

# Memorial PTO General Meeting

<b>Date:</b> October 11, 2023	<b>Location:</b> Memorial Elementary Library, Zoom
<b>Called by:</b> Erin Valcourt, President	<b>Time:</b> 6:30 PM

Attendance: Wendy Bell, Kristy Bradley, Crystal Maloney, Erin Padula, Meg Halfpenny, Aimee Osterhus, Melissa Morse, Kristen Saville, Erin Valcourt, Kevin Vaillancourt, Stephanie Freeman, Jasmine Duffy, Ashley O'Connor, Anu Sinha, Jessica Tilley, Catherine Wallace

## Call to Order

Approve Minutes (Recording Secretary) :

**All minutes from last meeting approved via email**

## Opening Reports

President, Erin Valcort

- Introductions and Welcome
- Nothing new to share

Treasurer, Kristen Sanville

- Still have not paid for last year's yearbook, still owe to pay for taxes
- \$3,600 left after paying Book fair

Principal, Wendy Bell

- Thank you to Aimee for all the work on the Cultural Arts program
- School has a PDF machine coming to translate flyers and other notices that come home from school; Right now Debbie Coyle is using an app to translate flyers, but is looking for someone to train on the new machine, Ashley will be point person; current languages are Arabic, Spanish and Portuguese, if we send things to Wendy/Angelina and there are staff that can spot check

## Agenda

Old Business - Unfinished

- Book Fair Wrap up
  - a. Crystal - Total sales was over \$17,827, but we used a lot of scholastic dollars and actually came up negative. It seems like more questions were asked about Tax Exempt, and unsure about E Wallets and pre-ordered books
    - i. \$1900 in scholastic dollars were spent in the bookfair for teacher gifts, so no dollars expiring, Kristen also reached out to understand our Scholastic balance
      1. Concerns about why we, especially Crystal, worked so hard but we did not make any money

2. Were able to provide lots of books to school (using our previous fairs scholastic dollars) which is helpful but previous sales have raised over \$1000
- ii. Confusing forms to fill out when using scholastic dollars, as well
- iii. Resolution for tonight- Crystal will call back and try to understand more, especially regarding tax, we have never charged tax in the past, per Catherine W who works in Stoughton they started charging tax this year, hope for an update at the next meeting

### New Business - Ideas, motions, announcements

- By law changes (Kevin)
  - Procedure changes: Membership changes - three articles mention dues, we have already approved removing dues (**see below**), removing and updating dues APPROVED
  - BookFair committee - Next is to create standing committee for the Book Fair, as in the past we have just had it as an ad hoc committee but since it happens year round, so we are adding into the committee section a Book Fair Committee (**see below**)
  
- Fundraising Updates (Ashley)
  - \$230 made so far for spirit wear - have 2 more weeks
  - Claytime on 11/7, 6-8pm, flyers will go home for picking pottery to paint online, and flyer coordination with Mrs G for a food drive who is coordinating with St. Gabriels, flier will get translated
  - 11/14 DQ
  - 12/15 Santa
  - 1/12 Connected & Inspired - Sip & Charcuterie board ADULTS only, fundraising class, which we will advertise after the holidays
  - 2/8 Urban Air Spirit night - 20% profit
  - Raise Craze - "Kindness is my superpower"
    - Need place to put big bulletin board to keep track of competition among grades, goal is 250 acts of kindness per grade, need a prize for winning grade, Wendy suggested glow stick dance party, maybe full school PJ day/super hero day, we have ordered 500 bracelets (get a bracelet after 5 acts of kindness), prize of top fundraiser and top # of acts of kindness (2 per grade), maybe silly string the principal (Wendy is open to almost anything), maybe a teacher scooter race; dates are 11/1 - 11/17; fundraising goal is \$25,000, teaser flyers, outside signs and morning announcements all in the plan
  
- Spooktacular (Kristy)
  - This Friday!
  - 40 bags of candy (over 4400 pieces of candy) donated, 23 trunks confirmed, posters are made (welcome, sponsors etc); all posters are reusable, Little

Saints is letting us borrow a bunch of inflatables; need extension cords and surge protectors, we have LED light tubes, Girls scout troop and 2 6th grades helping out, need more help, last bus/walkers leave at 3:30

