**PTO Meeting Agenda**

Memorial School

March 14th, 2018

**Attendees**: Erin Pepin, Courtney McCarthy, Nesse McCabe, Marla Ziegler, Melissa Roeder, Lindsay Rogers, Rebecca Vanucci St. George, Melissa Bilsborough, Diana Frascella, Kelly Scobbo, Jodi Bills, Nicole Drummond, Beth Jablonski, Megan Horne, Nadia Colombo, Amy Sheperd, Ali Abba

1. Welcome / Introductions – Nicole Drummond, Co-President
2. President’s Report – Nicole Drummond
   1. Read Across America & Visiting Author
      1. Community readers came organized by Patti Sullivan-Hall, author coming mid-April writes the Three Pigs (David Hyde Costello).
      2. Thank you for the Read Across America decorations! So awesome!
   2. Winter Carnival – HUGE THANK YOU!!!! AMAZING WORK AND SUPPORT ☺
      1. Initial numbers look very good. Waiting for auction details and expenses are processed.
      2. Dale St addition should be seen as a success for all, not a dilution.
      3. Dale was excited about involvement and have more ideas on how to help for next year.
      4. Open positions in this space next year (Winter Carnival Chair(s) and Booths Chair) Playbook is ready – very well organized to hand-off. Please reach out and we can put you in touch with Kelly Wysocki or Amanda Spears
   3. School Supply fundraiser update
      1. New supplier for next year we need to sign a contract with, and then get marketing materials out there. Need to share details with other PTO’s. Company use name brands, which teachers request typically.
      2. Will propose this is a K-5 Fundraiser so it can be split 3 ways. Allows for split of margin where Dale margin is lower due to types of supplies and cost of them, so this would even it out and likely maintain interested parties with both Memorial or Wheelock and Dale kids – likely to do it for all your kids or not at all.
   4. Next Year’s PTO Board
      1. Nominations for all board members for next year
         1. Have everything ready to vote them in for the May meeting
      2. Still need people to chair committees
         1. Read Across America
         2. Kindergarten T-Shirts – Melissa Roeder said she’d do T-shirts
   5. Fundraiser at Nosh & Grog
      1. Invitation of Mar/Apr/May – can host a fundraiser at Nosh, Minvera, Bertucci’s. Will donate 20% of sales to schools. Pick a date from options, and we can share out so people can go and support
   6. Memorial Spring Family Night/Popsicle Party?
      1. Propose a family night, maybe BYO picnic and offer popsicles (5pm or later) rolling time. Suggestions for entertainment (DJ, Stacy Peasley, Bubble Guy, or a school band)
3. Treasurer’s Report – Lindsay Rogers
   1. 26K in the bank, and anticipate ~15-20K from Carnival
   2. Need to do budget proposal for next year (at May 16th mtg.)
   3. Need to still pay for K Starlab, and Brian Chevalier
4. Principal’s Report – Melissa Bilsborough
   1. Grant 1 – Visiting Author Books – David Hyde Costello book order to have before the visit. Books for media center and classrooms (covers PreK, K and 1). Different books at different grade levels for age appropriateness. 40 books in total at $417.46
   2. BIG THANK YOU for the Winter Carnival, and Read Across America – so amazing how it all comes together and what people are able to do.
   3. Office update: Andrea Moores accepted a new position at central office (Secretary of Student Services)
   4. May have some other needs in mind, will reach out (Maybe books in classrooms, update the libraries)
   5. K lottery tomorrow for full day. Only 5 families won’t get their first preference. School is in conversation with MAP on this to share numbers. MAP is not part of schools.
5. MCPE Update – Elizabeth LaRowe
   1. Spelling Bee date – Tuesday May 1st. Registration in early April (2nd grade and up)
   2. Looking for new board members to join for a three year commitment. Please visit their website and fill out the volunteer form.
6. Committee Chair updates
   1. Read Across America & Visiting Author
   2. Winter Carnival
   3. Performing Arts –
      1. Windows on Wildlife
         1. Showed kids birds, eggs, feathers, and lifecycles – ties in with curriculum. Asking teachers for feedback on this to see how it went.
         2. In the past we have done Curious Creatures – which is more reptile based.
      2. Brian Chevalier
         1. New entertainer - he builds a song with the first graders around the theme (kids help give ideas), incorporate lessons into song. Then do performances with all the classes – he performs the song to them. (Did we build CD’s into cost? – Lindsay checking)
   4. Kindergarten T-Shirts
      1. Kathleen Donohue – proof from the company is being verified. $5.55 for Adult, $5.70 for a youth, sold both for $12 each. Sold 150 youth, and 100 adult last year. Should we increase the price to $15? General consensus – leave price as is.
   5. Hospitality
      1. Teacher appreciation is coming up. Need date for it (week of May 6th-May 12th)
         1. Gift card raffles, different things in the past.
         2. Nicole touch base with Michelle Barrett
   6. Box Top Fundraiser – Winter Competition
      1. $280 this time (about $100 less than last year) 1st graders won (get extra recess)
      2. Should look at tying the funds to a specific item to advertise look what the funds raised were able to purchase (like the buddy bench a few years ago)
   7. Helping Hands
   8. Laminating
7. Vote
   1. Vote on visiting author book grant
      1. Nicole makes a motion to Approve the grant totaling $417.26
      2. Jodi Bills seconds
      3. None opposed
8. Adjourn

**Our next meeting will be held on Wednesday May 16th at 9am.**