

# Memorial PTO General Meeting

<b>Date:</b> September 13, 2023	<b>Location:</b> Memorial Elementary Library
<b>Called by:</b> Erin Valcourt, President	<b>Time:</b> 6:34 PM

**Attendance** - Ashley O'Connor, Kristen Sanville, Dyanna Cowie, Erin Valcourt, Aimme Osterhus, Erin Padula, Lauren Chuk, Meg Halfpenny, Crystal Maloney, Elicia Basoli, Kevin Vaillancourt, Melissa Morse, Aimee Maglione, Cayla McBee, Leah Hagan, Wendy Bell, Kristy Bradley, Jasmine Duffy, Erika Morato-Perlera

## Call to Order -

## Opening Reports

### President, *Erin Valcourt*

Welcome and introductions

### Treasurer, *Kristen Sanville*

Proposed budget shared

We have still not paid for the yearbooks from last year, have just over \$1500

Need to vote on taxes, we need to vote to approve \$900 (over \$1000 for others) - **all approved**

### Principal, *Wendy Bell/Vice Principal, Lauren Chuk*

School year is off to a great start, thanks to all the volunteers for help with the staff event (big hit for teachers and community - lots of interactions with the kids they ran into, great connection with many local businesses except Dunkin Donuts but there was a work around, Jade Garden had clues inside fortune cookies), new dismissal procedure is going well, lots of new staff (very happy and positive energy)

Wendy has been out since last Thursday, but recovery is going well, hoping to be back ½ days next week, felt positive energy, K, 1 and 2 have smaller classes which has helped moral overall

## Agenda

### Old Business - Unfinished

- Review of Kindergarten Play Date (Erin V)
  - a. This year went really well, we will repeat the same format next year (story and craft inside, the popsicle and playground are optional, maybe add agenda to next year's flier and at the event

### New Business - Ideas, motions, announcements

- **Changes to bylaws/voting procedures/dues** (Kevin)
  - Has reviewed all the by-laws, we need some changes including removing the dues, we do need to edit and update a number of them to make them more current and reflect current times and we will present and vote on them at the next meeting

- Members present voted to remove removing dues, but until we change the bylaws we cannot officially do that
  - We also need a non discrimination statement - will add to the website and to the bylaws
- **Membership Form** (Erin P)
  - Emails have been sent to become a member to everyone that was a member last year
  - Going to use Signup genius to keep track of committees (link will be sent out this week) and get more volunteers
  - Tonight - list is available to sign up for Staff appreciation days
    - \$1200 budget for Staff appreciation includes the teacher luncheon and all staff appreciation gifts
      - Membership vote to **APPROVE** this budget
- **Fundraising Updates (Ashley)**
  - Busy start to the school year
  - Papa Ginos tonight - very busy so hopefully a good sign,
    - DQ 11/14
    - 2/8 Spirit Night at Urban Air
    - Spirit wear will be open the entire month of October, idea is to come up with another design as well (simpler "Memorial), Ashley will design some ideas and we can vote at a later date
    - Claytime in Shrewsbury will come here for a Pre-holiday family fun night (they do all the work, preorder what you want ahead of time and we can add on a fundraising piece as well, they will fire them and pack them safely and have them ready for pick up and distribution
    - Hoping for another Parent's night out - looking at a Connected & Inspire
      - Paint parties, pottery, charcuterie boards (costs \$75 and PTO makes \$15), it's all pre-ordered
    - Santa is busy - can see if Friday 12/15 is open, maybe have pick up from the Claytime event at the same time
    - December - Raise Right gift card fundraiser (Ashley will head this up)
    - November - Square 1 Art (Erin P working with Mrs Fowler)
    - PTO Calendar to see what's coming and it will go home with everyone, goal is for it to go home by the end of September
      - Exploring ways to get information to parents in variety of languages
    - Box Tops - Aimee has designed a new flier (will look at other languages as well)
    - Raise Craze 11/1-11/17, a week longer than last year, thinking this year will be more classroom focused vs individuals, hoping to have more kids involved and increase numbers of acts of kindness. We need a theme idea - tie the theme into Super Heroes which is the theme for lots of things at Memorial this year, Hoping to have a family kindness event - do a food drive and collaborate with Mrs. Guertin's food drive, more specific news about Raise Craze will be available at the next weekend, goal of \$25,000
  - Apps (Jasmine)
    - Walmart has accepted us as a "Round Up" charity, we will share this on social media
  - Worcester Railers Spirit Night (Stephanie)
    - January 5th will be Spirit Night for Mendon Upton, \$3 per ticket raised, Memorial will have it's own ticket link
      - 4th grade Chorus is not singing this year

- **Book Fair (Crystal)**
  - In the middle of the event, 2 open house nights and 2 more days
  - Using Scholastic dollars that were expiring, bookmarks and small cushions were ordered
  - Sra. Moreno asked for a scholastic book but it's not available
    - Crystal will recommend she complete a staff request form
  - Some issues with reorders but can do them online, parents have had issues printing the wallets but they are all the register
  - We still have about \$5000 in Scholastic dollars, for this fair we usually take all cash back, teacher credits are purchased with scholastic dollars.
  - Dyanna has offered to take over when Crystal is done at Memorial
  - Just need 1 adult here when the high school kids are here for Open House
    - Crystal will make sure this happens
- **Spooktackular (Kristen)**
  - We need someone to coordinate, many of board members have offered to help
    - Kristy Bradley has offered
  - Some concerns about how busy it was, lots of people who were there do not attend Memorial schools
    - Minimize advertising outside of the Memorial community (no signs on 140?)
  - Ideas to help keep chaos down?
    - Express need for assistance from Upton PD to keep the peace
  - We have already approached the Upton Men's club about money for candy donations
  - **Date will be Friday 10/13**
- **Sign Update (Kevin)**
  - Still moving forward, but lots of red tape
  - Reached out to a friend who is an electrician to get feedback electrical cost
  - Working on updated quote
- **Grant Watch membership (Stephanie)**
  - Vote to approve \$90 to become members of Massachusetts grant watch to explore grants
- **Staff requests (Erin V)**
  - Add statement on staff request form that says administration approval
    - Stephanie will do this
  - Update form to be clear that PTO retains ownership of everything that gets purchased
  - Wendy would like requests to enhance the curriculum and classroom, enrichment activities, we just want to make sure there is a vetting process
    - Wendy and Lauren will go through requests first and then send them along
- Open to Members - no new updates

## 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](mailto:MemorialPTOUpton@gmail.com)
3. Next meeting, October 11, 2023, 6:30pm

## Adjournment