open to the members or guests to share an idea or make a motion

Announcements

- Remember to check for updates on our Facebook page (Memorial Elementary School PTO), Twitter (@PtoUpton), and website (www.memorialpto.org).
- Sign up to receive our newsletter and announcements by sending us an email: MemorialPTOUpton@gmail.com
- Next meeting will be June 7 at 6:30pm. Stay in touch via email for details and agenda.

Adjournment