

DES PTO Meeting Minutes (04/13/2023)

Executive Board Attendees: Crystal Thompson and Deanna Zanella

1. Call to Order 6:34pm
2. Minutes 03/13/2023
 - A. Molly Kemp moved and it was seconded by Maggie Largy to approve the March 13th minutes, motion carried unanimously by all members.
3. Treasurer Report (Jamie Hill)
 - A. Deposits: \$585.00
 - I. Candy Bar Bingo \$18 (was found rolled up in paperwork that was in an envelope in cash box)
 - II. Paypal: Sweetheart Dance tickets \$35/unfundraiser \$15
 - III. Easter Bunny Breakfast donations \$517
 - B. Withdrawals: \$7,121.20
 - I. BJ's \$637.17 Easter Bunny Breakfast
 - II. Amazon \$247.78 Easter Bunny Breakfast
 - III. Walmart \$231.78 Easter Bunny Breakfast
 - IV. Elevate (fidget donations deposit) \$676
 - V. Capital Alarms \$3,600
 - VI. Amazon \$564.62 Sweetheart Dance
 - VII. Tablecloth Factory \$70.92
 - VIII. Kristine Flythe \$292.45 (reimbursements for Candy Bar Bingo and Easter Bunny Breakfast)
 - IX. Jamie Hill \$234 starting cash for Scholastic Book Fair (will be deposited this week)
 - X. Jamie Hill fingerprinting \$48.25 (reimbursement for Filatimo)
 - XI. Eye Candy Balloons \$515 (balloon arch for 6th grade promotions)
 - C. The PTO account currently has a \$111,813.81 balance; beginning balance was \$118,350.01.
 - D. Amber Marince moved and it was seconded by Molly Kemp to approve the Treasurer report; motion carried unanimously by all members.
4. School Board Report/Principals Report (Not Available)
5. Committee Report (Deanna Zanella)
 - A. Miscellaneous Upgrades
 - I. Wish List Items

Grades 1 and 2	Flex Writing Surface	1	\$842
Grades 4-6	Charging Carts for Laptops/Devices	4	\$2,400
Grade 4	Dry Erase Easels	2	\$120

All School	Cricut Machine and Supplies	1	\$419
All School	Decodable Books	92	\$6,570.80
Total			\$10,351.80

- a. Molly Kemp moved and it was seconded by Amber Marince to approve the wish list items; motion carried unanimously by all members.
 - B. Field Trip Budget: \$5 per child increase to \$10.
 - I. Amber Marince moved and it was seconded by Elizabeth Hubbard to approve increasing the field trip budget to \$10 per child; motion carried unanimously by all members.
 - C. Summer District Professional Development: Donation for 15-18 DES Staff for two days of sessions (Geneva Cabins), \$1,600.
 - I. Molly Kemp moved and it was seconded by Elizabeth Hubbard to approve the cost of Summer District Professional Development; motion carried unanimously by all members.
 - D. Kindergarten Step-Up Day
 - I. Space themed launch into Kindergarten!
 - II. PTO helping with pricing and will be donating Kona Ice.
 - III. Chance for kindergarteners and families to get to know each other, for students to ride the bus, and to provide more information about what to expect.
6. Event Coordinators
- A. Easter Bunny Breakfast (Deanna Zanella & Kristine Flythe)
 - I. April 1st from 9am - 10:30am
 - II. Went really well, there were 273 attendees and we had enough food for all participants.
 - III. Didn't charge for tickets, but had a donation basket which brought in over \$500.
 - B. Spring Book Fair (Shelley Westenberg and Amber Marince)
 - I. March 27th thru April 1st
 - II. Had a huge group during the Easter Bunny Breakfast.
 - III. Went well overall and were able to have some lessons learned about reorders.
 - IV. Amber and Shelley are working on a document that can provide guidance for future coordinators.
 - V. Earned almost \$4,000 in scholastic dollars!
 - VI. New Dogman book wasn't available at the book fair, but PTO has ordered copies and it will be available in the library.
 - C. Teacher Appreciation Week (Crystal Dewyngaert & Kristine Flythe)
 - I. May 1st thru the 5th
 - II. Budget approved: \$500
 - III. Themes are:
 - a. Monday, May 1st: Making your morning easy with School Street Café at DES.
 - b. Tuesday, May 2nd: TACO about Thanks for being awesome with a Mexican lunch from TBD.
 - c. Wednesday, May 3rd: You are re-MARK-able gift bags and gift cards for each teacher in teacher lounge for pickup.

