

# Suffield Elementary PTO

## Meeting Minutes

Meeting Date: Monday, October 15, 2018

Meeting Location: Kent Memorial Library

1. **Call to Order** - Courtney Vincent, Renee Ludwig, Kara Kettles, Jessica Walsh, Elizabeth Diana, Stephanie Lepage, Helene Boldt, Christine Morrisette, Kristi Upton, Heather Theriaque, Lyndsey Beaudette
2. **Prior Minutes** – September meeting minutes posted online.
3. **Officers' Report**
  - a) **President's Report**
    - Principal Meeting 10/15 – an update was provided to the Principals on the book fairs; merchandise; clothing drive; and Art to Remember. Regarding Traditions, Principals liked the changes made to date. Also, they requested 18 wreaths (9 at Spaulding; 9 at McAlister) for the holiday season. Helene suggested contacting Suffield HS Ag School to make the wreaths. The beautification team will reach out.
    - Fundraising Alternative – completed.
    - Myschoolanywhere Directory – Chairs are continually working on this as people sign up.
  - b) **Vice President's Report**
    - MIS Picture Retake Day (10/17) and AWS Picture Retake Day (10/25) – on track and volunteers established for day of retakes.
    - Clothing Drive (10/20) – all set.
    - MIS Book Fair & Class Baskets (10/25) – there have been some issues regarding protocol. Co-Vice Presidents will follow up with the MIS Book Fair Chairs to provide guidance and clarification. Class Basket Coordination all set.
    - Bus Driver Appreciation Day (10/26) – Location of this event has been changed to Suffield Pizza. In future, major changes should be going through the Board for approval.
    - Merchandise – Form has been distributed to classrooms and sent out to parents via room moms.
    - Upcoming in November:
      - AWS Book Fair & Class Basket (11/8): planning is in

process and on track.

- Veterans Day Celebration (11/9) – Katie Hopwell volunteered to Chair this event at Spaulding and Jen Root is chair for McAlister. Principals have requested patriotic decorations & that fruit and yogurt parfaits, water, coffee, and tea be served at the reception. Jessica Walsh is reaching out to a McDonalds contact to see if they can provide discounted yogurt parfaits for the events. Also, the Board discussed getting a Girl Scout troop involved in the celebration. Kara will look into this and ask GS troop.
- Harvest Hustle (11/10) – Flyer sent home and planning is in progress and on track.
- Art Fundraiser – On 11/2/18 forms will be distributed; On 12/12/18 orders will be delivered to school. Also, the Board has decided to present the art teachers with a small gift of appreciation for all their hard work.
- New suggestions made for PTO Fundraisers – some ideas were mentioned at the meeting: Parents Night Out for Spaulding (looking into who watches kids at the SMS TGIF event); Mini Photography Sessions; Board and Brush in Somers, CT fundraiser (Kara looking into capacity); Penny Drive in the classrooms.
- The Board discussed the need for educating the public about PTO donations and activity- Kristi suggested requesting a plaque be placed on large donated items, such as playground equipment. Also, a suggestion was made to update the PTO webpage on where the contributions are distributed. Another board member mentioned the possibility of donating extra funds to a charitable organization.

### **c) Treasurer's Report**

- 2018-2019 budget update reviewed.
- Current balances - on track with projections.

### **d) Secretaries Report**

- Bulletin boards at both schools have been updated and will be updated again for Winter.
- Thank you notes are up to date.

## **4. Enrichment Updates**

- Planning is in full swing for school enrichments.
- Helene Boldt mentioned that they are still in search for an author for Grade 4.
- Also, Helene mentioned that Jamie Deenihan is interested in doing author visits. Board discussed having teachers read

her book to determine what Grade(s) are best suited for her visit. Further discussion is needed.

## **5. Grants/ Box Tops/ Earning for Learning**

- Christine Morrisette mentioned that all the Earning for Learning and the box top contests are on track. She will submit the box tops as soon as contest commences. She also noted that she just submitted box tops that earned a total of \$788.
- A \$4,500 grant just came in from Cannon Trust for enrichments.
- A board member mentioned that Shutterfly has an Earn For Learn option.

## **6. Traditions**

- Planning is in full swing. Kristi and Lyndsey have been working to establish new traditions. They are as follows: PreK: MyGym; Kindergarten: still researching potential places; 1<sup>st</sup> – still researching potential places – Possibly Ninja Course in South Windsor (would have to break up into groups because of capacity issue); 2<sup>nd</sup>: bowling; 3<sup>rd</sup>: Interskate; 4<sup>th</sup>: Healthtrax; 5<sup>th</sup>: still researching potential places, but trampoline park is a definite possibility.
- Once traditions are formally established, Kristi and Lyndsey will update the calendar and send to Presidents for posting and distribution.
- Kristi and Lyndsey are producing a new form across all grades.

## **7. New Business**

- Next PTO meeting will be on Monday, November 12, 2018 at 7:00PM at Kent Memorial Library.

## **8. Adjournment**