

# Memorial PTO General Meeting Minutes

<b>Date:</b> 02/09/2022	<b>Location:</b> Memorial Elementary Library/Zoom
<b>Called by:</b> Stephanie Freeman	<b>Time:</b> 6:35 PM

## Attendance:

Melissa Morse, Kristen Sanville, Stephanie Freeman, Jessica Tilley, Erin Valcourt, Victoria Wilkinson, Crystal Maloney, Jasmine Duffy, Wendy Bell, Stephanie Solivan, Aimee Osterhus, Hong Ho, Vanessa Urban, Melissa LaMotte, Kristy Bradley, Cayla McBee, Kevin Vaillancourt, Rachel Vaillancourt, Ashley O'Connor, David Archie, Erin Padula, Jeffrey Pouliot

## Call to Order

Approve Minutes (Recording Secretary) : 01/12/2022

## Opening Reports

### President, *Stephanie Freeman*

- Welcome to our new Corresponding Secretary, Jasmine Duffy.
- Thanks to Erin for setting us up with Zoom and in person meetings! It's nice to see everyone.
- Stephanie is looking for help with the school supply kits. The PTO would also love to see some new leadership if anyone is interested in shadowing positions next year.
- Notes from Home pads- we pay up front and then charge cash as we sell. We need to order a new batch and are exploring options to keep costs down. The group agrees that selling pads for \$5 each is a reasonable amount even though it is an increase from our past cost.

### Treasurer, *Kristen Sanville*

- Our current balance is \$41,078.62.
- We have just about \$8,000 not allocated for other uses and events.

### Principal, *Wendy Bell*

- There was a 4th grade chorus concert last night. It was a nice opportunity to connect with families.
- Restrictions will be fading over the next month. The state's mask mandate will expire on Feb. 28, but the School Committee will make a decision for our district (date TBD). Cases have dropped dramatically over the last couple weeks thankfully, but we need to stay cautious.
- Mrs. Bell gave a budget presentation at the School Committee meeting on Monday. The budget situation is a little better from past years, but there are still concerns. There are many kids in crisis coming out of the pandemic. We need an assistant principal to help manage such a large population at Memorial.
- The Student Advisory Council is working on choosing a mascot for Memorial. The kids are having fun brainstorming.

- ST Math has been a huge hit. Memorial is consistently one of the top 3 schools in the state. This program, coupled with Bridges, has made a big difference and students are making great progress.

## Agenda

### Old Business - Unfinished

- Fundraising report (Victoria)
  - a. The Fire Truck Raffle is happening, and the Upton fire department is very happy to team up for this fun event. We will sell tickets in March, and the ride will take place later in the spring when the weather is nice (probably the week of May 16-20, same week as the Book Fair so coordinate with Crystal to choose the best date).
    - i. We can offer Venmo as payment, but the memo must be very specific with the child's name.
  - b. We can offer some class raffle baskets at the spring family fest, and potentially some other fun activities like a dunk tank, etc. Mrs. Bell suggests having teachers choose themes to avoid duplicates. We need to find a way to make online ticket purchase an option.
  - c. In addition to these activity-based fundraisers, we will have a flat fundraiser for the outdoor classrooms. We need at least \$15,000 for the pavilion and tables (the concrete portion will already be paid for). Beyond sending fliers home, we have donation boxes to put at businesses around town.
  - d. The fundraising committee already has ideas for the fall as well, including a fun run and Raise Craze (acts of kindness).
- Staff appreciation (Hong)
  - a. We recognized Mrs. Guertin this week for School Counselor's week.
  - b. We have a few more events coming up this spring and welcome new volunteers.
  - c. The big appreciation luncheon will be on May 3, and we will need a committee.
- Spring events calendar (Stephanie)
  - a. 4th grade chorus concert at Worcester Railers' game: April 8
  - b. Book fair: May 16-27 (Specialists' night: May 25/26)
  - c. Field day: June 2 (rain date June 3)
  - d. 4th grade sendoff: June 9 (rain date June 10)
- Spring events planning (Stephanie/all)
  - a. 4th grade send off
    - i. Melissa LaMotte and Brenda Picardo are serving as committee chairs. There's a good group working together.
    - ii. Kiwanis is booked already, and volunteers are working on many of the different components.
  - b. Field day
    - i. Erin Valcourt is leading the committee, and they will meet tomorrow.
  - c. Family fun day
    - i. We can shoot for the weekend after field day so that we can pool resources between the events.
    - ii. Stephanie has reached out to the Upton Rec. Dept. to reserve a date for the field. This is the top priority.
    - iii. If we're serving food, we need approval from the Board of Health.
    - iv. We need to get in touch with the Upton PD and FD to see if they want to help out.
  - d. Worcester Railers Concert

- i. We can sell tickets with a \$3 markup to earn a little extra money for the 4th grade send off.
- ii. We can potentially sell raffle tickets for a zamboni ride.

## New Business - Ideas, motions, announcements

1. Teacher Requests (Stephanie)
  - a. Mrs. Gale has requested \$450 for Read Across America. Items included in her request are: books, goodies for kids, and breakfast items for guest readers. Members vote to approve. (Mrs. Gale will also need volunteers. Hong will coordinate with our PTO members.)
  - b. Mrs. Hagen has requested the use of our Scholastic Dollars for furniture and organizational tools for the book room, as well as erasers for student prizes. Members vote to approve. Crystal will place the order, along with the order for Scholastic Leveled Readers that was approved in the fall.
2. Box Tops (Melissa)
  - a. We have earned nearly \$500 so far this school year (since July).
  - b. We are running our yearly contest and the flier went out on Monday with Mrs. Bell's newsletter. Every student who gets credit in the app will receive a small prize, and we will draw a name to win the "grand prize" pack including an Annie's S'well water bottle.
  - c. We hope more people will use the app, and take advantage of our referral code to maximize earnings.
3. Yearbook (Stephanie)
  - a. Stephanie has a couple people interested in helping, but there is no staff person currently interested. We will need a committee to work out the details and move forward with the project.
4. Open to the members or guests to share an idea or make a motion

## 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 March 9 at 6:30pm. Stay in touch via email for details on location (remote/in person) and agenda.

## Adjournment