

Memorial PTO General Meeting

Date: January 14, 2026	Location: Zoom
Called by: Erin Valcourt, President	Time: 6:30 PM

Attendance

Call to Order -

Opening Reports (10 minutes)

President, Erin Valcourt - Thanks for joining on Zoom! MUEF needs help with volunteers during their Wizards game in January.

Treasurer, Kevin Vaillaincourt - Didn't have a mtg in December so Kevin will share two spreadsheets for Dec and Jan in terms of financials. November started with \$84,943 - some expenses went out (Morin's), DQ and parent donations came in, also Book Fair came in. Also paid Claytime (paid in December), also paid for the Puppet Show (Cultural Arts). Still need to pay for playground equipment. Need to double check any pending payments for Cultural Arts. We extended our filing for Taxes but we got a lower estimate for someone new to do our taxes. It would cost up to \$1,000 for a new accountant. This new accountant is also a Fun Run Sponsor. **(REQUIRES A VOTE) - Approved.**

Principal, Wendy Bell - There's a lull in Cultural Arts and field trips but it'll pick up in March. It'll get busy real soon. Two letters came in through the Student Council asking for money, let's talk.

Agenda:

Old Business - Unfinished (15 minutes)

- Student Council Requests **(REQUIRES A VOTE)**
 - 1st request: Buddy Bench for outside the playground. The hope is to introduce it at the all-school meeting. You can paint and decorate them/positive messages and school colors. It's a place kids can go at recess if they don't have anyone to play with. The ask is for an unpainted bench, paint colors, and a plaque. **No dollar amount listed -- so we will reply to their email and ask for an amount.**
 - 2nd request: Recess Equipment, 5 different colored bags, 4 basketballs per bag + 1 pump per bag and 2 skip-its in each bag. (We might already have bags somewhere) **No dollar amount listed -- so we will reply to their email and ask for an amount.**
- Teacher Requests **(REQUIRES A VOTE)**
 - None at this time
- Book Fair; do we want to take cash or Scholastic dollars **(REQUIRES A VOTE)**
 - Closed it out at \$17K, and now we get to decide if we want to take 50% back in Scholastic dollars, or 25% in cash, or a mix.
 - Scholastics Dollars would be about \$7K (they do not expire)
 - Cash would be about \$3,600
 - We tend to use Scholastic Dollars to buy teacher wishlist items, birthday books, etc.
 - **Approved: After discussion: Keep \$4K in Scholastics and take the rest cash (25%)**

- Kevin will look into the online fair for the Spring, but most people don't think we need two in each year. Online Fair feels like a good compromise.
- Book Fair in the fall near Literacy night worked super well, let's do this again.

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

- Event Updates
 - 1/31: MUEF/Wizards game at Nipmuc
 - 2/13: BINGO Night at Memorial
 - February 13th in cafeteria
 - Looking for volunteers, planning happening now
 - Valentine's day theme
 - UniBank might give a sponsorship so we can supply food
 - We'll need a microphone (Wendy has one!)
 - Erin P. has a PDF of Bingo cards to share
- Committees will soon be formed (early March)
 - 6/1 Field Day (rain date: 6/2)
 - 6/8 4th Grade Send Off (rain date: 6/9)
- Cook's Night Off
 - Members are working with local restaurants to set up dates
 - Working with Red Robin in Millbury, Harry's in Westborough, DQ in Milford and Papa Gino's in Milford... dates to be determined soon! Be on the lookout for flyers.
- Bruins Skating
 - We're interested in a fundraiser there and we're in the planning stages during February break
 - \$7 back for every ticket sold (costs \$18 per person)
 - Marissa will get back to us about timing
- Staff Appreciation
 - January: Hygiene supplies like sanitizer, wipes, tissues (REQUIRES A VOTE)
 - We'd like to restock classrooms, last year we spent \$635 on these supplies
 - Ask is up to \$1,000 for these supplies - Approved
 - February: Fun surprises like school supplies/snacks (REQUIRES A VOTE)
 - Ask is up to \$1,000 - Approved
 - March: Wendy does March Madness staff appreciation so PTO doesn't need to plan anything

Open to Members for input and ideas (20 minutes)

- Field Trips are available at the Bruins rink, we can look into these Field Trips for next year, but the field trips are already scheduled for this year.
- DJ recess time: best in May but Wendy will work on dates. It can't be on a MCAS day. Cost for 3 hours is \$600

- Highest class (Fun Run) Pizza party at Chuckee Cheese, how should we coordinate that? Sharon will email back and pick a day over Feb vacation and coordinate one day for all the classes who won to go and share the party

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. Next General Meeting, February 11, 2026, 6:30pm - Zoom

Adjournment: