

# Suffield Elementary PTO

## Meeting Minutes

Meeting Date: Monday, May 13, 2019

Meeting Location: Kent Memorial Library

**1. Call to Order** - Courtney Vincent, Melissa DeGray, Kara Kettles, Jessica Walsh, Elizabeth Diana, Katie Hopwell, Stephanie Lepage, Amanda Cuevas, Helene Boldt, Sarah Fontaine, Heather Theriaque, Lyndsey Beaudette, Diane Dellangelo.

**2. Prior Minutes** – April meeting minutes approved and posted online.

### **3. Officers' Report**

#### **a) President's Report**

- Principal Meeting – Reviewed upcoming events for Spaulding & McAlister. Spaulding – 6/4: Field Day (rain date: 6/6); McAlister: 6/5: Step Up Day for Grade 2-3; 6/6: Grade 4 & 5 Spring Concert; 6/7 Field Day (rain date: 6/10)
- Grants for Schools – PTO will produce a grant application process over the summer for implementation in Fall 2019.
- Discussed the need to do more volunteer outreach. It was noted that Enrichments needs to be advertised at the Fall school open house events. Also, the PTO Board needs to utilize the Room Parents for volunteer help for PTO events.
- 2019/2020 Board Positions – The following 2019/20 Board positions were confirmed and approved unanimously by the Board: Co-Vice President: Amy Healy (only for one-year term); Accounts Payable: Katie Hopwell; Co-Secretary: Heather Theriaque.
- Treasurer and Accounts Receivable were combined.
- Thank you Function – June 10<sup>th</sup>. Invites to go out ASAP. Time and Location still needs to be determined.

#### **b) Vice President's Report**

- Spring fundraiser updates–
- Sarris Candy: Profit was much lower than last year. Discussed the need for more colorful flyers to go home with students next year. Katie Hopwell looking into other candy

fundraising opportunities and will report back to Board. Also, Helene noted that NFP Sports does a ton of fundraising. She will set something up for September's Board meeting for someone to come and talk to the Board about opportunities.

- Book Fair: McAlister – very successful event. Spaulding – discussed the need to tie a school event with the book fair. Sarah Fontaine suggested a bingo night with prizes consisting of scholastic coupons for a free book, etc. Also, the Board discussed talking with Spaulding administration about classroom shopping time at the book fair during the school day.
- End of School Luncheon – planning is in process and all set.
- Help Wanted Document: Will go out next week. Courtney suggested distributing the document to preschools in town. Courtney volunteered to bring to the Co-op; Jessica to Conway's; and Kara to Bright Horizons.
- Fall fundraiser updates –
- Board & Brush Fundraiser – date established – Wednesday, November 13, 2019.
- Art to Remember – Amy Healey agreed to Chair again. Board decided to implement online ordering only, as long as a brochure goes home with students.
- The Board discussed the need for VP's to distribute a form to each Chair of every event for them to fill out outlining step by step instructions for each event. This will create a more seamless transition from year to year and give new volunteers an idea of what was previously done at each event.

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

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

### **d) Secretaries Report**

- Bulletin boards have been updated for the Spring.
- April minutes have been posted to website.
- Thank you notes sent and up to date.
- Newsletter to go out next week.

## **4. Enrichment Updates**

- No updates provided. Co-chair position needs to be filled.

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

- No updates provided. New Chair is Nora Padykula.

**6. Traditions**

- Lyndsey Beaudette is Chair.

**7. New Business**

- Next PTO meeting in Fall 2019 to be determined.

**8. Adjournment**