

# Memorial PTO General Meeting Minutes

<b>Date:</b> 09/08/2021	<b>Location:</b> Memorial Elementary
<b>Called by:</b> Stephanie Freeman	<b>Time:</b> 6:38 PM

## Attendance:

Erin Valcourt, Hong Ho, Melissa Morse, Kristen Sanville, Victoria Wilkinson, Wendy Bell, Jessica Tilley, Melissa LaMotte, Melissa Corbin, Kevin Vaillancourt, Rachel Vaillancourt, Erin Gates, Renee Archie, David Archie, LoriBeth Christopherson, Christina DeLuca, Erin White, Erik White, Jeff Pouliot, Jasmine Duffy, Corissa Vento, Crystal Maloney, Kristy Bradley, Vanessa Urban, Lauren Martin, Meg Halfpenny,

## Call to Order

Approve Minutes (Recording Secretary) : 06/09/2021

## Opening Reports

*President, Stephanie Freeman (report given by Jessica Tilley in Stephanie's absence)*

- Welcome and introductions
- School supply kits
  - We were able to provide Kathy Guertin with all the materials she requested for students in need.
  - The survey produced some good feedback which Stephanie will gather and we can discuss at a later meeting when we talk about plans for next year. There were some concerns about quality but it also identified some people who want to help with the program next year.
  - We have a remaining balance with our school supply kit vendor, EPI. We can spend the funds on paper, wipes, tissues, etc. Wendy has requested we spend the money on tissues.
  - There was another issue with poor quality pencil boxes. We are going to request 20 replacements in case any are damaged throughout the year.
- Spirit wear - The members would like to change the design from last year in case parents want to purchase again. Stephanie proposed that the sale go for one month starting Sept. 27. A member suggested shortening the order window to 2 weeks to consider shipping delays for holidays.
- The PTO would like to encourage more teacher requests. We would like to make the process easy for teachers by providing paper copies and creating a Google Form. Mrs. Bell is supportive of both of those options. She has a website where she shares updates and links with the staff and can link a teacher request Google Form for easy access.

*Treasurer, Kristen Sanville*

- Our current balance is \$37,992.86. \$28,301.73 is allocated for the outdoor classroom project.
- Budget overview for 2021-2022

- Kristen put together a budget estimate for expenses for this school year.
- It seems like we are on track to be able to provide ample programs and services for the school, and if anything we'd like to increase our spending on teacher requests.

### Principal, *Wendy Bell*

- Mr. Heath is starting up a 4th grade chorus again this winter. They typically perform at a Worcester Railers game, and we have the option of teaming up to make this a fundraiser. We can get group sales pricing and can add an extra amount to each ticket. Vicky will get in touch with Mr. Heath to coordinate.
- The school is seeing similar covid numbers as we saw after the winter holidays. The new rules from the state are more lax for who is close contact. Memorial will use a "test and stay" approach, and the first trial of this begins tomorrow with a group of kids. Please keep in mind that kids are testing positive with allergy type symptoms. Stay vigilant, and please keep them home if in doubt.
- Kindergarten play date went great.
- Many fewer parent pick up/drop offs have allowed the process to run a lot smoother and in much less time.

## Agenda

### Old Business - Unfinished

1. None

### New Business - Ideas, motions, announcements

1. Job openings and volunteer opportunities for 2021-2022 (Hong H.)
  - a. Committee openings - outdoor classroom, fundraising, field day, 4th grade send off, family fun nights (spooktacular first), staff appreciation, cultural arts,
  - b. Jobs (monthly or "as needed") - library helper, sign changer, photographer, display cases, Square 1 Art,
  - c. Please contact Hong Ho via the PTO email if you are interested in helping with any of these jobs or serving on any committees.
  - d. All volunteers must be CORI checked. Each check lasts 3 years. See Angelina Adams in the main office for assistance.
2. Bylaw updates for 2021-2022 (Jessica T.)
  - a. President-elect needs to have served as an active general member for at least one school year prior to becoming president. Bylaws currently require the President to have served on the executive board for 1 year. Serving as an active member will suffice so that we have more people available for the job.
  - b. Bylaws currently require an annual review each May. We can keep this in, but we will still be able to make edits as needed throughout the year, as long as general members vote to approve.
  - c. Currently, bylaws state that classroom requests must be submitted 2 weeks prior to a vote. We would prefer to accept requests anytime to get teachers what they need in a timely fashion.
  - d. All votes passed.
3. Fundraising report (Victoria W.)
  - a. Calendar Raffle