- d. Thursday, May 4th: Rainbow of Thanks and Students Day of Thanks! Thank you's from students. Set up various snacks and items of the colors of the rainbow in the staff room.
 - e. Friday, May 5th: Flower Friday from guardians/students (Chanticleer Gardens online orders available).
- D. Sweetheart Dance (Molly Kemp)
 - I. Will be held on May 20th at the Community Center.
 - II. Theme will be "A Secret Garden".
 - III. Intended to be for girls and their guests, but boys will not be turned away.
 - IV. Will be promoted as a formal dance in order to communicate out attire and behavior expectations.
 - V. There will be a DJ and Jenn Bowser will be taking photos.
 - VI. Budget is \$2,500 and was approved by the PTO on January 17th.
- E. Alternative Event (Elizabeth Hubbard)
 - I. Elizabeth Hubbard reached out to A&G about paintball options, they can do jelly ball (8 and up), paintball light (nerf) (7 and up), and laser tag (5 and up) for \$20 per person.
 - a. Also have a low impact paintball option, which would be an extra cost..
 - b. Tickets will be \$5 and PTO will cover the rest.
 - II. Date: May 21st
 - III. Budget: \$500
 - IV. Molly Kemp moved and it was seconded by Elizabeth Hubbard to approve a budget of \$500 for paintball; motion carried unanimously by all members.
- F. Sixth Grade Promotion Ceremony (Deanna Zanella)
 - I. June 15th (evening)
 - II. Budget of \$1,000 for catering and a balloon arch for the stage/photos was approved on March 13th.
- G. Spring Fling (Deanna Zanella)
 - I. June 16th (half day)
 - II. Budget of \$750 for a Kona Ice truck was approved on March 13th.

7. Calendar Review:

- A. 05/-1-05/05 Teacher Appreciation Week
- B. 05/08 May PTO Meeting - Board Election
- C. 05/20 Sweetheart Dance
- D. 06/08 June PTO Meeting
- E. 06/15 6th Grade Promotion
- F. 06/16 Spring Fling (Half Day)
- G. 08/03 Kindergarten Step-Up
- H. 08/29 Dunbarton PD Bicycle Rodeo

8. Other Business:

- A. Sue Jonhonnott from First Congregational Church of Dunbarton spoke about the events/groups that are available for the community.
 - I. Website for the church is www.DunbartonUCC.org
 - II. A huge thanks to everyone in town for donating items for the church's Easter baskets.

- III. Ladies game night is held on the 1st Saturday of the month, which includes a potluck from 5pm - 6pm and then games after (6pm - 9pm).
- IV. Makers morning is once a month on Tuesday.
 - a. March and April was a weaving project.

9. Adjournment

- A. Amber Marince moved and it was seconded by Molly Kemp to approve adjournment; motion carried unanimously by all members.

