

Memorial PTO General Meeting Minutes

Date: 04/06/2021	Location: Zoom
Called by: Stephanie Freeman	Time: 6:33 PM

Attendance:

Stephanie Freeman, Melissa Morse, Kristen Sanville, Victoria Wilkinson, Wendy Bell, Jessica Tilley, Erin Valcourt, Crystal Maloney, Brenda Picardo, Dawn Duplessis, Lauren Martin, Christina DeLuca, Gus Solivan, Julia Wilkinson, Hong Ho, Liz Woody

Call to Order

Approve Minutes (Recording Secretary) : 03/17/2021

Opening Reports

President, *Stephanie Freeman*

- Introductions
- May elections
 - If any general members are interested in running for a board position, please reach out to Stephanie or Jess in advance of the next meeting. We will also have openings for various committees.

Treasurer, *Kristen Sanville*

- In the general fund, we have about \$11,357
- Received funds from Upton Cultural Council reimbursement, \$300 from Dell, \$300 from a parent through Venmo
- Made payment to teacher requests, author visit, and lanyards for Read-a-thon.

Principal, *Wendy Bell*

- The transition to having everyone is back to school went really well. Everyone is trying to adjust to the "new normal." The staff has been trying to get creative and introduce small group learning in safe ways. It's challenging.
- There has been an uptick in quarantines as students begin spring sports and activities outside of school.
- Good news- most teachers have received 2nd doses of the COVID vaccine in the last week.

Agenda

Old Business - Unfinished

1. Read-a-thon update (Vicky)
 - a. Event runs from April 5-16.
 - b. \$7,198 so far!
 - c. Vicky has been in contact with Mrs. Gale to update her with stats on minutes read.
 - d. Kids are having a blast.

- e. Carol is announcing the number of minutes over the announcements every morning and there's a poster to keep track.
 - f. Melissa and Vicky sent in lanyards for the kids who have registered. 179 so far.
 - g. Vicky has reached out to the Town Crier to create buzz in the community and potentially solicit donations of goods, funds, and labor.
2. Outdoor classroom update (Melissa)
- a. We are considering two locations: one outside the windows of the main office, next to the main entrance walkway and one up on the hill across the parking lot from the main entrance.
 - b. Wendy said teachers have been doing small reading groups on the lawn by the front entrance and likes the idea of benches or seating to accommodate that.
 - c. For the area up on the hill, we could build a pavilion to protect the space from rain and sun. The structure could have an arrangement of tables and seating, and potentially a white or chalk board if there is interest.
 - d. Melissa will send Wendy the pictures she shared so she can show the teachers and request their input.
3. Staff appreciation (Jess)
- a. It's currently specialist's week. Jess sent in small gifts and there have been recognition announcements each morning. Liz has posted on social media as well.
 - b. Jess would like to create a wall of appreciation using flower templates that will be sent home for kids to fill out.
 - c. The staff appreciation luncheon will be on May 7. Jess is working with the Buggy Whip for catering and will send out a sign up genius for donations of baked goods, paper goods, flowers, etc.
4. School supply kits (Stephanie)
- a. Stephanie signed a contract with EPI (Clough works with them too.)
 - b. We got an early signing bonus to get paper or hand sanitizer/wipes and an offer for 10 free packs per grade or \$300. We have until December to make the decisions.
 - c. Order forms will have an option to donate supplies to families in need.
 - d. Kits arrive during the week of Aug 23. We will set up pickup times before classes start.
 - e. Prices go up at the end of June, so it's best to order early. We will need supply lists from the teachers.
 - f. We don't make money unless people choose to donate, this is not a fundraiser. It also does not cost the PTO anything, so nothing to lose.
5. Spring event committee reports
- a. Updates on volunteers: Wendy has a leadership team meeting tomorrow that will address school wide celebrations. Last meeting Dr. M said volunteers are unlikely this school year. We should plan for the most mitigation possible (i.e. no volunteers), but Wendy feels that outside volunteers might be ok by June. She will keep us updated.
 - b. Field Day (Erin)
 - i. Proposed week of May 31- June 4, a grade level a day, possibly 2 grades in one day. If multiple days, we'd have to consider sports using the fields in the evenings so we couldn't necessarily leave things set up overnight.
 - ii. We should be able to get lots of volunteers if allowed.
 - c. 4th Grade Sendoff (Dawn)
 - i. Proposed Friday, June 11
 - ii. Pod everyone up to keep volunteers with the same group of kids, ideally 4-5 volunteers per class.

- iii. Giant game theme (tic tac toe, ring toss, kerplunk, etc.), potato sack races if possible.
 - iv. Kiwanis is spacious enough to spread out the kids.
 - v. Ice cream social: JJ's will donate ice cream, Dawn will get in touch with Mrs. Cote to figure out how to safely serve the ice cream and toppings. Perhaps we could look into pre-wrapped treats. Crystal can order wholesale through the Townline Farm, which might lower costs if we go that route.
- 6. Book fair (Crystal)
 - a. Without volunteers, we cannot hold an in person fair.
 - b. Dates need to be finalized by Thursday. If online, it will be 2-3 weeks in May. Crystal will schedule it with our Scholastic representative and let us know. We can advertise through school emails, Mrs. Gale's classes, and social media.

New Business - Ideas, motions, announcements

- 1. Outdoor yoga fundraiser (Stephanie)
 - a. Christina DeLuca is looking to set up a fundraiser to teach a class raising money for Memorial. She suggested donating 100% of a specific fundraising class to Memorial with the option of donating a percentage of the class fees from anyone who then registers for a regular class.
 - b. She also teaches kid's yoga and will volunteer to teach classes during field day(s).
 - c. Easy to distance and wear masks for safety.
- 2. 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).
- 2. Sign up to receive our newsletter and announcements by sending us an email: MemorialPTOUpton@gmail.com
- 3. Next meeting will be on May 12 at 6:30 PM, via Zoom or possibly outdoors in person depending on weather (email MemorialPTOUpton@gmail.com for the link)

Adjournment