

# PTO Meeting Minutes

## 11/20/17

### President's Report:

- Discussed changes to report cards for Spaulding and McAlister to detail progress based on end of year benchmarks. There is a parent guide available and communication planned for families.
- Discussed the PTO Facebook page policy to only allow factual and event-based posts. One post was approved in error.
- Discussed event reconciliation forms. Presented new draft form for event chairs to fill out that documents numbers of people attending and money collected. They are also starting a system to reconcile the PayPal account to better account for what was paid for each event.

### Vice President's Report:

- Traditions events are all scheduled and under control with chairs ready to oversee them. They begin in January.
- A School Family Night at the Yard Goats is under consideration for spring. The PTO would get \$3 per ticket sold if attendance tops 125. If it's less than 125, the organization would get \$2 per ticket sold.
- Harvest Hustle ran smoothly. The event raised more than \$2500.
- The Fall Clothing Drive was a big success.
- There are no events planned in December.
- The Scholastic Book Fair and Class Baskets are planned for January 24 at Spaulding and March 7 at McAlister.
- Suffield Idol is planned for the beginning of March and will include a raffle and t-shirt fundraiser.
- We will discuss options for spring fundraisers at the December meeting. Some ideas include family photos, Wine and Sign, and Succulent Social.

### Treasurer's Report:

- Payments are on schedule for all events.
- The Opt-Out donations are still coming in which is great, and at this point are exceeding projections.

### Secretary's Report:

- Thank you notes to chairs of events held so far this year have been completed.
- Thank you to Melissa DeGray for joining Melissa Staunton as Co-Secretary. The position opened as Debra Dudack transitioned over to the Board of Education.

### Enrichment:

- Sharon Audubon was great and was popular with the students.
- Suzy Kline visits First Grade towards the end of November.
- Wingmasters did one event and has another scheduled in January.
- Two residencies are scheduled to start in January,
- We are unable to book Play Me A Story as they are travelling out of the country. A search for a replacement is underway.
- We are trying to book two events at McAlister but have run into difficulties.

**Earning for Learning:**

- Accounts are generating funds through Stop & Shop, Shoparoo, Price Chopper, Shop Rite, and Amazon Smile.
- We are considering sending a reminder to families as the busy holiday shopping season approaches.

**Grants:**

- We have received a \$4,500 grant from the Cannon Trust. The check was sent to Spaulding to Melissa Taylor's attention but has not been located. A replacement check will be requested.

Our next PTO meeting is scheduled for **Monday, December 11 at 7:00 pm** at the Suffield Public Library.