

Memorial PTO General Meeting Minutes

Date: 05/11/2022	Location: Zoom
Called by: Stephanie Freeman	Time: 6:35 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, Kevin Vaillancourt, Kristy Bradley, Erin Padula

Call to Order

Approve Minutes (Recording Secretary) : 04/13/2022

Opening Reports

President, *Stephanie Freeman (Erin)*

- Tech talk was last night and we will be getting a recording that we can email out to people who are interested.
- Thanks to everyone who is working really hard for the PTO, especially this month with so many events going on.

Treasurer, *Kristen Sanville*

- We still have about \$9000 unaccounted for, and that's before we include spring fundraisers.

Principal, *Wendy Bell*

- May is a busy month with many events. Wendy is happy to help when possible.

Agenda

Old Business - Unfinished

- Outdoor classroom update (Melissa)
 - a. Concrete portion was completed and paid for last month.
 - b. Three trees were removed from the area, and we should help with the removal of the logs if possible.
 - c. Melissa has been in touch with the builder that has worked with Landscape Solutions, Tom Deeter. He will send some proposals for us to consider. Costs have significantly increased since the original estimate last fall.
 - d. Based on input from our teacher survey, Melissa has put together an outdoor classroom supplies kit. It has dry erase clipboards, markers, erasers, pencils, and markers. The kit is contained in a rolling bin and will hopefully be very easy for teachers to bring out for lessons.
- Fundraising report (Victoria)
 - a. DQ on May 19th (changed from the 24th).
 - b. The flat fundraiser is ongoing, and the incentives have been announced. Vicky is getting ready to solicit local businesses for donations as well.

- c. The basket raffles are starting to come in and it seems to be going well.
- Spring event updates
 - a. Book fair evening event (May 25) (Crystal)
 - i. There are two sign ups: one for setup/cleanup and registers. The signup for parents to help children shop will come out soon as well.
 - ii. The fair gets delivered on Thursday.
 - iii. Leah Hagen is going to read stories and bring activities for the kids for the evening event on the 25th.
 - b. 4th grade sendoff, June 9 (rain date June 10) (Melissa L./Brenda)
 - i. T-shirts are ordered.
 - ii. Ice cream is set as well, we will need scoopers.
 - iii. Mayra has handled the banners.
 - iv. The slide show is nearly done.
 - v. A SignUp Genius will go out within the next day or two for volunteers for the day as well as materials.
 - c. Field day, June 2 (rain date June 3) (Erin)
 - i. The SignUp Genius was filled up within an hour. We are very well supported by our community.
 - ii. Main St. Pizza will give us a discount on pizza for volunteers.
 - iii. Crystal will order freeze pops and allergy friendly options.
 - iv. The lunch schedule is still being worked out.
 - d. Family Fun Fest, June 4 (rain date June 11) (Jessica)
 - i. Jess will schedule another committee meeting soon.
 - ii. There will not be a lot of food trucks, but there will be some options and plenty of snacks.
 - iii. Our Facebook event shows a lot of interest so far. We will put out flyers in a digital format.
- Yearbook (Stephanie/Erin)
 - a. We are making progress and between teacher uploads and social media, we have good pictures.
 - b. We have decided to not get it published during the school year - because we are moving slowly, and it will give us time to include pictures from book fair, Field day and 4th grade send off.
 - c. We will be announcing the cover winner soon and sending out a Google Form to inquire about interest.
 - d. Pick up will be worked around school supply kit pick up and events at Miscoe.
- May elections (Jessica)
 - a. Jess will send an email ballot after the meeting. We are still looking for a Cultural Arts and Fundraising Chairperson.

New Business - Ideas, motions, announcements

- School supply kits (Stephanie/Erin)
 - Ashley is our coordinator for this year and has been in touch with the company we are using.
 - We still need lists from 2nd and 4th grade.
- Teacher requests (Erin/Stephanie)
 - Last week, the board approved the purchase of 20 copies of James and The Giant Peach by Roald Dahl for Mrs. Evans.
- Open to the members or guests to share an idea or make a motion

- Hong is interested in setting up a meeting with the staff at the end of this school year or the beginning of next school year to let them know what the PTO does and how we can support each other.

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 *Thursday*, June 9 at 6:30pm. Stay in touch via email for details on location (remote/in person) and agenda.

Adjournment