- Trunk numbers will be laminated, we do have permission to move inside if needed but we really do not want that to happen, setting up areas for kids to have fun and take pictures
- Have raised \$350, spent \$115, need to spend more to have extra candy and we will; working on communication with trunks about being prepared, need more lights, probably only one entrance
- Taylor will do the food drive at a table/Erin will help at entry table - has been shared on social media
- There is a general donation box and signs; Update from police about parking
- Prizes - gift cards - \$50 Town Line, Coffee Bean and Petal & Crumb; Ballots have been created for voting (a voting station will be created with a map and themes), all members present approved prizes
- Sign Update (Kevin)
  - Slight challenge - Reached out to Jay Byer, MURSD Finance and Operations Director, apparently the high school paid \$7k to National Grid to run a line from the sign, Kevin has more research to do for connectivity, also doing research about sign company that may help with issues that high school has had, so more research to be done
    - See Notes below
- Cultural Arts (Aimee)
  - Meeting with grade reps a few weeks ago to finalize the list of field trip ideas and in school programming ideas; grades have decided on what they want to do
  - ANgelina and Wendy have been talking to the bus rep to make field trips work, if the grade can leave at 9 and be back at 1:30 then we are all set, if they want to be back later, if we can get a date earlier enough she can try to secure a driver, or we will have to look outside for other buses, Almee is looking at cost for other busses
  - Also looking at in school - Potato hill poetry is a hit for 1st grade, goal is to do something for every grade, hope to get a grant for Sheryl Faye (Helen Keller) \$937 (has been submitted), Kristy suggested "Change is Simple" and they have a mobile lab that comes to school, she will share contact info for next year
  - Staff requests (Erin V)
    - 2 currently
      - Rosa Mumbiela, \$50, lap desks - APPROVED
      - Marta Calvo, \$37, privacy shields - APPROVED
      - Sr. Garcia's calming corner - requesting a rug with Zones of regulation which is \$94.95 on Amazon and a bean bag - APPROVED

- Erin will reach out to all approved
- Open to the members or guests to share an idea or make a motion
  - Nothing

## 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. Next meeting is November 8th
3. Sign up to receive our newsletter and announcements by sending us an email: MemorialPTOUpton@gmail.com

## Adjournment

### Further Documentation

#### By Law changes:

Bylaw Proposed Changes Oct 2023

#### Article IV.

- Change title from “Membership & Dues” to “Dues”
- Remove “B. Dues: Dues are to be \$5.00, paid annually and due by September 30<sup>th</sup> .

#### Article VII. Elections

- Remove from “has paid dues and” from
  - A.1 Executive Board positions shall be open to any member who has paid dues and has attended at least 3 monthly meetings during the current school year.

#### Article X. Voting

- Remove mention of dues from sections B. C. and D.
  - B. In order to vote a member must have paid their dues and must have attended at least one previous meeting.
  - C. A new member may not join, pay dues and vote at their first meeting. In the case of special circumstances, the president will ask if there is any opposition to all attending to vote, regardless of the number of meetings attended.
  - D. Electoral Voting: In order to be eligible to vote at the May elections, the member must have paid their dues, and have either attended at least 2 monthly meetings prior to the May election, or have served on at least two committees confirmed by the Volunteer Chair.

#### Article VIII. Committees

Add Book Fair Committee as a standing committee

- Add New section A.1.e.3
  - “Book Fair Committee
    - a. This is a 2 - 5 person committee.
    - b. The objective is to operate book fairs and raise funds to maximize support for MPTO's previously stated purposes and roles.
    - c. Responsible for all book fair programs. “

## **Sign Information:**

From Jay Byer to Kevin:

The additional \$10k was related to getting both power and the PtP. NGrid charged over \$7,000 for the power and meter, and then there was work from our electrician with the wiring, building the structure for the meter to be mounted to, etc. Once all of that was complete we had issues with the Wi-Fi to the sign. The PtP access point from the sign company provided did not work correctly and we eventually purchased one on our own. Now that it is all complete I am hearing that the sign does not always display correctly, and is kind of clunky. There was also some tree removal that was done to prevent trees from damaging any of this. We are finding that the sign company is only a sales company, so if any service or training are necessary we have to go elsewhere.

I spoke with both Joe Leacu and Ken Choiniere after receiving this. Joe is recommending a fiber wire be run from the school building to the sign. A Wi-Fi setup like Nipmuc will not work. There is conduit from the pole near the sign to the building, so a section of conduit will need to be run from the sign to the pole for that. A separate conduit will need to be run from the sign to the meter, and then the meter to the pole for power. I do not know the cost for either.

If I were anticipating the cost for this project at Memorial, I would be adding at least \$15k-\$20k on top of the cost for just the sign. Between running fiber, installing power, etc., I would be planning for these other issues.