- i. Each square of a November calendar has a prize. Purchasing a calendar for \$10 enters you in the raffle for every day of the month. Prizes were donated by local businesses, with only a couple left to fill.
    - ii. The raffle will run during the month of November, sales will be in October.
  - b. Restaurant nights out - DQ has been scheduled for October and Galliford's in December. For each of these events, a portion of sales will be donated to the PTO.
  - c. Yoga with Christina D. - Christina would like to teach a yoga class for kids this fall. Classes would be \$10, and she will donate a portion of the proceeds to the PTO.
4. Outdoor classrooms (Melissa M.)
  - a. The read-a-thon brought in nearly \$30,000 for our outdoor classroom initiative. We have already used some funds to create a space outside of the main office, but we would like to expand seating to other locations.
  - b. Melissa requests \$4740 (plus shipping) from the outdoor classroom fund to be spent on 6 round tables for the top of the hill near the main parking lot. Vote passes. Members suggest 3 green and 3 black tables. (Manufacturer has a limit of 3 on any one item.) \*Updated information as of 9/9/21- Table price went up between the time this quote was made and the time of order. A majority of members voted to approve the cost increase by email on 9/9/21. Cost is now \$5873.38 including shipping.\*
  - c. We have funds for a large construction project, and we propose a fully accessible walkway to a concrete pad with a pavilion at the top of the pedestrian ramp that comes up from 140. However, the district does not own the property and leases it from the town. All permanent fixtures must be approved by the district (Dr. Maureen Cohen) and the Town Manager (Derek Brindisi). This is likely to be a long process. Melissa has been in touch with a landscaper who has submitted an estimate of \$35,000 for the work.
  - d. A member proposed that we spend more of the funds in the short term since construction is likely to take a long time and we can fundraise in the meantime. We will explore more needs at Memorial to see how we can support this goal.
  - e. If we need more funds for a large construction project, we can consider another read-a-thon in the spring, although we will need a new incentive! Vicky will work with Mrs. Gale to see if she would like to work together on another read-a-thon.
5. Book fair - Sept. 13-24 (Crystal M.)
  - a. Crystal is working on the class schedule now. We are hoping to get letters home via email soon with details. Look out for a sign up genius to help kids shop. Online fair is already up and running.
  - b. E-wallet is back, but they aren't refunding the balance. Any amount above what your child spends at the fair will be considered a donation.
  - c. Teachers can set up an e-wallet for donations for their classroom.
6. Cultural arts programming for 2021-2022 (Erin V.)
  - a. Erin can coordinate an all-school event, or we can go back to doing more grade level projects as we did pre-pandemic. Wendy is supportive of grade level programming.
7. Spooktacular (Victoria W.)
  - a. Erin pointed out that there is already a Halloween fundraiser in Hopkinton on Oct. 30 that might tap into some of the same resources, so it's probably best to avoid that date.
  - b. We are technically allowed to do it inside, but the fewer times we bring hundreds of people together inside, the better. Wendy would prefer an outdoor event.
  - c. Need lots of volunteers on the day of the event for set up and clean up as well as loans of Halloween themed decorations.

- d. A member suggested we make it a “Trunk or Treat” event instead. We can ask community members to decorate their vehicle and kids can walk through. We need to be mindful of parking and safety concerns, but that would be a much easier event to run and very fun for the kids.
    - e. Proposed date is Friday, Oct. 22.
8. Square 1 Art (Jessica T. for Stephanie F.)
  - a. Square 1 Art will run this year, Mrs. Fowler is on board. She will do a project in class with the kids and parents will be able to order keepsakes in time for the holidays. In addition, the PTO would like to do a portrait wall with the 4th graders. Mrs. Bell is supportive, and Mrs. Fowler has agreed to help out with this project as well.
9. Teacher requests (Kristen)
  - a. Mrs. Eby has requested \$196 for books for her classroom. Members voted to approve.
  - b. Mrs. Bell has requested \$1250.84 for 4 kidney shaped marker board tables for interactive small group work. Members voted to approve.
10. Custodian appreciation early October (Jessica T.)
  - a. We will put together a basket of goodies to show our gratitude.
11. Open to the members or guests to share an idea or make a motion
  - a. Do teachers have Amazon wish lists? Or some other wish list? Wendy is in favor. The PTO can think about how we can support this initiative.

## 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](mailto:MemorialPTOUpton@gmail.com)
3. Next meeting will be October 13 at 6:30pm at Memorial, stay in touch via email for details

## Adjournment