



Suffield Elementary PTO
Meeting Minutes – November 4, 2024
Location: Zoom Only

Present – Nicole T., Erica, Kayla, Bri, Anna-Kristin, Paige, Katie D., Laura Z., Diane, Jen F., Nicole H.

1. Overview Topics:

- a. November Newsletter 11/15 – Bri to create a Traditions overview to highlight in Dec. Newsletter (due 12/11).
- b. Staff Appreciation – Revisit in December. Ask schools what they would like, this will determine if we need to ask for funds this year.
- c. Veteran's Day 11/11
 - i. MIS 9:00-9:30 (Amanda Madden O'Leary)
 - ii. AWS 10:00-10:30 (Andrea Sheldon)
 - iii. Donations, approximately \$500/school

2. Fundraisers:

- a. TJ Burrito's (Nicole H.) - \$200, Nicole to get check to Kayla.
 - b. Boosterthon 10/24-11/1 (Jennifer/Paige/Nicole H.)
 - i. Close out email. Need to confirm Net Profit as there is some confusion, no further publication of the number.
 - ii. Next steps
 - c. Clothing Drive 10/26 & 10/28 (Jess B.) – *Complete. Check at AWS, Kayla to pick up. May want to look for a new vendor.*
 - d. Meadow Farms 11/4 to 11/27 (Katie D. & Kayla N.) – *Packets are at the schools.*
 - e. Book Fair 12/2-12/6 – *AWS. Michelle S. and a group of parents are spear-heading this. It will take place the first week of December in conjunction with an ice cream social, toy drive and CCMC pj day. The purpose of the Book Fair is for the school to raise Scholastic bucks to purchase books, this is not a fundraiser for the PTO.*
 - f. Bear's 12/9-12/15 (Katie D.) – *Should run easily. Bring flyer or show on phone.*
 - g. Thunderbirds 1/11 (Bri)
- Pending Approval**
- h. Hartford Athletic – tbd
 - i. Hill Top (Kayla) – tbd

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

- a. Budget Review / Outstanding Items
- b. Venmo Swap: target end of year (additional user)

4. Secretary's Report:

October Minutes to be posted to website.

5. Grant Writing (Anna-Kristin) – *Waiting to hear on grants from Chase and Target (gift cards). Others that are holding for Spring. Need specific requests from schools to dig further.*

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

- AWS selected Grade Two to use PTO funds (including \$100 from Fidelity). Funds will go to Author visit portion, no funds going to field trip (transportation).

- MIS is doing a One Book, One School for all grades (\$3,000 will come from CT Humanities \$1,000 and PeoplesBank \$2,000).

7. Traditions: (Bri M.)

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

b. Venmo and online sign-up process to roll out – Bri to connect with Jen

c. confirm donation process, raffle etc.

d. update for newsletter

Grade	Tradition	Date	Chair (2024-2025)
Pre-K / K	Western Mass Gym	11/24/2024	Angela Oddo & Kensey Rhodes
1 st Grade	Spare Time	11/03/2024	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

Parking Lot:

- Color Run (Bri): will be looked into for next year, potential to use Meadow Farms

- Board Game Donation (Anna-Kristin): hold

- Trunk or Treat

Next Meeting: Monday, December 16th ZOOM