

Memorial School PTO Meeting Agenda

May 16, 2018

Attendees: Courtney McCarthy, Jose Cordova, Elizabeth LaRowe, Michelle Barrett, Melissa Roeder, Lindsay Rogers, Amanda Spears, Keylly Wysocki, Nesse McCabe, Jodi Bills, Diana Frascella, Nicole Drummond, Kelly Scobbo, Missy Bilsborough

- 1) Welcome & Introductions – Kelly Scobbo, Co-President
- 2) President's Report – Nicole Drummond
- 3) Townwide PTO – Final Meeting May 24, 7pm
- 4) Winter Carnival – Amanda Spears
 - a) Raised \$16500 for Memorial
 - b) Have interest for committee member take over next year (Jodi Bills and Nesse McCabe)
 - c) HUGE THANK YOU! We are so grateful!
 - d) Maybe add some Volunteer thing to the Transition day K slides and tell about Winter Carnival more there
- 5) Recess Buckets
 - a) Need a plan to refill the current buckets – what do teachers need replenished
 - b) After June 11th voting – determine how many additional buckets we need for next year
- 6) Sponsoring YE Parties
 - a) Maybe something to consider for next year to do a spring family event at Memorial
 - b) If teachers are doing year-end parties – PTO could sponsor whatever the teachers choose – popsicles/pizza/what have you...should have some items for PTO shortly
- 7) New TV at Memorial
 - a) Use for announcements, birthdays, etc right in the entryway at Dale
 - b) Memorial just wants one – best suited for Lobby, kids all usually go through lobby, and parent traffic is there too.
 - c) Need bids from Owen, and need Jerry McCarty to look at for facilities needs. Need to narrow down cost and then vote (approx.\$1300-\$1400)
- 8) Accomplishments 2017-2018
 - a) Great year, with a lot of new ideas
 - b) Wish list grant from teachers
 - c) Recess buckets
 - d) Two new performances (Windows in Wildlife, Brian Chevalier)
- 9) MCPE Update – Elizabeth LaRowe (Next year Rep – Karyn Healey)
 - a) Annual appeal was very successful, exceeded 75K goal
 - b) Granted \$115k across the schools, higher than average
 - c) Lots of great grants put forth, keep ideas coming
 - i) Juice plus Tower gardens for Memorial
 - ii) Maker space in Kindergarten
 - iii) Several system wide grants – strong in professional development (how to leverage tech with students, design thinking)
 - d) May 24th – Annual Mtg – 7pm at Zullo Gallery
 - e) May 20th – Fall Ball tickets going on sale at 9 am (Nov 3 at Gillette Cross Pavilion)
- 10) School Supply Fundraiser – Jodi Bills
 - a) New forms are out, incoming Kindergarten group – can someone post on FB
 - b) First grade has already had 3 donated kits
 - i) If more In need than available, we would provide from general supplies, or activities account, whatever is needed

