

Memorial PTO General Meeting

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| Date: November 12, 2025 | Location: Memorial 1st Floor Teacher's Room |
| Called by: Erin Valcourt, President | Time: 6:30 PM |

Attendance

Call to Order - 6:30 PM

Opening Reports (10 minutes)

President, Erin Valcourt - Thank you to everyone who worked on the Fun Run! We got our first press release with the district. It was a huge success. Spooktacular was also amazing. It was very successful. We are hoping to work with Miscoe and Clough to work on an Outdoor Classroom fundraiser. It is over \$400 a student and it happens in the fall so there's no time to fundraise for it when kids start 5th grade. Hoping to meet in the beginning of December to discuss. December's General meeting conflicts with two other meetings across the district so we won't meet formally. But anyone who wants to can gather to decorate for Cookie Craze which is the next day.

Treasurer, Kevin Vaillaincourt - \$47K starting in October, Fun Run deposits came in plus all the money from Booster -- we have not paid Booster yet. Claytime venmo came in this month. Chick-Fil-A check \$82.15 (Cook's Night Off). Expenses: Spooktacular, School supplies (for next school year), Fun Run signs and t-shirt order. Ended October: \$82K. Morin's check is still outstanding from last year (they haven't billed us). Upcoming items: larger items = the playground equipment, taxes (last year's tax person says it'll be \$1,300-1,500) so we'll shop around a little bit.

Principal, Wendy Bell - Playground equipment is in and going to be installed. *Mad Science* performance is scheduled for the day before Thanksgiving break.

Agenda:

Old Business - Unfinished (15 minutes)

- Teacher Requests (REQUIRES A VOTE) -
 - \$13 for sheet protectors APPROVE (up to \$20)
 - 10 copies of Diary of a Wimpy Kid (up to \$120) - APPROVE
 - 18 copies of Out of my Mind, \$131.94 (4th grade book club, needs them by Thanksgiving) - APPROVE
 - Not a formal request, but Officer O'Connor needs a bed for the town's therapy dog "Koda", it's \$98 - APPROVE
- Playground Conversation Continued/Updates?

New Business - Ideas, motions, announcements (15 minutes)

- Event Updates
 - **Claytime (11/13)** - Pizza has been ordered, Wendy will talk to After School, Claytime arrives at 5:30 PM
 - **Book Fair (11/17-11/21)** - Scan the QR code to volunteer!
 - **Literacy Night (11/19)** - Come! There is a sign-up/RSVP, so please let school know.
 - **Families Shop the Book Fair (11/19)**



- Idea for family fun night (Bingo) - Will need bingo boards, prize table, maybe in January (9th?)
- Bylaws Changes **(REQUIRES A VOTE) - APPROVE**
 - Vote #1: Last year, Principal Bell asked us to consider making our board smaller to better align with PTO boards across the district. We began last year with eight members, started this year with seven, and now have six: President, Vice President, Treasurer, Communications, Fundraising, and Volunteer/Staff Appreciation. Our current bylaws state that the Fundraising position may be held by one or two people. To maintain consistency with other schools in the district, we'd like to propose an amendment to the bylaws specifying that each role be held by one person, for a total of six board members.

Open to Members for input and ideas (20 minutes)

- Nipmuc Cheer is doing a parents night out on Friday, 11/14 5-8PM as a fundraiser
- Secret Santa? - Mrs. Guertin does a Giving Tree already
- We'd (PTO) like to help Mrs. Guertin with any needs (gifts, food, etc.) can we be looped in? Wendy will mention it.

Announcements:

1. Remember to check for updates on our Facebook page (Memorial Elementary School PTO), Instagram (@MemorialPTOUpton), and website (www.memorialpto.org).
2. Sign up to receive our newsletter and announcements by sending us an email: MemorialPTOUpton@gmail.com
3. Cookie Craze Decorating, December 10, 2025, 6:30pm - no formal meeting

Adjournment: 7:35 PM