

DES PTO Meeting Minutes (02/16/2023)

Executive Board Attendees: Jamie Hill, Crystal Thompson, Gina Whitney, and Deanna Zanella

1. Call to Order 6:30pm
2. Minutes 01/17/2023 and 01/24/2023
 - A. Jessica Baker-Cromwell moved and it was seconded by Kristine Flythe to approve the January 17th minutes; motion carried unanimously by all members.
 - B. Jessica Baker-Cromwell moved and it was seconded by Kristine Flythe to approve the January 24th minutes; motion carried unanimously by all members.
3. Treasurer Report (Jamie Hill)
 - A. Deposits: \$267.22
 - I. Movie Night Concessions \$101
 - II. Amazon Smile \$166.22
 - B. Withdrawals: \$6,295.83
 - I. MMG Insurance \$515
 - II. Zareena Bullock Reimbursement \$176.45 (\$48.75 for Halloween classroom party supplies and \$127.70 for Cookies with Santa)
 - III. Brigitte Paquin Reimbursement for Cookies with Santa \$204.59
 - IV. Bingo Night Supplies \$317.71
 - V. Zoom Subscription \$149.90
 - VI. Valentine's Day Party Supplies \$53.62
 - VII. Basketball Concession Supplies \$377.79
 - VIII. Community Center Table Donations \$4,500.77 (Amazon)
 - C. The PTO account currently has a \$122,621.15 balance; beginning balance was \$128,649.76.
 - D. Kristine Flythe moved and it was seconded by Jessica Baker-Cromwell to approve the Treasurer report; motion carried unanimously by all members.
4. School Board Report/Principals Report (Deanna Zanella)
 - A. Articles to be voted on during the District Meeting on March 11th.
 - B. Bow PTO expressed interest in learning more about the Filotimo fundraiser.
5. Committee Report (Jessica Baker-Cromwell)
 - A. Valentine's Classroom Parties
 - I. Paper goods and waters cost \$53.62
 - B. Basketball Concessions
 - I. Kristine Flythe and Jennifer Ottolini
 - II. Total cost is \$377.79 and was approved by the PTO Executive Board.
 - C. District/Town Meeting (Childcare)
 - I. PTO has agreed to coordinate childcare for the District Meeting as well as the Town Meeting on March 14th.
 - a. Kristine Flythe has couple people who may be able to help with childcare.

- b. Will get service hours if they need them for high school as well as a cash payment.
 - c. Deanna Zanella will create a signup form for those who are interested in volunteering.
- D. Filotimo 2023 Dates
 - I. Tentative Filotimo 2023 dates will be in August and October.
- E. Miscellaneous Upgrades
 - I. Basketball Scoreboard
 - a. Scoreboard arrived and has been installed.
 - i. Installation was done by Mr. Lee and Justin from High Energy Electricity, thank you!!
 - II. Swing Mats
 - a. Recommended to order swing mats to prevent creating large craters under the swings.
 - i. Once the snow has thawed, the PTO will coordinate with the school and determine the specific type of mat they would like for us to order.
 - III. Picnic Tables
 - a. The school needs 3 ADA compliant tables.
 - i. Total cost for the three tables is \$3,522, budget was approved by the PTO on January 17th.
 - ii. They are 100% recycled plastic, come in a variety of colors, have an umbrella hole and are made in the USA.
 - iii. Deanna Zanella will be ordering the picnic tables for the playground.
 - IV. Community Center Tables
 - a. Community Center tables (rectangular) were delivered on February 16th and the round tables were delivered on February 17th.
 - b. PTO approved the cost of 11 rectangle and 10 round plastic tables on January 17th.
 - V. Fidget Sets and Promo Items
 - a. Crystal Thompson shared that teachers were asking about fidget sets for the classroom.
 - i. Deanna Zanella is working with Shelley Westenberg on the student designed artwork to be used for the logo.
 - ii. PTO is looking to purchase one fidget per student, plus stickers, buttons, magnets, keychains, and extra fidgets that can be sold at events and on the PTO website.
 - iii. Total cost would be \$3,380 for 250 count of large and small magnets, keychains, stickers, buttons, and fidgets.
 - iv. Jessica Baker-Cromwell moved and it was seconded by Elizabeth Hubbard to approve the cost of the fidgets and promo items; motion carried unanimously by all members.
 - VI. Wish List Items
 - a. Will discuss next meeting, teachers are compiling a list of things they need.
 - b. Immediate items are 6th grade promotion and field day.
 - i. Balloon arches or photo backdrop for 6th grade promotion.