Dunbarton PTO FY 2022

Treasurer's Report

03/14/2023 - 07/31/2023

Administrative Expenses	Income	Expenses	Year to Date	Net Budget	More/-Less
Accountant Fees	-	-	-\$181.10	-\$500.00	\$318.90
Accounting Software	-	-	-\$179.59	-\$160.00	-\$19.59
Banking Fees/Checks	-	\$3.21	-\$3.21	-\$25.00	\$21.79
Childcare	-	-	-\$270.00	-\$100.00	-\$170.00
Health Office Restock	-	-	-	-\$250.00	\$250.00
Insurance	-	-	-\$515.00	-\$500.00	-\$15.00
Office Supplies - Copy Paper	-	-	-\$69.99	-\$145.00	\$75.01
Playground Supplies	-	-	-	-\$30.00	\$30.00
Postage	-	-	-	-\$20.00	\$20.00
Printing Costs	-	-	-	-\$135.00	\$135.00
State of NH - Annual Fee	-	-	-	-\$75.00	\$75.00
Website Fee	-	-	-\$384.00	-\$300.00	-\$84.00
Communications Expense	-	-	-\$149.90	-	-\$149.90
Administrative Expenses Totals	-	-\$3.21	-\$1,752.79	-\$2,240.00	\$487.21
Amazon Smile	Income	Expenses	Year to Date	Net Budget	More/-Less
Amazon Smile	-	-	\$479.59	\$200.00	\$279.59
Amazon Smile Totals	-	-	\$479.59	\$200.00	\$279.59
Artist in Residence	Income	Expenses	Year to Date	Net Budget	More/-Less
Artist in Residence	-	-	-	-\$3,000.00	\$3,000.00
Artist in Residence Totals	-	-	-	-\$3,000.00	\$3,000.00
Attorney/Legal Fees	Income	Expenses	Year to Date	Net Budget	More/-Less
Attorney/Legal Fees	-	-	-	-\$500.00	\$500.00
Attorney/Legal Fees Totals	-	-	-	-\$500.00	\$500.00
Bike Rodeo	Income	Expenses	Year to Date	Net Budget	More/-Less
Bike Rodeo	-	-	-	-\$50.00	\$50.00
Bike Rodeo Totals	-	-	-	-\$50.00	\$50.00
Class Parties	Income	Expenses	Year to Date	Net Budget	More/-Less
Halloween Parties	-	-	-\$48.75	-\$50.00	\$1.25
Holiday Parties	-	-	-	-\$50.00	\$50.00
Valentine's Day Class Parties	-	-	-\$53.62	-\$50.00	-\$3.62
Class Parties Totals	-	-	-\$102.37	-\$150.00	\$47.63
DARE Program	Income	Expenses	Year to Date	Net Budget	More/-Less
L.E.A.D Graduation	-	-	-	-	-
L.E.A.D T-Shirts	-	-	-	-\$300.00	\$300.00
L.E.A.D Books	-	-	-\$109.89	-\$110.00	\$0.11
DARE Program Totals	-	-	-\$109.89	-\$410.00	\$300.11

Donations/Grants	Income	Expenses	Year to Date	Net Budget	More/-Less
General Donations	-	-	\$338.99	-\$180.00	\$518.99
Allstate Grant	-	-	-	\$500.00	-\$500.00
Donations/Grants Totals	-	-	\$338.99	\$320.00	\$18.99
Dunbarton Scholarship	Income	Expenses	Year to Date	Net Budget	More/-Less
Dunbarton Scholarship	-	-	-	-\$250.00	\$250.00
Dunbarton Scholarship Totals	-	-	-	-\$250.00	\$250.00
Expense Reimbursement	Income	Expenses	Year to Date	Net Budget	More/-Less
General Expense Reimbursement	-	-	-	-\$250.00	\$250.00
Expense Reimbursement Totals	-	-	-	-\$250.00	\$250.00
Field Trips	Income	Expenses	Year to Date	Net Budget	More/-Less
Field Trips	-	-	-	-\$1,200.00	\$1,200.00
Field Trips Totals	-	-	-	-\$1,200.00	\$1,200.00
Free Money	Income	Expenses	Year to Date	Net Budget	More/-Less
Cocoa Cola Give	-	-	-	\$40.00	-\$40.00
Box Tops for Education	-	-	-	\$500.00	-\$500.00
Hannaford Helps	-	-	-	\$250.00	-\$250.00
Apparel Now	-	-	\$140.54	\$100.00	\$40.54
Target Take Charge of Education	-	-	-	-	-
Free Money Totals	-	-	\$140.54	\$890.00	-\$749.46
Fundraisers	Income	Expenses	Year to Date	Net Budget	More/-Less
6th Grade Fundraiser	-	-	-	-	-
Constantly Pizza Doughraiser	-	-	-	-	-
Fall Fundraiser	-	-	-	-	-
Kids Holiday Shop	-	-	-	-	-
Penny War	-	-	-	-	-
Scholastic Book Fair - Fall	-	-	\$32.00	\$1,341.88	-\$1,309.88
Scholastic Book Fair - Spring	-	\$234.00	-\$234.00	-	-\$234.00
Spring Fundraiser	-	-	-	-	-
Filatimo	-	\$48.25	\$81,961.30	\$1,750.00	\$80,211.30
Poinsettia Fundraiser	-	-	\$197.62	\$800.00	-\$602.38
Concessions	-	-	-\$118.54	-	-\$118.54
Fundraisers Totals	-	-\$282.25	\$81,838.38	\$3,891.88	\$77,946.50
Membership Dues	Income	Expenses	Year to Date	Net Budget	More/-Less
Member Dues	\$15.00	-	\$1,369.83	\$3,106.00	-\$1,736.17
Membership Dues Totals	\$15.00	-	\$1,369.83	\$3,106.00	-\$1,736.17
Paypal	Income	Expenses	Year to Date	Net Budget	More/-Less
Paypal Transfer	-	-	-	-	-
Paypal Totals	-	-	-	-	-
PTO Donations	Income	Expenses	Year to Date	Net Budget	More/-Less
School/Community Center Donation	-	\$4,276.00	-\$25,729.41	-	-\$25,729.41

