



Suffield Elementary PTO  
Meeting Minutes – June 17, 2024  
Location: Zoom Only

Board Members Present – Nicole, Jessica, Laura C., Erica, Jennifer, Kayla, Lauren, Bri, Diane, Laura Z.  
Board Members Absent – Anna-Kristin  
Others in Attendance – Paige, Angela

1. Overview Topics:
  - a. Thank You to Courtney
  - b. Principal's Meeting Overview
  - c. Email Scams Reminder: Reminder that Nicole will never ask for money or to speak to you immediately.
  - d. Mail Coverage at Both Schools
  - e. Field Day Checks: All checks sent out or requested.
  - f. Volunteer Sign-Up: Sent to Room Parents to distribute, posted on FB, and went out in the Schools 6/14 Newsletter. The Google form is also on the top of the FB page, under the Featured section. It will be posted again in August.
  - g. Room Parent for Board Members: Volunteers noted.
  - h. Open VP Role / Fundraising Chairs: This one combo role is open, let Nicole know if you have someone interested.
  - i. Back to School Picnic: 8/27 4:00-6:00
    - i. Picture of the Venmo QR Code and Info
    - ii. Poster Board, Donation Jar
2. Fundraisers:
  - a. TJ Burrito's: 6/21 Reminder, share on social media.
  - b. Fall 2024 Fundraisers
    - i. Book Fair (Diane) (Volunteers: Erica B. & Lauren B.) Scholastic contact is currently on summer break, Diane must wait to check our dates (11/7 & 11/12) to see if they are available, and come up with a plan (multiple set-ups and break-downs) to hold the book sales on the two dates. Also need to coordinate with the administrations as follows:  
AWS – what will this look like for students to shop during the school day?
    - ii. Boosterthon (Jenn & Paige Chairing; Nicole to assist): Kick-off Wednesday 10/23, Event Day Friday 11/1 Boosterthon is a pledge platform where students collect donations, watch a video each day, and earn prizes throughout the week. PTO must provide volunteers (2 per school) to go into the schools and distribute prizes daily. On the Event Day, the company comes and sets everything up for a fun run with music, etc.. PTO would only need 4-5 volunteers that day, parents can come and watch, possibly like a cheering section. This fundraiser was approved by administration and the week was selected as the week of Halloween is already disruptive. A spirit week could also be incorporated. PTO will be 100%

transparent on this fundraiser. Would like to watch the videos in advance, and push the video portion this time.

- iii. Catalog Fundraiser Decision: Meadow Farms Fundraising. Laura/Nicole email out to Meadow Farms, target is September. They are local and ship direct. Percentage is standard with competitors. Laura C. will take this on.
- iv. Fall Ice Cream: Hill Top & Scoop. Kayla to confirm date.
- v. Merchandise Vendor (Chair Jess, with Nicole/Laura to assist): DiSal Custom. Also local. Nicole sent email inquiry.
- vi. Clothing Drive (Laura) TBD
- vii. Open House Babysitting & Class Baskets: Laura C. to put a proposal together for this for both Open Houses as it is a good way to raise money. Thrown together last time, and has ideas as to how to make it run more smooth.
- viii. Trunk or Treat (Bri)
- ix. Color Run: Deferred to Spring/Fall 2025, too much work to put together right now.

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- 3. Treasurer's Report (Jennifer, Lauren, Kayla)
  - a. Budget Review / Outstanding Items
    - i. Altitude Check & Birthday Party: Altitude check has been deposited. Nicole to follow-up on Birthday Vouchers.
    - ii. Spring Merch.: \$311 Kayla to follow-up.
    - iii. Hilltop: Although there was rainy weather, event raised \$550, they donated 20% of proceeds and had live music scheduled. Will sign-up again for Fall.
  - b. Venmo Swap: Jen stated that the business account causes confusion, and incurs fees. Is a business account a benefit? Will research. Kayla will check with her husband for any insight.

4. Secretary's Report:

- 5. Grant Writer: Welcome Anna-Kristin. Anna-Kristin jumped right in. Sent a few requests to banks. Board Members should look at the spreadsheet if they can offer any help.
  - a. Submitted: PeoplesBank, Chase, M&T soon
  - b. Submitted: Application for sponsorship through CT Humanities for author visits.
  - c. Box Tops

6. Enrichment Updates: (Diane D. / Laura Z.) All checks received. Enrichment on hold until fundraising occurs

7. Traditions: Only need Pre-K / K and 2<sup>nd</sup> Grade. Andrew wants to set something up combining hockey and reading. (Bri M.) Determine language to change a nominal fee

Grade	Tradition	Date	Chair (Previous)	Chair (2024-2025)
Pre-K / K	Western Mass Gym	11/06/2023	Nicole Baker & Vicki S.	TBD
1 <sup>st</sup> Grade	Spare Time	11/12/2023	Anna-Kristin	Nicole Baker & Vicki S.
2 <sup>nd</sup> Grade	Altitude	10/16/2023	Nicole T.	TBD
3 <sup>rd</sup> Grade	Ron-A-Roll	11/17/2024	Laura Z. & Laura C.	Nicole T. & Erica B.
4 <sup>th</sup> Grade	Thunderbirds	10/12 or 10/13	Amy Knowles & Amy Piccoli	Laura Z. & Laura C.
5 <sup>th</sup> Grade	Sonny's	05/3/2024	Erica B.	Amy Piccoli & Amy Knowles

Important tings to note on permission slips: non-refundable, exact change, not a drop off event, siblings

**Next Meeting: No meeting in July. August = In Person, 8/12, Town Hall Meeting Room**