



Suffield Elementary PTO
Meeting Minutes – August 12, 2024
Location: Zoom & Meeting Room – Suffield Town Hall

Board Members Present – Nicole, Erica, Jennifer, Kayla, Lauren, Diane, Laura Z.

Board Members Absent – Jessica, Laura C., Bri, Anna-Kristin

Others in Attendance – Paige, Kensey, Renata, Prateeva

1. Overview Topics:

a. Welcome – Kick off for 2024/2025

b. Principal's Meeting Overview

c. Mail coverage at both schools

d. Promoting the PTO: Company Match Post / Sharing on Social Media

(Kayla) Encourages Board Members/Parents to look at your company's policy for any matching plans they may offer. This is a great way for a donation to be doubled, even tripled. Posted both the Company Match information as well as the link to the Merchandise Fundraiser.

e. Volunteer Sign-Up: Room Parent Board Members

(Nicole) Shared shared on Facebook, with a deadline of 8/14.

Board Members to confirm if they are opting out. Room parents will not be selected until after class rosters are distributed by the schools.

f. Open VP Role / Fundraising Chair:

Ask around to see if anyone is interested

g. Back to School Picnic: Venmo QR / Poster Board / Donation Jar

Tuesday, August 27th 4:00-6:00 @ AWS. Jess, Kensey & Paige (5-6) to attend. Plan is to set up table with Venmo, donation jar, etc. Need another person to set up.

h. Open Houses: 2 Volunteers Per

MIS Tuesday, September 10th 6:00pm (Kayla, Paige, Jen, Diane)

AWS Thursday, September 12th 6:00pm (Erica, Kayla, Paige)

2. Fundraisers: CANNOT FUND RAISE 9/25 – 11/1

a. Confirmed

**Meadow Farms (Nicole) 11/1-11/27*

Nicole changed dates from September so as to not conflict with Boosterthon.

**Boosterthon (Jennifer, Paige) 9/25-11/1*

Jennifer and Paige met with Boosterthon earlier in the day. Booster asked for confirmation of three items:

1) Fundraising Goal – \$30k (last time the goal was \$20k)

2) *School Goal – What will the funds be used for?*

3) *Student Incentive – What fun/zany thing will the students will earn if goals are met (ex: principal wears a costume, etc.). We need to give options to administration for them to select.*

This year's theme is Castle Quest. Paige will need help during October, specifically two people needed per school for 2 hours each day 10/24-10/31 to sort prizes. Kayla to send out a sign-up.

Next meeting with Booster is 10/4 @ 9:30 on Zoom if anyone is interested in attending.

*Hill Top Farm (Kayla) TBD

Now that we have a Scoop date, we can get a date going for Hill Top.

*Scoop Du Jour (Nicole) 9/11

*Merchandise (Jess) through 9/30

This is live. Nicole confirmed with vendor re: having samples to show at Picnic/Open Houses.

*TJ Burrito's (Nicole) 10/15

*Thunderbirds (Bri) 1/11/25 7:05pm

b. Pending Approval

*Open House Babysitting – *It was decided that while the Babysitting was a good way to raise funds, in the absence of a ready-to-go proposal for the school, the PTO will forego the Babysitting at Open House.*

*Spaulding Book Fair – *(Diane) You must sell over \$3800 to earn either a) 50% in Scholastic Dollars OR 25% in Cash. The dates for conferences are available, but the logistics are tricky. Ideally, we would prefer an alternative evening event that we could pair with the Book Fair. Ex: an Ice Cream Social, and add in Class Baskets. Decided to focus only on AWS this year.*

*Clothing Drive – *Need a Chair. Pushing this to Spring when families are cleaning.*

*Hartford Athletic – *Easy, doesn't cost us anything. SSC is doing it in the Fall, so we are pending a date in Spring.*

*Suffield Alight – *(Jennifer) 12/6 Spoke to Parks & Rec about selling glow-sticks*

3. Treasurer's Report (Jennifer, Lauren, Kayla)

a. Budget Review / Outstanding Items

i. Altitude Birthday Party (Laura)

ii. Venmo Swap: *not complete*

4. Secretary's Report:

June 17, 2024 Minutes posted to website 7/10/24

5. Grant Writing

a. CT Humanities \$1000 – *Must be split between the 2 schools & must be used for author*

b. PeoplesBank \$2000 – *\$1000/school, no other requirements*

c. Box Tops – Fundraiser – *No cut out – scan purchases on app should we post this*

6. Enrichment Updates: (Diane D. / Laura Z.) *Authors are costly, may be hard to work within the grant guidelines above.*

7. Traditions: (Bri M.) Determine language to change a nominal fee

Grade	Tradition	Date	Chair (2024-2025)
Pre-K / K	Western Mass Gym	Nov/Dec/Jan	TBD
1 st Grade	Spare Time	Nov	Nicole Baker & Vicki S.
2 nd Grade	Altitude/FunZ	Oct/Nov/Dec	TBD
3 rd Grade	Ron-A-Roll	11/17/2024 *confirmed	Nicole T. & Erica B.
4 th Grade	Thunderbirds	10/12/2024 *confirmed	Laura Z.
5 th Grade	Sonny's	May	Amy Piccoli & Amy Knowles

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

**Next Meeting: Monday, September 9th IN PERSON
Suffield Middle School – Media Center**

October 7th, November 4th, December 16th