

Suffield Elementary PTO

Meeting Minutes

Meeting Date: Monday, September 16, 2019

Meeting Location: Kent Memorial Library

1. Call to Order - Courtney Vincent, Kara Kettles, Jessica Walsh, Elizabeth Diana, Katie Hopwell, Sarah Fontaine, Christine Morrisette, Lyndsey Beaudette, Diane Dellangelo, Karen Detloff, Sarah Johnson.

2. Prior Minutes – no prior minutes to approve.

3. Officers' Report

a) 2019 / 2020 Welcome new Board Members & review expectations

- Moved to October agenda.

b) President's Report

- Principal & Teacher Meeting – Reviewed the new PTO grant form.
- Grants for Schools – PTO Board produced a new grant application process and form over the summer. Board reviewed form. Sarah Fontaine suggested adding “maintenance costs” to the form. Karen Detloff suggested making the form a google document.
- Board reviewed a grant request for sensory paths from McAlister. Board approved.
- Calendar – reviewed calendar.
- Spaulding Family Night – 9/18/19: Discussed the schedule, PTO handouts, and determined Board volunteers for the PTO information booth.
- McAlister – Parent-only open house, along with curriculum night, book fair, and ice cream social, will be held in the first week of December.
- Spaulding – Book fair with class baskets will be held on April 2, 2020. Sarah Fontaine suggested a school bingo night for this event as well.
- Veterans Day Celebrations on 11/11/19 – Kristen Hamilton will chair this event at McAlister and Katie Hopwell for Spaulding.

c) Vice President's Report

- Fall Fundraisers:

- Board and Brush Fundraiser – 11/13/19: \$68/per person; 42 people maximum; Board and Brush will donate 20% back to PTO. Also, PTO will put together raffles and food. Link is being sent out via Facebook this week.
- Clothing Drive will be on 11/2/19 10-1pm. Need to reach out to school regarding custodian being at the school during drive.
- Harvest Hustle – Margaret Van Cott and Lisa Hayward will be chairing this event. Looking at 11/17/19 for possible date.
- Kara is going to reach out to McAlister regarding 5th grade Revolutionary War day regarding the PTO role. Kara will update the Board at the October meeting.
- McAlister Family Game Night – Chairs are needed for this event.
- Hockey Game fundraiser – VP's will reach out to Ashley Vassallo to discuss the details and report back to Board.

d) Treasurer's Report

- No updates at this time.

d) Secretaries Report

- Bulletin boards will be updated this week for Fall.
- Thank you notes are starting to be sent out and on track.
- Newsletter will go out by end of October.

4. Enrichment Updates

- Planning is in process for school enrichments.
- Enrichments Committee will be meeting 9/23/19. Sarah Fontaine is the Chair for Spaulding and Amanda Cuevas is Chair for McAlister. Sarah met with all lead teachers at Spaulding for enrichment planning. Looking for suggestions for all school enrichment program. Suggestion was made for Science Tellers.

5. Grants/ Box Tops/ Earning for Learning

- No updates at this time.

6. Traditions

- Lyndsey Beaudette reported that the planning is in process for school traditions. Kara will be sending Lyndsey the list and contact info for the chairs for each grade. It was discussed that the tradition for first grade be revisited, as the movie was not interactive. Lyndsey is looking into other possibilities and will report back at the October PTO meeting.

7. New Business

- Next PTO meeting will be Monday, October 21, 2019 at 7:00PM at the Kent Memorial Library.

8. Adjournment