

# Memorial PTO General Meeting Minutes

<b>Date:</b> 3/17/2021	<b>Location:</b> Zoom
<b>Called by:</b> Stephanie Freeman	<b>Time:</b> 6:34 PM

## Attendance:

Stephanie Freeman, Melissa Morse, Brenda Picardo, Kristen Sanville, Hong Ho, Victoria Wilkinson, Jessica Tilley, Elizabeth Woody, Erin Valcourt, Crystal Maloney

## Call to Order

Approve Minutes (Recording Secretary) : 02/10/2021

## Opening Reports

### President, *Stephanie Freeman*

- School supply kits: Stephanie is gathering information from various vendors and has created a spreadsheet so we can compare cost and service.
  - Current quotes are based on last year's lists, we would need updated teacher lists by May.
  - Ship to home vs. ship to school: All are free to go to school, all charge to go to homes. We would prefer to ship to school unless Mrs. Bell or Mrs. Gibson would prefer we didn't. We can organize a drive through pick up before school starts.
  - We can choose to make this a fundraiser. We'd like to try to make it an optional add on rather than included in the price of kits.
  - We can get in touch with Kathy Guertin and offer to donate kits to students in need. There may be an option with some vendors for parents to purchase an extra to donate when they purchase their own kit(s).
  - It's important to know when parents would need to order. Stephanie will check. There is concern that parents will not want to commit in June but would be more willing later in the summer.

### Treasurer, *Kristen Sanville*

- In the general fund, we have \$12,743.
- We received the money from UCC and a quarterly donation from Dell.

### Principal, *Wendy Bell*

- Unable to attend, Stephanie will share some of Mrs. Bell's thoughts as we discuss agenda items.

## Agenda

### Old Business - Unfinished

1. Read-a-thon updates (Vicky)
  - a. The fundraiser will go for 2 weeks: April 5-April 16.

- b. We will kick off the event on the morning announcements. Mrs. Gale will help us promote the event, and we can use social media as well. Parent letters will go home via email.
  - c. Melissa will look into lanyards. They will say: Memorial Elementary \* RISE Together
  - d. There will be prizes for signing up, prize for top reader, prize for top fundraiser, and a whole school prize if the school reaches their reading goal. We're still ironing out the prizes. Possibly introduce a grade level prize to encourage competition.
  - e. Vicky will think about logs to keep track of minutes. Hong created a Google Doc and spreadsheet for kids and parents to submit their totals, we might also use a paper log so kids can update them easily themselves. Older kids will probably be able to handle the Google Doc, younger kids can have parents input their number of minutes from the paper logs.
2. Outdoor classroom(s) (Melissa)
- a. Short term solutions: We will ask Mrs. Bell if there are any materials we can purchase for the school to help get kids outside more- seating, tables, tents, etc. Ideally, these will be items we can incorporate into more permanent outdoor spaces.
  - b. Long term plans: Hong will email her contact list and see if any parents would like to join the planning committee. Once we have a group together, we can meet at Memorial and look at the spaces and brainstorm ideas. We'd love to get Brett Bergeron to be at this meeting as he is very familiar with the grounds and knowledgeable about what's possible.

## New Business - Ideas, motions, announcements

1. Spring book fair options (Crystal)
- a. Crystal is looking into many options- indoors, outdoors as a drive through, outdoors for kids to shop during the school day, and/or even have it set up over a weekend for parents to shop.
    - i. We need to consider whether we can earn actual funds instead of Scholastic Dollars.
    - ii. Full indoor fair is extremely unlikely as we won't be able to have parent volunteers inside the school building.
    - iii. If outdoors, we need to consider how easily we can bring the books in at the end of each day. The door by the gym would probably be the best access and we can store the cases in that hallway.
    - iv. We'd like to give teachers the opportunity to create wish lists, especially since we couldn't for the last couple fairs. We might not be able to do the traditional teacher breakfast, but we can try to set up some kind of browsing time for them and have snacks to go.
2. Spring events overview (Stephanie/Erin)
- a. Limited volunteers will likely be ok outdoors. Activities will be limited (probably no bouncy houses, maybe a dunk tank?). Hong will send an email to see if any parents would like to join the committee.
  - b. Let's consider spreading the field day over a whole week rather than a single day to limit the number of kids at any given time. We might need a rain date.
  - c. 4th Grade sendoff
    - i. Dawn is asking for the event budget. She said 2 years ago was \$1500, last year was \$400.
3. Teacher Requests (Stephanie)
- a. Mrs. Gale is requesting \$750 for a virtual visit with author Peter Reynolds- Approved

- b. Mrs. Bell is requesting \$616 for items for the STAR Program- Approved
- 4. Teacher Appreciation Day - May 4, 2021 (Jess)
  - a. We have two options: grab and go lunch or set up tables for teachers and staff to sit and enjoy.
  - b. Jess is going to reach out to the Country Sooper and see what they can offer.
  - c. It would be nice to set up tables with table cloths, flowers, etc.
  - d. Wall of gratitude: have students write little messages of appreciation to staff members and make it a centerpiece for staff to enjoy as they get their lunch.
  - e. We'd like to set up half of the display case with our appreciation posters.
- 5. Bylaw Review (Jess)
  - a. We voted to approve bylaw changes related to communication among ourselves as well as with the general community.
- 6. Move April meeting (Stephanie)
  - a. April 7 is the current date. We voted to move the meeting to Tuesday, April 6.
- 7. 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](mailto:MemorialPTOUpton@gmail.com)
- 3. Next meeting will be on April 6 at 6:30 PM, likely via Zoom but possibly outdoors in person depending on weather (email [MemorialPTOUpton@gmail.com](mailto:MemorialPTOUpton@gmail.com) for the link)

## Adjournment