

Memorial PTO General Meeting Minutes

Date: 06/07/2023	Location: Memorial Elementary Library, Zoom
Called by: Stephanie Freeman	Time: 6:33 PM

Attendance: Stephanie Freeman, Kristen Sanville, Hong Ho, Erin Valcourt, Melissa Morse, Jasmine Duffy, Kevin Vaillancourt, Erin Padula, Aimee Maglione, Aimee Osterhus, Crystal Maloney, Wendy Bell, Meg Halfpenny, Erika Perlera, Ashley O'Connor, Kristy Bradley

Call to Order

Approve Minutes (Recording Secretary) : 05/10/2023

Opening Reports

President, Stephanie Freeman

- Year end review (see attached)
- Thanks to all of the volunteers for making these projects and events possible.

Treasurer, Kristen Sanville

- After all anticipated expenses, we have approximately \$19,400 in our account. We still owe a portion of this to Scholastic from the last book fair.
- PTO Today insurance is \$510 for 2023-2024. Members vote to approve.

Principal, Wendy Bell

- A parent has expressed a concern regarding the school supply kits, they don't want to have to pick up kits in person. We can offer an option to deliver kits directly to school when we coordinate pickup in August.
- Memorial is adding one 1st and one 2nd grade classrooms. The search committee has begun the process, and there are many applicants interested in the positions.
- There are many classroom moves this summer. The SI classrooms will move from their separate hallway to be more integrated with their grade levels. New classrooms will be added with the mindset of accommodating future growth. The PTO offers their support to purchase any necessary materials to accommodate all of these changes.

Agenda

Old Business - Unfinished

- Upcoming events
 - a. Field Day (Erin)
 - i. 4th graders will have free time on all of the stations from 2:20-3pm. All other grades have a set schedule and will rotate through stations.
 - ii. The Sign Up Genius is full, so we are in good shape for volunteers.
 - b. 4th grade send off (Ashley)
 - i. The committee has been amazing and has taken care of all needed tasks.
 - ii. The schedule is set and materials are ready.

- iii. Thanks to The Spoonery for the generous donation of ice cream and toppings.
- Book fair recap (Crystal)
 - a. Sales are comparable to our fall fair.
 - b. We will take about 20-25% in Scholastic Dollars and the rest in cash. Crystal will work with Kristen after the finances are settled and the bill needs to be paid.
 - c. Open house will be Sept. 18-19, and the fall fair will align with those dates.
 - d. The PTO needs a new chairperson and more committee members for the book fair going forward. Crystal is willing to train them during the next school year.
- 140 Sign (Kevin)
 - a. Kevin collected 3 estimates. The best option was from Sign-O-Rama in Worcester who did the new sign for Nipmuc. For a new digital sign including installation, it would be \$10,400. The new display will have screens on both sides (enabled with 3 colors) and is wifi enabled. Installation would probably not happen until the fall. The contractor requires a 50% payment up front. We will double check to make sure the deposit is refundable in case the project falls through. Members vote to approve.
 - b. The PTO will have an additional expense to hire an electrician.
 - c. Kevin will need to get approval from the town.

New Business - Ideas, motions, announcements

- Raise Craze for 2023 (Ashley)
 - Last year's program raised \$13,000. It has potential to really grow into a huge event.
 - The consensus is that October would be a good time of year for this fundraiser.
- Kindergarten playdate (Stephanie)
 - The date will be August 26. We can post a "save the date" Facebook event.
 - The activities can be reused from previous years. We just need a committee chair to coordinate the details and prepare the materials.
 - There are 4 incoming sections of kindergarten.
 - Jasmine suggests that we also coordinate a "popsicles in the park" event for all grade levels. Melissa can reach out to the coordinator at Clough to see if they can give any suggestions.
- Teacher requests (Stephanie)
 - Ms. Prairie is requesting \$245 for an easel storage system for her classroom to accommodate new decodable texts from the district. Members vote to approve.
- Open to the members or guests to share an idea or make a motion
 - Kristen is requesting that school supply lists will be posted soon for those that do not want to order kits. Wendy will add it to her Monday newsletter.
 - Kristy would like to head up an effort to get to know teachers and coordinate room parents for each classroom. This process can start at a staff meeting in September.

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

Adjournment