

Memorial PTO General Meeting

Date: March 13, 2024	Location: Memorial Elementary Library, Zoom
Called by: Erin Valcourt, President	Time: 6:30 PM

Attendance: Erin Valcourt, Kristen Sanville, Stephanie Freeman, Aimee Osterhus, Erin Padula, Kevin Vallaincourt, Catherine Wallance, Wendy Bell, Kristy Bradley

Zoom: Jessica Tilley, Erika Morato-Perlera, Ashley O'Connor, Cayla McBee, Jasmine Duffy

Call to Order at 6:37pm

Approve Minutes (Recording Secretary) : approved via email

Opening Reports

President, *Erin Valcourt* - nothing to report

Treasurer, *Kristen Sanville* - most of cultural arts have been paid, custom ink and wizards proceeds have been accounted for, all busses have been accounted for, \$8,600 left

Principal, *Wendy Bell* - confirmed June 11th for 4th grade send off, No student council this year, Specialist night May 30th (Thursday)

Agenda

Old Business - Unfinished

- Fundraising (Ashley)
 - a. Cooks Night off
 - i. April 11th - AppleBees
 - ii. June 8th Chipotle (Milford - Saturday)
 - iii. No info from Red Heat, and we will try Mandarin as well
 - iv. Fire Truck raffle - in the month of April
 - 1. Wendy agreed she and Lauren can do Principal/VP for a day
 - 2. Ashley will contact Police, Erin V Fire
 - 3. Drawing in April, Winners in May
 - v. Fun Run idea - it will take a lot of work (Aimee)
 - 1. All into it and supportive of it but unsure who would chair it
 - 2. Grafton and Stoughton have had great success, Stoughton has 280 kids and raised \$60k last year and VERY successful for the past 7 years
 - 3. Catherine W. has the contact person that Stoughton uses (the PTO buys T Shirts and gets sponsors so that tshirts pay for themselves)
 - 4. Stoughton tracks what states and countries donations come from
 - 5. Fun incentives (fancy day, scooter races, pie the principal)
 - 6. Some companies take a large %, Stoughton PTO president is willing to share
 - 7. Wendy offered to put an "ad" out in the newsletter to see if a parent (or a few) would like to do this for the Fall and she is very open to the idea
 - a. Doing it at the beginning of the year and get people excited
 - b. Aimee, Catherine, Kristy and Erin P are willing to help

- vi. E-waste event (Kevin)
 - 1. Parents pay to recycle items
 - 2. Look at end of school or beginning of school/summer
 - 3. Kevin will explore and get more information
- Cultural Arts Updates (Aimee)
 - a. Pretty much all planned and paid for
 - b. New procedures learned re. CORI/HR, bus invoices should go to finance director of School Committee, none of admin staff here last time field trips and many new teachers so everyone is working together to develop standard procedures/system; Procedure about bus payments/reimbursements not being needed from us until July/Aug (because Tellstone doesn't bill Jay until then) is a problem, so we may need to switch to twice a year checks from the PTO into a gift account so that Jay/School Committee can pay the buses when needed - this needs to be explored more
 - c. Going forward for next year - PTO will fund the buses but not plan field trips going forward, All school visitors need to have valid CORIs (CORI good for 3 yrs), new procedures being developed and documented now for future
 - d. Cultural Arts Committee will meet after school vacation to talk about lessons learned
- Specialist Night/Book Fair (Crystal unable to attend)
 - a. Need date to proceed - will now be May 30th, Monday June 3rd is Field day so the Monday kids will have to come in when they are not at Field day (may need to get creative with the schedule)
 - i. Dyanna texted and they will plan for the book fair the week before Field Day
 - b. Changes to the spring - TAXES have to be paid this year by parents; the PTO books that we buy for teachers we do not charge teachers, ANY parent purchase has to pay taxes, may be a challenge for volunteers, teacher request forms will need to reflect taxes, \$3500 scholastic dollars right now so we should use that to buy teacher gifts, but proceeds should be just cash (we made \$4300 at the last book fair)
 - c. Birthday books have been a big success and they should be all set with books for this year
- Support for Water Filter (Kristen)
 - a. What are the next steps?
 - b. Hopefully we would do one for each floor and right now we don't have the budget for that, but Wendy talked with Brett and he can change the filters and because they are not expensive probably can be worked into the budget
 - c. Unit is about \$1500 but it's the labor and possible electric issue that may be costly
 - d. Erin P recommended Randy Pyne, was great to work with
- Field Day (Erin V)
 - a. List of volunteers for the committee obtained
 - b. Erin has reached out to Wendy/Lauren and they will connect soon regarding specifics and schedule

- 4th grade Send off (Stephanie)
 - a. Melissa LaMotte has offered to Chair the committee and will have a meeting soon based on the parents who offered to be on the planning committee
 - b. Need to clarify schedule (busses need to leave Kiwanis by 1:20pm)
 - i. Maybe over to Kiwanis at 10
 - c. Quick and short ceremony at the beginning of the day
 - d. Legacy art project (Stephanie)

- Yearbook (Stephanie)
 - a. Mrs Geurtin will be doing the yearbook this year, but PTO will take care of order forms and money. Working with Morin's on a timeline

New Business - Ideas, motions, announcements

- New business (open to members)
- Catherine Wallace - Suggestion for next year - More fun, free activities for families, like bingo night, yoga night, bedtime stories in the library, family movie night, so that families are in the building (just for the community)
 - Increase engagement in order to excite families about donating
 - Get donations for snacks so we don't have to charge (Walmart)
 - New committee next year and map it out in the fall and have co-chairs and get volunteers easily

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 April 10th, 6:30pm, Memorial Library

Adjournment 7:27pm