- c) Need to learn dates we can get in the school to put kits together and coordinate with Mark/facilities – we might know date supplies come in after June 30th. (likely end of August)
 - d) Profits will be split evenly across schools
 - e) Can the company send an email when the kit is sent to the school? A way to confirm you received the kits...
- 11) Treasurer's Report – Budget Update – Lindsay Rogers
- a) Still need visiting author lunch receipts
 - b) Memorial ending budget is 36K with winter carnival profits
 - c) Budgeting 31k of funds for use next year...so out ending balance will be approx. 5k cushion after planned expenses
 - d) Wheelock tries to cushion their budget to cover a down year and carries a higher balance
 - i) Something to consider next year with the new board as they work through grants
- 12) Vice President's Report – Jose Cordova
- a) Volunteer Forms – Jose, Diana, Kelly & Nicole will meet to update in the beginning of June and forms will be ready prior to transition day.
- 13) Principal's Report – Melissa Bilsborough
- a) Funding Request Items/Wish List
 - i) The teachers and staff put together a wishlist totaling about \$9k, including stand-up desks, balance ball chairs, display case for Art, Kindergarten teachers Birdsong Identifier, and much more. The PTO will table the discussion for September and Missy will revisit the list at the beginning of the year with the staff.
 - ii) The PTO would like to purchase a TV for the front entryway that will allow for announcements and pics of the kids. Missy said this will cost about \$1300. The TV will allow the K-5 schools to all have a similar way of providing updates, allowing the children to have consistency as they move through the schools.
 - iii) Lindsay will email the teachers their funds balance from thank you fund. Missy will remind the teachers about it and they may choose to use for smaller wishlist items.
 - b) Matt De La Pena- author visit and summer reading
 - i) This is a K-12 push from Kerry Cowell, and the summer reading program.
 - ii) The book "Love" is about what love looks like, love takes different forms.
 - (1) Cover social-emotional initiative
 - (2) Tie to summer reading theme for PreK-12. One theme, One community.
 - (3) Parents can purchase, you tube is available.
 - (4) Nicole suggests taking visiting author budget and apply \$2k to the Matt De La Pena request and give \$1k to visiting author in April, allowing librarian and new RAA chair to decide how to use the remaining balance.
- 14) Committee Chair Updates
- a) Read Across America/Visiting Author – see above
 - b) Performing Arts - Windows on Wildlife & Brian Chevalier
 - i) Windows on Wildlife (Birds of Prey) presentation, Missy said the content was great, but the delivery was dry. Kids were engaged and learned a lot but were more excited about reptiles in prior years. Next year PTO can look for new presenter/organization for similar topic.
 - ii) Brian Chevalier – Fantastic 1st day program, but the kids did not get as much about the character building. The teachers did not think the message was as clear as when Johnny the K has presented. If the message could be solidified the message would

come full circle. The kids loved it and it was great that the 1st grade could present to the school on the 2nd day. Possibly do it at the beginning of the year. End of year was difficult to have 1st graders out of the classroom for 2 days.

- c) Hospitality Committee – Teacher Appreciation Review
 - i) A big thank you to Michelle & Mary for their work this year, the teachers have loved it all and really enjoyed the book cart. Since there is money left in the budget, Memorial will have an end of year luncheon as well this year.
- d) Kindergarten T-shirts – 127 Kids t-shirts, 62 adult size t-shirts, and 7 Angel fund shirts purchased. Thank you to Kathleen for her work, t-shirts will be delivered prior to field day.
- e) Box Tops – Melissa will hand out bags to each child next year and give to teachers to encourage more participation.
- f) Helping Hands

15) Election of 2018-2019 Board

| Position | New Board Member |
|---------------------------|----------------------------|
| 1st Grade Co-President | Kelly Scobbo |
| Kindergarten Co-President | Rebecca Vanucci-St. George |
| Vice President | Diana Frascella |
| Treasurer | Nesse McCabe |
| Secretary | Erin Pepin |

16) Committee Chairs update for 2018-2019 – still looking for a chair for RAA, Helping Hands, additional hospitality co-chair and Memorial Spring event chair.

17) Vote on Staff Gifts and Funding Requests

- a) Nicole makes a motion to elect the nominated 2018-2019 Board, Michelle 2nd, all in favor
- b) Nicole makes a motion to provide up to \$1300 for a new TV and installation for the front entryway of Memorial, Jodi ills 2nds, all in favor
- c) Nicole makes a motion to take visiting author budget and apply \$2k to the Matt De La Pena request and give \$1k to visiting author in April, allowing librarian and new RAA chair to decide how to use the remaining balance, Jodi Bills 2nds, all in favor
- d) Lindsay makes a motion to approve the 2018-2019 Memorial PTO budget of \$31,260, Kelly Scobbo 2nds, all in favor.

Adjourned. Thank you for a great year! We will see you in the Fall!