

# Memorial PTO General Meeting Minutes

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| <b>Date:</b> 03/08/2023             | <b>Location:</b> Memorial Elementary Library |
| <b>Called by:</b> Stephanie Freeman | <b>Time:</b> 6:34 PM                         |

**Attendance:** Stephanie Freeman, Hong Ho, Erin Valcourt, Ashley O'Connor, Melissa Morse, Jasmine Duffy, Wendy Bell, Kevin Vaillancourt, Leah Hagen, Cayla McBee, Aimee Osterhus, Meg Halfpenny

## Call to Order

Approve Minutes (Recording Secretary) : 02/08/2022

## Opening Reports

President, *Stephanie Freeman*

Treasurer, *Kristen Sanville (Kevin Vaillancourt and Stephanie Freeman reporting for Kristen)*

- Jasmine applied for a grant from Whole Foods last year, and they notified us that they will award MPTO \$2000. The funds will be sent to us through our Benevity account, and Kristen will monitor for that deposit.
- After the remaining expenses for the 2022-2023 school year are paid, we still have approximately \$9900 in our account. This does not include the \$2000 from Whole Foods.

Principal, *Wendy Bell*

- Sheryl Faye was a success. She put on 2 shows at slightly different levels tailored to the age group. The kids were very engaged and excited. Next year, she will add Queen Elizabeth to her offerings for us to consider.
- Thanks to the PTO for the flexible seating. They've been distributed by grade level teams. Kristen has ordered Name Bubbles to label each item so they stay at Memorial.
- The recess procedures are changing so kids have plenty of meaningful activities and lots of room to play. Thanks to the PTO for providing new equipment to facilitate the changes.
- The outdoor classroom is done and looks great. All that's left to do is seal/stain the wood, but that can't be done for a few months to allow the lumber time to dry out in place.

## Agenda

Old Business - Unfinished

- Fundraising (Ashley)
  - a. March 19: Providence Bruins game
  - b. March 30: Spirit night at Urban Air
  - c. We earned \$585 from t-shirt sales. Going forward, we can add other items and expand. It was a relatively easy fundraiser, and Ashley will use the same vendor for future sales.
  - d. Spring raffle tickets will be sold from April 3-14. Four prizes- fire truck ride, police car ride, principal for a day, and assistant principal for a day.
  - e. April 27: DQ fundraiser

- f. School supply kit sales will begin mid-May. We will continue to use the same company as last year.
- Cultural Arts (Erin)
  - a. The planetarium has asked for a schedule, and Wendy will send it to Erin.
  - b. Wendy would like to start a committee this spring with herself, a representative for each grade level, and the PTO cultural arts chair to start planning for next year. It would be nice to start next school year with a plan mapped out so that we're not adding events as we go.
- Field Day (Erin)
  - a. Wendy and Erin will meet on Friday to start the planning process. The event is scheduled for June 12.
- Flexible seating (Stephanie)
  - a. See Principal's Report above
- 4th grade send off (Ashley)
  - a. The committee is working well together and sharing tasks. The 4th grade teachers have also been very helpful. The event will be the same day as field day, June 12.
- Spring fest? (Stephanie)
  - a. Stephanie reached out to the Friends of Upton Town Library. We are hoping they will host a kid friendly activity in conjunction with an event at Rushford & Sons. Upton Rec Commission might also get involved.
- Reminder: Red Sox Most Valuable Educator (Stephanie)
  - a. The program is accepting nominations. The winning educators will receive two tickets to a game and a personalized jersey.
- Open board positions for 2022-2023 (Stephanie)
  - a. Volunteer coordinator
  - b. Recording secretary
  - c. Cultural arts chair

### New Business - Ideas, motions, announcements

- Square 1 Art (2023-2024) (Stephanie)
  - Mrs. Fowler is on board to run the project again.
  - Shipping costs are coming down for 2023. There will not be an option for free shipping to school.
  - We made approximately \$2500 last year.
- Use of PTO funds/new projects (Kristen)
  - The PTO has approximately \$10,000 after the remainder of this year's anticipated expenses. We are seeking project ideas for these funds.
  - Wendy proposes purchasing a book vending machine as a reward/incentive program for students. Leah Hagen will look into costs, and Wendy thinks there are grants available. PTO would need to purchase books to refill the machine periodically. The book fairs could support this effort.
- Teacher requests (Stephanie)
  - Shannon O'Brien has requested a small laminator and refill sheets for a total of \$33. Members vote to approve.
- Open to the members or guests to share an idea or make a motion
  - Yearbook: Ashley contacted Morrin's. We are hoping to have the yearbooks done before the 4th grade send off. Ashley is beginning the process of gathering photos from teachers. Wendy requested a link or storage place where teachers can upload periodically.

- 140 sign: Kevin has reached out to several companies regarding upgrades to the current sign and is in the process of getting quotes.
- 4th grade tiles: Meg Halfpenny asked about 4th grade tiles. The consensus is that ceiling tiles would be easier, and there is a lot of room to keep the tradition growing over the years.

## 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. Sign up to receive our newsletter and announcements by sending us an email: MemorialPTOUpton@gmail.com
3. Next meeting will be April 12 at 6:30pm. Stay in touch via email for details and agenda.

## Adjournment