

Suffield Elementary PTO

Meeting Minutes

Meeting Date: Monday, April 8, 2019

Meeting Location: Kent Memorial Library

1. Call to Order - Courtney Vincent, Melissa DeGray, Renee Ludwig, Kara Kettles, Jessica Walsh, Elizabeth Diana, Christine Beluzo, Christine Morrisette, Katie Hopwell

2. Prior Minutes – January meeting minutes approved and posted online.

3. Officers' Report

a) President's Report

- Principal Meeting 4/5 – Meeting went well. PTO requested recognition for PTO sponsored events and/or donated items. Discussed field day (McAlister: June 7th; Spaulding: June 4th)
- Boosterthon – declined by Superintendent due to timing of event, leadership, and time away from learning.
- Grants for Schools – PTO needs to move to grant application process. PTO provided sensory paths to Spaulding and will be providing to McAlister as well.
- PTO newsletter – PTO Secretaries will take over creating/distributing the PTO newsletter.
- 2019/2020 Board Positions – Open positions that need to be filled are as follows: President, Vice President, Treasurer, Accounts Payable, Accounts Receivable, Secretary, Enrichments, & Grants. Also, a Book Fair Chair is needed for Spaulding. A formal notice to go out with open Board positions and descriptions.
- Thank you Function – June 10th. Board members to come to May meeting with ideas on a place to hold the function.

b) Vice President's Report

- Springfield Thunderbirds Hockey Game Fundraiser – VP's confirmed with Ashely Vassallo that they will do the fundraiser again next year.
- Spring fundraiser updates–
- Sarris Candy: Profit will be lower than last year. Need more

- colorful flyers to go home with students next year.
- Board & Brush Fundraiser – moved to Fall 2019. Kara is awaiting confirmation on date, but hoping for a date in November
 - Harvest Hustle – PTO will not be holding this fundraising event in the Fall.
 - Book Fair – McAlister: 4/24 and Spaulding: 4/25. Need volunteers for both.

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.
- January minutes have been posted to website.
- Thank you notes sent and up to date.

4. Enrichment Updates

- No updates provided.

5. Grants/ Box Tops/ Earning for Learning

- Christine Morrissette reported that Box Top organization is ongoing and on track.

6. Traditions

- Need to touch base with Chairs to see if they are staying on for next year.

7. New Business

- Next PTO meeting will be on Monday, May 13, 2019 at 7:00PM at Kent Memorial Library.

8. Adjournment