

Suffield Elementary PTO

Meeting Minutes

Meeting Date: Monday, December 10, 2018

Meeting Location: Kent Memorial Library

1. Call to Order - Courtney Vincent, Melissa DeGray, Renee Ludwig, Kara Kettles, Jessica Walsh, Katie Hopwell, Elizabeth Diana, Amanda Cuevas, Christine Morrisette, Heather Theriaque, Lyndsey Beaudette, and Melissa Finigan

2. Prior Minutes – October meeting minutes posted online.

3. Officers' Report

a) President's Report

- Principal Meeting 12/7 – Meeting went well. Discussed moving the next book fair to the Spring. Discussed potential dates in late April.
- Meeting with Teachers – For MIS, the teacher meeting is scheduled for 1/3. For Spaulding, PTO matched funding to provide Spaulding students with alternative seating. Discussion ensued about needing more collaboration and teacher participation.
- Boosterthon- New fundraising idea presented (<https://boosterthon.com>). A meeting needs to be scheduled with the Boosterthon representative, the PTO, and schools. The school needs to be involved and coordination is crucial. PTO discussed and determined that Spring was the ideal time to hold this fundraising event.
- Melissa Finigan presented a PTO funding opportunity. The initiative is called, *One Book One School*. All incoming 2nd grade-5th grade students read one book and participate in school-wide activities. Melissa thought it would be a perfect enrichment opportunity for the PTO to fund. MIS will be reading *Wish Tree* and requested approximately \$1,900 from the PTO to provide all students with a copy of the book. It was discussed that eventually it would be great to implement this at both Spaulding and MIS. The PTO would only be responsible for funding; the schools would be responsible for distribution and planning. Board members discussed and thought this would be a great opportunity. Kara and Amanda will reach out to MIS to get more details

and further discuss if this will be part of the PTO enrichment budget going forward.

- Also, Melissa Finigan mentioned another idea that the PTO might want to consider implementing and funding - teacher grants (\$500 max) for Spaulding and MIS teachers. Melissa commented that PTAC usually gets approximately 7 grant applications yearly. Melissa will forward an example and blank application to the PTO Chairs for review.
- Additionally, Melissa will provide the Chairs with the supplier information for Suffield High School sport merchandise – BSN Sports. The PTO will look into switching merchandise supplier for next year.
- Further discussion ensued on how the PTO can further advertise what it funds or the events it runs, etc. Sending out a newsletter to families was one idea mentioned. Also, Board members discussed adding a requirement that if PTO provides funding for something, that the PTO must get feedback.

b) Vice President's Report

- Veterans Day Celebration – went very well. Aramark provided all the yogurt parfaits.
- Harvest Hustle – was successful.
- Springfield Thunderbirds Hockey Game is confirmed for February 1st. Tickets available for purchase online for \$16.
- It was decided that the PTO will no longer manage the book chats for Grades 2-5.

c) Treasurer's Report

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

d) Secretaries Report

- Bulletin boards at both schools will be updated this week for Winter.
- Prior minutes have been posted.
- Thank you notes are up to date.

4. Enrichment Updates

- All enrichment activities are up to date and planning is on track.

5. Grants/ Box Tops/ Earning for Learning

- Christine Morrisette will pick up all box tops at Spaulding.

6. Traditions

- All dates and locations have been confirmed. Flyers for each

grade will be distributed to students shortly.

7. New Business

- Next PTO meeting will be on Monday, January 14, 2019 at 7:00PM at Kent Memorial Library.

8. Adjournment