



# Minutes- Suffield Elementary PTO

Courtney Vincent, Jessica DeMars, Laura Zinnen, Nicole Thorogood, Jennifer Fendt  
 Meeting Date: Dec. 11<sup>th</sup> 7pm  
 Meeting Location: Zoom

1. President's report:
  - a. Principal Meeting Overview – 12/14 got moved
  - b. Spring "Staff Appreciation" – Request after Xmas break (Courtney)
  
2. Vice President's Report
  - a. Documenting standard work for all fundraising – Laura
  - b. Fall 2023 Fundraisers:
    - Did we get the clothing drive check?
    - Merchandise Sale -did we get the payment? Check to be cut to schools.
  - c. Winter/Spring 2023 Fundraisers:
    - i. Altitude – 2/9 or 2/10? - Laura finalize date and confirm help.
    - ii. Thunderbirds – 4/20 get a portion of each ticket sale - no minimum required - Bri to secure date.
    - iii. Revisit color run Need to pick a day by 2/1 - Laura to share info
    - iv. Scoop Du Jour - April (Courtney)
    - v. Munsons – started early February - roll out end of January/ early Feb to align it with Easter holiday shipping - Jessica/Courtney
  
3. Treasurer's Report - Jennifer, Lauren, Kayla
  - a. Accountant Update /Tax ID
  - b. Request for Kayla to share updated budget
  
4. Secretaries Report – Laura Zinnen
  - a. Website Updates/Meeting Minutes
  
5. Enrichment Updates (Diane Dellangelo/Laura Zinnen) - Confirm target dates of the below

GRADE	Place	Date
Pre K & K	Riverside Reptile	
Kinder	Pumpnickel	
1st Grade	Animal Adaptations	
2 <sup>nd</sup> Grade	Lucy Shepard	N/a
3 <sup>rd</sup> Grade	Leslie Johnson	April-May- send email to Admin
4 <sup>th</sup> Grade	TBD	
5 <sup>th</sup> Grade	Roseland Cottage	May 2023?

## 6. Traditions -Bri Maynard

GRADE	Place	Date	Chair
Pre-K & K	Western Mass Gym	11.6.23	Nicole Baker & Vicki S
1st Grade	Spare Time	11.12.23	Anna Kristin
2 <sup>nd</sup> Grade	Altitude	10.16.23	Nicole Thorogood
3 <sup>rd</sup> Grade	Ron or Roll	3.3.24	Laura Zinnen/Diane C
4 <sup>th</sup> Grade	Thunderbirds	2.10.24	Amy Knowles & Amy Piccoli
5 <sup>th</sup> Grade	Sonny's	5.3.24	Erica Boucher (Previous Chair: Kristi Upton)

Important things to note on permission slips: Non-refundable; exact change; No drop event, siblings.

Next Meeting – January 15th.