



Suffield Elementary PTO
Meeting Minutes – September 9, 2024
Location: Zoom & Media Center – Suffield Middle School

Board Members Present – Nicole T., Erica, Jen F., Kayla, Diane, Bri, Anna-Kristin, Paige, Kensey, Katie D.,
Nicole H., Courtney

Board Members Absent – Lauren, Jess D., Laura Z.

Others in Attendance – Danielle

1. Overview Topics:

a. Principal Meeting Overview

Notified Spaulding of their Scholastic money. Boosterthon updates given to Admins, feedback pending.

b. Board Role Updates

Paige taking VP role

c. Open House – MIS 9/10 6:00 pm & Spaulding 9/12 6:00 pm

It was decided that we would not have tables at either Open House, no childcare due to inability to align volunteers.

d. Picture Day

MIS 10/8 (Nicole, Erica, Diane)

AWS 10/25 (Kayla, Courtney, Nicole H.) *Email Kayla to volunteer*

2. Fundraisers:

a. Confirmed

*Merchandise (Jess) through 9/30

The vendor is starting to produce orders that were placed early. Ideas thrown out regarding creating a new logo for items for a Spring Order.

*Scoop Du Jour (Nicole looking for Chair) 9/11

*Hill Top Farm (Kayla) TBD

Waiting to hear back from Hill Top.

*TJ Burrito's (Nicole looking for Chair) 10/15

PTO to earn 5% of sales.

*Meadow Farms (Nicole, Kayla, Jen) 11/4-11/27

Earned \$7k last year, but expecting less this year due to Boosterthon. Items will direct ship. Students will get hard copy catalogs. Will students receive prizes?

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

Tickets = \$21. They will start by holding a few hundred tickets to start, as we need them, they will release more.

*Clothing Drive (Jess B.) Sat. 10/26 & Mon. 10/28

A sign-up with go out looking for volunteers to man the drop-off area.

*Hartford Athletics (Nicole)

Spring

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

One Admin per school to be there each morning (AWS = Nicole H., MIS = Paige). Sign-up went out for two volunteers each morning (8:30-10:30), per school, to sort prizes.

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b. Pending

*Suffield Alight (12/6)

*Board Game Night (Anna-Kristin)

Anna-Kristin has contact at a Board Game Company in CT. They do Board Game Nights where they bring the games for students to learn to play. Proceeds from sales that night would go to PTO. Something to look into for Spring.

*Spaulding Book Fair (Diane) TBD

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

a. Budget Review / Outstanding Items

b. Venmo Swap: *Jen still working on it, will complete by next meeting.*

4. Secretary's Report:

August 12, 2004 Minutes posted to website 8/28/24

5. Grant Writing (Anna-Kristin)

a. CT Humanities \$1000 – *targeted to use for AWS author visit*

b. PeoplesBank \$2000 – *targeted for MIS, waiting to see what teachers prefer*

Anna-Kristin looking at a few other grants, the problem she is encountering is that it is necessary to know what we are asking for. This will be a question asked at next principal meeting: what is their plan for enrichments (specifically 2nd and 5th) and what would they be interested in? Suffield Greater Together Fund is a possibility. She also found a grant that would probably work if the schools wanted to to One Book One Community again.

6. Enrichment Updates: (Diane D. / Laura Z.)

Must work within Grants at this time, will revisit after Boosterthon. Spaulding Author Visit (CT Humanities Grant) by Renata, 50 minute assembly style visits (3). Diane will follow up with Admins on enrichment for each school.

7. Traditions: (Bri M.)

Grade	Tradition	Date	Chair (2024-2025)
Pre-K / K	Western Mass Gym	Nov/Dec/Jan	Angela Oddo & Kensey Rhodes
1 st Grade	Spare Time	11/10/2024	Nicole Baker & Vicki S.
2 nd Grade	Altitude/FunZ	10/14/2024	Katie Vaillancourt & Anna-Kristin
3 rd Grade	Ron-A-Roll	11/17/2024	Erica B.
4 th Grade	Thunderbirds	10/12/2024	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

Important to request deposits be waived, some vendors are still asking, but if you explain the situation, they should be able/willing to waive. As to the question of charging a fee with each Tradition admission, it was decided to make it an optional box to check on the form, and with each donation, the child will be entered into a raffle for a Suffield Swag Bag. Thunderbirds Tradition is coming up soon, will check how we can add these donations to the ticket ordering process. Another idea was selling merch at Tradition events, but unfortunately PTO is unable to buy items in advance at this time.

Idea was floated that the PTO do a post, and/or article in the Observer, each month, in the same format, highlighting what the PTO organized and funded that month. Nicole added that we have great access to the school newsletters as well, we can put information like this there as well.

Next Meeting: Monday, October 7th ZOOM ONLY

November 4th, December 16th