

# Memorial PTO General Meeting Minutes

<b>Date:</b> 11/10/2021	<b>Location:</b> Memorial Elementary Library
<b>Called by:</b> Stephanie Freeman	<b>Time:</b> 6:33 PM

## Attendance:

Hong Ho, Melissa Morse, Kristen Sanville, Stephanie Freeman, Wendy Bell, Jessica Tilley, Stephanie Solivan, Kevin Vaillancourt, Kristy Bradley, Crystal Maloney, Vanessa Urban, Ashley O'Connor, Renee Archie, Jasmine Duffy,

## Call to Order

Approve Minutes (Recording Secretary) : 10/13/2021

## Opening Reports

### President, *Stephanie Freeman*

- Welcome and introductions
- Please take some PTO Today thank you gifts.
- Thank you to all of those who have volunteered for committees. We accept new volunteers at any time, just send us an email with your interests. Please consider joining the 4th grade sendoff committee.
- Square 1 Art flyers are coming home this week. Orders will be accepted until 11/24, both on paper and online.

### Treasurer, *Kristen Sanville*

- Our current balance is \$44,934.18. Of this, \$22,516.46 is allocated for the outdoor classroom project.
- If we fund everything in our budget (including \$31,745 for the outdoor classrooms), we will be short on funds and need to concentrate on bringing more in.
- We are expecting income from Dairy Queen, spirit wear, and Box Tops. The Galliford's fundraiser is also coming up, as well as potential earnings from Square 1 Art.
- Kristen signed a contract with the Westborough accountant. The cost is \$750 per year.

### Principal, *Wendy Bell*

- The Student Advisory Group met for the first time yesterday and is made up of 25 students. They are anxious to help with anything and everything, especially the outdoor classrooms. Some of the Girl Scouts would like to purchase and plant perennials.
- On Monday, Wendy and Jan will present the school improvement plan for the elementary schools to the School Committee.
- The district is getting close to interviews for the next superintendent. The announcement of the new hire should be by the end of December/beginning of January.
- Conferences went well, it's been nice to be back in person.
- We are on pace to be the highest ST math achievers in MA! The students are very excited and are loving the program.

# Agenda

## Old Business - Unfinished

1. Fundraising update (Victoria)
  - a. Calendar raffles - we have sold 743 so far.
  - b. Galliford's fundraiser is on Dec. 4 from 11am-4pm. We will earn 15% of sales from those who mention Memorial PTO. Please don't forget to mention us!
  - c. Spring fundraiser ideas
    - i. 5k/walk a thon is a popular idea
    - ii. Direct donations might be our best bet, especially since we have a specific goal in mind (pavilion/outdoor classrooms). People are more enthusiastic about donating when they know exactly how the money will be used.
    - iii. Giving Tuesday is a great opportunity to ask for donations to the PTO. Stephanie will put a post on social media.
    - iv. Wendy suggested a pancake breakfast in the spring. She's done this before and each class made a class basket to raffle off. Those raffles were the most successful part of the fundraiser. They hired the school cafeteria to cook.
    - v. We can create a Google form to gather input, solicit ideas, and plug flat donations.
  - d. Textile drive
    - i. We can consider putting a donation bin on campus somewhere. This would serve as a small fundraiser. We would need permission from the town.
2. Cultural arts update (Stephanie/Erin)
  - a. Wendy has sent a request for input to the teachers every Friday for 3 weeks with no teacher response.
  - b. Erin is focusing on whole school options since there isn't much teacher interest in planning at the grade levels.
  - c. We can get a meteorologist to come for free.
  - d. Pumpnickel puppets is another good program to consider.
  - e. Eyes on Owls bring live owls to school for 3rd and 4th grades.
  - f. Sheryl Faye is booked for February to present Sally Ride. No word on grant yet.
3. Outdoor classroom update (Melissa)
  - a. After presenting the project to both the MURSD School Committee and the Upton Select Board, we have approval from both to move forward. Everyone has been very supportive and enthusiastic. We even got an article in the Mendon-Upton Town Crier last week.
  - b. At the Select Board meeting, Selectman Brett Simas suggested getting in touch with the Upton Men's Club, as they often support these types of projects in the community.
  - c. Melissa has been working with Chris Bechara from Landscape Solutions in Mendon. He is also very excited about this project and has thanked the PTO for the opportunity to be involved. He has submitted an estimate for the work.
    - i. The project has 3 components: a concrete pad under the existing tables outside of the main office, a walkway and concrete pad near the 140 entrance, and a pavilion for the 140 entrance location. The cost breakdown is: \$11,745 for the concrete by the main office, \$22,000 for the concrete at the 140 entrance, and \$15,500 for the pavilio. Chris will offer a discount of \$2,000 if we do both concrete projects at once, for a grand total of \$47,245.
    - ii. Budget will not allow us to do all 3 pieces at once. Melissa would like a vote to hire Landscape Solutions at a cost of \$31,745 to complete the concrete work.

1. The members voted to approve this full amount, but would like to find ways to lower the cost if at all possible. Melissa will reach out to Chris and see if there's anything further he can do.
- iii. A member asked what programming would we lose by funding the full amount? Kristen has made conservative estimates on our remaining expenses for the school year. If we are very active with our fundraising, we should be ok.

## New Business - Ideas, motions, announcements

1. Teacher request from Mrs. Horn: She would like \$80 for the Golden Sneaker Award. Members approve. Stephanie will email Mrs. Horn.
2. 140 sign (Hong)
  - a. Our next sign change can be regarding the upcoming breaks: Thanksgiving, then December 10 is a half day. The other side can announce our December meeting date.
3. December events
  - a. Staff appreciation cookie event (Jess)
    - i. December 10, ½ day PD day
    - ii. We can set up something similar to last year's event where there's an assortment of goodies (mostly donated by parents) for the teachers to choose from. We can provide bags to fill. Kristen also purchased an assortment of small incentive prizes that teachers can take to replenish their classroom treasure chests.
    - iii. We can consider setting up an Amazon wish list for individual items for our December events (from bags for goodies to a seasonal backdrop for Santa). Parents can order items and send them right to us, very easy and convenient, and will help us keep event costs down.
  - b. Visit with Santa (Victoria)
    - i. Booked for Dec. 17
    - ii. Members prefer drive through over walk through, but Wendy suggested in person might be even better.
    - iii. The event itself can be free, but there are optional add ons: Families can pay \$5 for a visit with Santa on stage to take pictures, and we can take pre-orders for take home cookie decorating kits. We'd need to have people sign up for strict time slots to avoid crowds and parking issues.
    - iv. We can add on a 50/50 raffle, donation basket, and/or other small fundraisers.
    - v. Connected and Inspired can prepare the cookie decorating kits. There are 6 cookies (plus frosting and decorations) per kit for \$20, we'd make \$5 on each kit.
4. Field Day 2022 (Erin)
  - a. Wendy thinks a full day is too much, but she's not saying no. A full day is a lot to plan, and a half day might be more comfortable. Erin can draft up a potential schedule for approval before a final plan is made.
5. Open to the members or guests to share an idea or make a motion
  - a. Our June meeting coincides with the spring concert, so we will have to reschedule.

## 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 December 8 at 6:30pm in the Memorial Library, stay in touch via email for details.

## **Adjournment**