- ii. Kona Ice truck for field day.
- c. Other items include an ADA ramp for the stage in gym and miscellaneous classroom items.

6. Event Coordinators

- A. VIP Event (Kristine Flythe and Crystal Dewyngaert)
 - I. Event went very well, there was about 20 attendees, which is great considering the weather that day.
 - II. Was originally going to do milkshakes, but switched to cocoa instead.
 - III. Could be something we could build upon if we wanted to do more Bingo nights.
 - IV. Crystal Dewyngaert was able to recruit some volunteers from the high school and Megan White and her mother helped out in the kitchen, thank you!!
 - V. Bingo cards can be reused, currently have 200.
 - VI. Crystal Thompson donated her bingo cage to the PTO, thank you!!
- B. Spirit Week (Deanna Zanella)
 - I. February 20th thru the 24th.
 - II. Approved themes:
 - a. Mix and Match Day (Monday)
 - b. Team/Club Shirts (Tuesday): Wear your favorite jersey (basketball, hockey jersey, etc.)
 - c. Hat/Crazy Hair Day (Wednesday)
 - d. Color Day (Thursday): Dress in your favorite colors
 - e. Spirit Wear (Friday): DES Eagle shirts
- C. Literacy Week (Deanna Zanella & Kayla Nault)
 - I. March 20th thru the 24th
 - II. Kayla the Reading Specialist has selected Flight School as the book they'll feature for the week and have requested that we order 16.
 - III. Budget to be voted on: \$298.08.
 - IV. Jessica Baker-Cromwell moved and it was seconded by Kristine Flythe to approve the cost of the books; motion carried unanimously by all members.
 - V. PTO looked into whether the book is available through Scholastic, so we can use our Scholastic dollars, and confirmed that it's not available.
- D. Spring Book Fair (Shelley Westenberg and Amber Marince)
 - I. March 27th thru April 1st
- E. Easter Bunny Breakfast (Deanna Zanella & Kristine Flythe)
 - I. April 1st
 - II. PTO approved a budget of \$1,500 for the Easter Bunny Breakfast on January 17th.
- F. Teacher Appreciation Week (Crystal Dewyngaert & Jamie Hill)
 - I. May 1st thru the 5th
 - II. Jamie Hill can help with donations, but is unable to commit to being a coordinator.
 - III. Will do signups through ParentSquare for donations.
 - IV. Budget: \$500
- G. Sweetheart Dance (Molly Kemp)
 - I. Will be held on May 20th at the Community Center.
 - II. Intended to be for girls and their guests, but boys will not be turned away.

- III. Will be promoted as a formal dance in order to communicate out attire and behavior expectations.
- IV. Budget is \$2,500 and was approved by the PTO on January 17th.
- H. Alternative Event
 - I. Elizabeth Hubbard reached out to A&G about paintball options, they can do jelly ball, paintball light (nerf), and laser tag for \$20 per person.
 - a. Also have a paintball lite option, which would be \$20 plus the cost of ammunition.
 - II. Can do during the week or on a weekend, but benefit of doing it during the week is that we could have two hours and less competition (would essentially be opening it for our group).
 - a. If we do it during the weekend, we'll need to wait in line and will have to coordinate around other teams who are using the same fields.
 - III. They have food vending available on site that could be opened up.
 - IV. Elizabeth will follow up on available days/times, would prefer doing it on a weekday afternoon/evening in May to avoid competition.
 - V. PTO may handle tickets like we've done in the past, where we pay for a portion of the cost and will sell discounted tickets on the PTO website.
 - VI. Elizabeth will reach back out to A&G to formalize the details and we'll look to mirror the budget we're putting towards the dance.
 - a. