

Suffield Elementary PTO

Meeting Minutes

Meeting Date: Monday, September 10, 2018

Meeting Location: Kent Memorial Library

1. Call to Order - Courtney Vincent, Melissa DeGray, Renee Ludwig, Kara Kettles, Jessica Walsh, Elizabeth Diana, Stephanie Lepage, Christine Beluzo, Amanda Cuevas, Helene Boldt, Christine Morrisette, Kristi Upton, Kristin Dube, Sarah Fontaine, Heather Theriaque, Rochelle Kowal, Katie Hopwell

2. Prior Minutes – no prior minutes to discuss.

3. Officers' Report

a) President's Report

- Principal Meeting 9/7 – meeting cancelled; have to reschedule.
- Meeting with Teachers – reached out and waiting for a date.
- Discussed the upcoming open houses at MIS and AWS. The PTO will have a booth at both schools. Time slots for volunteers have been filled.
- 2nd Secretary Position – Katie Hopwell was unanimously voted to serve as co-secretary.
- Co-chair of Traditions - Lyndsey Beaudette was unanimously voted to serve as co-chair of Traditions.

b) Vice President's Report

- Kindergarten Get Together (9/13), MIS Picture Day (9/12), and AWS Picture Day (9/20) are on track and all set with volunteers.
- New suggestions needed for PTO Fundraisers – some ideas were mentioned at the meeting: outdoor movie night, making signs. New suggestions are always welcome.
- PTO Presidents looked into new vendors for Suffield merchandise. After discussing pros and cons, the board decided to try out a new vendor.
- Renee Ludwig reported on October and November events:
 - Custodian Appreciation Day (10/2) – Kim Bermani is chairing, and planning is in process.
 - Clothing Drive (10/20) – Jen Michaelman is chairing, and planning is in process.
 - MIS Book Fair & Class Baskets (10/25) – Date established, Documents signed, and email went out to chairs. Need to begin planning.
 - Art to Remember – Tracy Michael and Amy Healy are chairing, and planning is in process.

- Bus Driver Appreciation Day (10/26) – Jennifer Dutton is chairing, and planning is in progress.
- Veterans Day assembly and celebration at both MIS and AWS – a date needs to be established. To prevent an overabundance, a suggestion was made to utilize Sign Up Genius for food items. Also, there needs to be coordination with the fire marshal for MIS.
- Harvest Hustle Fall Run – Lisa Hayward and Megan Van Scott are chairing this event. The date has been established (11/10) and planning is in process.
- Munson Fundraiser will occur in winter/spring.

c) Treasurer's Report

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

d) Secretaries Report

- Bulletin boards will be updated.
- Confirm all forms are up to date on webpage.

4. Enrichment Updates

- Planning is in process for school enrichments.
- Helene Boldt discussed the PTO possibly serving as the chartered organization for a STEM program for 3rd-5th graders. Helene is going to look into the logistics of this and report back.

5. Grants/ Box Tops/ Earning for Learning

- Christine Morrissette discussed Earning for Learning and box tops. Flyer has been created for all the Earning for Learning and the box top contests are on track.

6. Traditions

- Planning has begun.
- There was discussion on possibly moving bowling tradition to first grade and not having 5th grade tradition at Nomads. Traditions Chairs will begin putting together ideas for each grade's tradition.

7. New Business

- Next PTO meeting will be on Monday, October 15, 2018 at 7:00PM at Kent Memorial Library.

8. Adjournment