

Suffield Elementary PTO

Meeting Minutes

Meeting Date: Monday, January 14, 2019

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, Helene Boldt, Christine Morrisette, Katie Hopwell

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

3. Officers' Report

a) President's Report

- Principal Meeting 1/4 – Discussed Boosterthon at the meeting. Principals need to confirm with Central Office that the school can allocate time for Boosterthon. Liz Diane will keep the Board posted on this.
- 2019/2020 Board Positions – Open positions need to be determined and posted.
- Budget - Board is working to get processes in place to provide grants to teachers each year. PTO Presidents will connect with Kristi Upton, SFES President, to provide a sample grant application.
- PTO Outreach and Marketing – Board needs to focus on outreach and marketing. Board decided to produce and distribute a monthly Newsletter. This will help let families know what the PTO funds and upcoming events, etc. Also, it was discussed to post a picture of the PTO Bulletin Boards to the PTO Facebook page.

b) Vice President's Report

- Springfield Thunderbirds Hockey Game – followed up with Ashley and she confirmed that a flyer will go out this week via school classrooms.
- Spring fundraiser– After discussing, the Board decided to use Sarris (<https://www.sarriscandies.com/Default.aspx>) as the vendor for the Spring candy fundraiser. This vendor allows for a more streamlined online ordering system. 25% of the proceeds will go to PTO.
- Family Game Night - After some discussion and follow up

with last year's Chair, the Board decided to postpone the fundraiser for this year. The Board will revisit doing this fundraiser again next year.

- The Board discussed looking into Board and Brush in Somers, CT for a Spring fundraiser event. Kara will reach out to Board and Brush and get more information.

c) Treasurer's Report

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

d) Secretaries Report

- Bulletin boards have been updated.
- December minutes have been posted to website.
- Thank you notes sent and up to date.
- Will work with Chairs to develop a Newsletter.

4. Enrichment Updates

- Planning is in process and on track for school enrichments.
- Helene Boldt reported that they are working to confirm author visits for upcoming year.

5. Grants/ Box Tops/ Earning for Learning

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

6. Traditions

- Planning is in progress and up to date.

7. New Business

- Next PTO meeting will be on Monday, February 11, 2019 at 7:00PM at Kent Memorial Library.

8. Adjournment