

Memorial PTO General Meeting

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| Date: April 10, 2024 | Location: Memorial Elementary Library, Zoom |
| Called by: Kevin/Erin V | Time: 6:30 PM |

Attendance:

Zoom Attendance (<https://mursd.zoom.us/j/84937428726?pwd=MXpjYVZEWVRMY0pUWHV1TXFiY2Z5UT09>; Meeting ID: 849 3742 8726; Passcode: 159616)

Introductions:

Call to Order

Approve Minutes: Minutes were approved via email after last meeting

Opening Reports

President, Erin Valcourt

Treasurer, Kristen Sanville

Get Urban Air & Red Robin
Outgoing 4th grade sendoff,
\$10k left after sign and cultural arts, field trips

Principal, Wendy Bell

So many cultural arts activities
Collecting photos of events, gathering from teachers to put in one place
Really well received
Apologies for 30th specialist night
BVT graduation same day, Nipmuc 31st graduation
Work to make it better next year

Agenda

Old Business - Unfinished

- Fundraising events coming up (Ashley)
 - a. Fire Truck raffle
 - Going Well, Venmo most way people are paying
 - Not for future one, would like option of putting in for a specific one, might require physical tickets, maybe specialist night.
 - b. Applebees
 - April 11th - portion of proceeds - we have to show flyer/online

- Book fair Updates (Crystal/Dyanna)
 - a. Dates are set May 20-24, teacher preview day may be 5/16 since the 17th is a ½ day

- b. Need to account for 2nd and 4th grade field trips on 5/23 (only 1 class of each grade that day conflict)
- c. Book Fair will also be open on 5/30 for Specialist night
 - Dyanna taking it over
 - Set specialist night at beginning of year, and block a week off for no field trips to not have a conflict for book fair
 - Book fair delivered up to 5 business days before (scholasticv sets it)
 - Have enough erasers etc
 - Have to order bags (\$35 for 1000 bags)
 - Over \$3000+ scholastic dollars left, will have to decide to have all cash or take more scholastic dollars - board decided to do dollars
 - would need to have scholastic dollars approved ahead of time if
 - have cheat sheet for helpers to figure out tax on items
 - Approved up to \$100 scholastic approved to cover kids that are short due to taxes
 - Costume - rental of \$50 for clifford to welcome kids
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- Yearbook (Stephanie - Board to cover)
 - a. Mrs. Guertin doing a great job
 - b. Order forms will go out after school vacation
 - c. Yearbooks will cost \$20 this year
 - d. Plan is for delivery of books to school by June 7th, which will give students time for autographs
 - We did pay for last year.
- 4th grade Send Off (Aimee)
 - a. Melissa LaMotte is chair of event
 - b. First meeting was 4/3, next meeting is May 6th
 - c. Committee members have stepped forward for logo/t-shirt design, DJ, ice cream, video montage (email went out to 4th grade parents last week)
 - d. Mrs. Savini & Miss Considine attended as well
 - e. Keeping SuperHero theme that has been used all year
 - Changing it up, ceremony in the morning
 - Instead of the walk around building, have all classes inside clapping them out as leaving building to busses instead of outside
 - June 11th, Rain date of the 13th
- Field Day (Erin V)
 - a. First meeting April 8th
 - Field day is June 3rd
 - Dunk Tank for Wendy Bell(?)
 - Inflatables ordered,
 - New stations are being thought of, any ideas please reach out to Erin V.
 - Lots of members helping

New Business - Ideas, motions, announcements

- Staff Appreciation Luncheon (Erin P)
 - Volunteers for set up

- Ideas for catering companies to use? Have used Oliva's in the past, but getting to school on time to set up before 10am is challenging
- Sign up Genius for paper goods, desserts, drinks and other things (plants or flowers that can then be raffled to teachers)

Wednesday May 8th, Thursday to finish any food off

About 75 staff members

Okay to switch away from Olivas, will use Sooper instead, support local businesses

Sign up genius for deserts & lunch coverage

50 minute lunch breaks if they don't have recess duty

Maybe PTO members cover teachers for recess so they get full 50 minutes

Need at least 4 adults for K/1 and $\frac{2}{3}$

Need min 2 for 3&4

Send a survey to teachers for allergies, etc.

- Board Positions for next year (Kevin)
 - Recording Secretary
 - Vice President
 - Flexible options, current board members are open to moving to other positions

Teacher Requests

- Leah Hagen - Approved \$120 for 15 copies of "Booked" book for the book club.
 - Recommended by one of the students
- New Laminator for the school - \$2200
 - Approved for 2517 (tax&shipping)
- Open to the members or guests to share an idea or make a motion
 - Targeted fundraising for water fill stations
 - were not part of the \$10k left in budget
 - Look at BVT for plumbing (setup project, would be next year)
 - Fun run
 - Upfront \$2,000 cost for mid-level support, parents help distributed every week, come day of and setup event.
 - See meeting notes
 - Teacher piece 3-6 minute videos (typically done during snack time at other schools)
 - Fees are negotiable, the more you use, the more of a profit (booster gear/shirts/gear)
 - Fall/spring booster for gear (teachers/kids)
 - Can do catalog sales
 - Parents can come in to cheer (outside) parents inside for rain date would have to CORI
 - Other schools use social media and PTO messenger chat to get information to parents
 - Next meeting after May PTO meeting (May 16th)
 - Fall or Spring, leaning towards fall (shared)
 - Do we have enough time for October?
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- Family Engagement Ideas (see handout)

- Have an end of year picnic/ get together?
 - Maybe ice cream truck
 - Need to work with town to rent field and have bathrooms open
 - Approved for planning
 - Will find out what dates for sports

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 is May 8, 2024 at 6:30pm, Memorial Library

Adjournment