PTO Donations	Income	Expenses	Year to Date	Net Budget	More/-Less
DES Water Station	-	-	-	-	-
DES Security	-	-	-	-	-
Playground	-	-	-	-	-
PTO Donations Totals	-	-\$4,276.00	-\$25,729.41	-	-\$25,729.41
PTO Events	Income	Expenses	Year to Date	Net Budget	More/-Less
Fall Festival	-	-	\$377.65	-\$500.00	\$877.65
Harvest Moon Supper	-	-	-	-	-
Cookies with Santa	-	-	\$116.71	-\$200.00	\$316.71
Movie Night	-	-	\$101.00	-\$300.00	\$401.00
Boys Event	\$18.00	\$68.20	-\$367.91	-	-\$367.91
Reading Challenge	-	-	-\$298.08	-\$200.00	-\$98.08
Easter Bunny Breakfast	\$517.00	\$1,341.00	-\$824.00	-\$1,000.00	\$176.00
Sweetheart Dance	\$35.00	\$635.54	-\$600.54	-\$600.00	-\$0.54
Fun Run/Walk	-	-	-\$4,715.25	-\$500.00	-\$4,215.25
Spring Fling	-	-	-	-\$700.00	\$700.00
Kindergarten Social	-	-	-\$325.00	-\$325.00	-
PTO Events Totals	\$570.00	-\$2,044.74	-\$6,535.42	-\$4,325.00	-\$2,210.42
PTO Promotion & Hospitality	Income	Expenses	Year to Date	Net Budget	More/-Less
Meeting Hospitality	-	-	-	-\$50.00	\$50.00
PTO Promotion & Hospitality Totals	-	-	-	-\$50.00	\$50.00
Roots Club	Income	Expenses	Year to Date	Net Budget	More/-Less
Roots Club Encumbrance	-	-	-	-	-
Roots Club Totals	-	-	-	-	-
SCHOOL EXPENSES	Income	Expenses	Year to Date	Net Budget	More/-Less
School Supplies/Expenses	-	-	-	-	-
SCHOOL EXPENSES Totals	-	-	-	-	-
Sixth Grade Celebration	Income	Expenses	Year to Date	Net Budget	More/-Less
Graduation Party	-	\$515.00	-\$515.00	-\$150.00	-\$365.00
Sixth Grade Celebration Totals	-	-\$515.00	-\$515.00	-\$150.00	-\$365.00
Spirit Wear	Income	Expenses	Year to Date	Net Budget	More/-Less
Spirit Wear	-	-	-	\$150.00	-\$150.00
Spirit Wear Totals	-	-	-	\$150.00	-\$150.00
Staff Appreciation	Income	Expenses	Year to Date	Net Budget	More/-Less
Retirement Gifts	-	-	-	-\$50.00	\$50.00
Staff - Welcome Back	-	-	-\$507.10	-\$500.00	-\$7.10
Teacher Appreciation Week	-	-	-	-\$500.00	\$500.00
Staff Appreciation Totals	-	-	-\$507.10	-\$1,050.00	\$542.90
PayPal Fees	Income	Expenses	Year to Date	Net Budget	More/-Less
PayPal Fees	-	-	-	-	-
PayPal Fees Totals	-	-	-	-	-

Grand Totals								
				\$585.00	-\$7,121.20	\$48,915.35	-\$5,067.12	\$53,982.47

Bank Account Balances	03/14/2023	07/31/2023	Last reconciled	Summary for the Period	
Citizens Bank - New	\$118,350.01	\$111,813.81	01/31/2023	Starting Total	\$118,600.01
Cash Box	\$250.00	\$250.00	Never	Income	\$585.00
PayPal Clearing Account	-	-	Never	Expenses	-\$7,121.20
Totals	\$118,600.01	\$112,063.81		Ending Total	\$112,063.81
<i>Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.</i>					

Submitted by:

Name: _____ Signature: _____ Date: _____