



Suffield Elementary PTO Meeting Minutes

8/24/26 7:30pm Location: Zoom

● Overview Topics

- **Welcome Liz Riccillo as Accounts Payable!**
- **Welcome Laura Webber as Grant Writer!**
- Room Parents finalized and email sent today 8/24
- Monthly Admin calls – AK/NT first Thursday of each month
- Picture Day:
 - MIS - 9/15 - Chairs: Nicole T, Anna-Kristin Backup: Paige
 - Spaulding – 10/6 - Chairs: Anna-Kristin, Kayla, Liz

● Fundraisers

- MeadowFarm (Catalog) – **9/14 - 10/12** – Free ship weekend and 5% and 2% – Katie D
 - Fundraising packets to be expected soon (not shipped yet)
 - Prizes for fall, no prizes for spring
- Boosterthon (Fun Run) – **10/30/26** – Need 1-2 volunteers to sort prizes for an hour week of 9/26. Doesn't have to be every day.
 - MIS: Nicole; Spaulding: AK
 - Finalize extra helper last week of Sept.
 - Site opens 10/7 - to coordinate wrap up of Meadow Farms and kickoff of Boosterthon
 - To coordinate spirit days and/or incentives first few weeks of school
 - Teachers to hand out bags
- Scoops Ice Cream (week night) or Hilltop (weekend) – Kayla?
- Merchandise – Erica – pick dates post Boosterthon
- Raise Right GC – Andrea/Paige
- **Winter/Spring Fundraisers**
 - Thunderbirds - 3/6 (Big American Flag Experience)
 - Bears BBQ – Katie
 - Hartford Athletics – TBD (NT)
 - Spring Merchandise - Erica
 - Meadow Farm possibly finding alternative for spring

● Finance – Chad/Kayla/Liz

- Reviewed 6/30/26 Treasurer Report
- Budget review at start of school year
 - In a good position for the next 2 years

- Special event ideas to give back depending on how fundraising goes this year
- Cutting down on # of checks to schools, what can we “lump together” at start of year?
 - Teacher appreciation week (May 3-7, 2027) - \$500 total (\$250/per school)
 - MIS food pantry - \$50 to be added to next treasurer report.
 - Spaulding snacks - \$50?
 - SBAC incentives - \$250
 - Spring conference teacher dinner - \$1,000 total - (\$500 each school)
 - Student Activity/Event Night (School picks) -\$500 total: \$250 each school
 - Field day (do we want to give more?) - \$600 total (\$300 each school)
 - **To give school an itemized list and cut one large check**
 - Spaulding: \$1,350
 - MIS: \$1,600
- **Enrichments:**
 - **MIS** - AK/NT to work with Admins 2026 Chair: Anna-Kristin(4), Nicole(5), Melissa (3)
 - *Pending decision what each grade wants to do*
 - **PreK** - Riverside Reptile - \$350 - Need Chair (March)
 - **Kindergarten** - Pumppernickle Puppets \$500 (Oct) - 2026 Chair: Melissa
 - **1st Grade** - Star Lab - \$2500 4 classes per -(Oct) - 2026 Chair: Anna-Kristin (Velasquez lead)
 - **2nd Grade** - Grumblng Gryphons - \$2500 Need a Chair - Katie Vaillancourt & Cheryl Demko Morello both interested (Underkoffler lead)
- **Traditions:**
 - Note on permission slips: Non-refundable; exact change; No drop event, siblings? E- Pay
 - Let AK know if you'd like help setting up online form with payment option

GRADE	PLACE	CHAIR	HOLD DATE 2026/2027
PK & K	Suffield Gymnastics	Melissa Bard	MB to Call
1st Grade	Spare Time Bowling	Katie Faust / AK	11/15 4 - 6pm no deposit - final count 2 weeks prior (<i>payment via online form</i>)
2nd Grade	Fun Z Trampoline	Paige Barber	11/15 10 - 11:30 - final count 2 weeks prior
3rd Grade	Ron-a-Roll Rollerskating	Melissa Bard?	11/8 4:30 - 6:30 – need Chair contract signed
4th Grade	Thunderbirds Hockey	AK	11/7
5th Grade	Sonny's Place	Nicole / Erica	4/30 (rain date: 5/14) ; Finalizing contract

- **Grants**

- Received \$5,000 from Suffield Community Fund toward a Mindful Tech event series:
 - [Collaboration with Suffield Balance Project](#)
 - [DopaMind Kids](#) is the nonprofit that puts on these events
 - To include:
 - Speaker travel costs from CA
 - 2 assemblies at AWS (all school not possible due to space)
 - 1 all school assembly at MIS
 - 1 parent night (with incentive prizes) - for all parents across 4 schools
 - Suffield Youth services to fund all school assemblies at SMS and HS
 - I believe in the 5/26 PTO email (in lieu of June meeting) I asked if everyone is ok with us covering a \$3,000 funding gap from PTO funds. No one opposed, but double checking before I lock everything in with the schools & vendor.
- Pending decision: \$1,250 grant from CT NASA Space Consortium toward 1st Grade Star Lab enrichment
- Plan to apply for People's Bank Community grant again (toward other enrichments)
- Laura to look into Suffield Foundation for Excellent Schools as a potential funding source

- **Next meeting:**

- Tuesday, October 6th at 7pm
- Changed next few to Tuesday night