

Suffield Elementary PTO

Meeting Minutes

Meeting Date: Monday, October 21, 2019

Meeting Location: Kent Memorial Library

1. Call to Order – Melissa DeGray, Kara Kettles, Amy Healy, Jessica Walsh, Amanda Cuevas, Elizabeth Diana, Katie Hopwell, Lyndsey Beaudette,

2. Prior Minutes – minutes approved and posted online.

3. Officers' Report

a) President's Report

- Principal Meeting – Melissa reported that the new grant document was reviewed at the meeting, as well as upcoming events.
- Grants for the schools –
- Board reviewed grant request for sensory paths at McAlister and approved.
- Spaulding requested \$8,000 for new water fountains that allow for water bottle fill-up. Co-Presidents declined this request. Board supported.
- Grant application was submitted for licensing renewal. Board Presidents declined and Board agreed that PTO should not fund licensing.
- Grant Request Document – Amanda suggested adding a grant deadline to the form. Board supported this going forward for next year. Also, Board suggested that the grant applications submitted by teachers be approved and submitted to the PTO by the schools respective Principals.

b) Vice President's Report

- Fall Activities –
- Custodian Appreciation Day – Kim did a wonderful job coordinating. Day was a success.
- Bus Driver Appreciation Day – planning in progress.
- Veterans Day Celebration – Kristen Hamilton will chair this event at McAlister and Katie Hopwell for Spaulding. Planning is in progress at both schools.
- Board and Brush Fundraiser – planning is in progress. Kara reported that she is hoping for more to sign up and will send

- out another reminder on Facebook.
- Harvest Hustle – Saturday, October 16th. planning is in progress. Flyer will be distributed week of 10/21st.
 - Clothing Drive – Planning is in progress. The clothing drive was moved to week of conferences to optimize drop offs.
 - Merchandise – Melissa and Liz streamlined form and form will go home with kids the week of 10/21st.
 - Art to Remember – Form will be sent home with kids the week on 10/28. Online ordering only.
 - Amy Healy asked the Board for funding for a gift of appreciation for the art teachers at each school. Board approved \$50 for each teacher (gift and art to remember sample for classroom).
 - Family Game Night – VP's will reach out to McAlister about date and will move forward with planning.

c) Treasurer's Report

- 2019-2020 budget update reviewed.
- We are still receiving contributions from the alternative fundraiser. Need to pick up money from Spaulding. Will report back to Board at the November meeting.
Amy asked for some clarification regarding the alternative fundraiser. Courtney emailed clarification on 10/23/19: "If a family chooses to donate via the alternative donation process then they are exempt from any additional fundraisers throughout the year. Some families choose to do both, but they do not have to."

d) Secretaries Report

- Bulletin boards are up to date.
- Website is up to date.
- Thank you notes are up to date.
- Currently working on newsletter to go out at the beginning of November.

4. Enrichment Updates

- Amanda presented a grant funding request from Melissa Finnigan (PTAC). Melissa coordinated an enrichment activity at Suffield Middle School and thought it would be a great enrichment assembly (speaker David Flood) for McAlister as well. Melissa requested \$1,250 from the PTO for this assembly at McAlister. The Board discussed that there was no funding budgeted for this event under enrichment budget and that the PTO needs to reach out to McAlister to verify some details. The Board voted to provide funding for the assembly, as long as we received the grant form from

Melissa. Amanda will reach out to Karen and Melissa.

5. Grants/ Box Tops/ Earning for Learning

- No updates provided.

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. PK traditions date is confirmed for January 4th at MyGym and 5th grade traditions date is confirmed for January 12th at Bounce.

7. New Business

- Next PTO meeting will be Monday, November 18, 2019 at 7:00PM at the Kent Memorial Library.

8. Adjournment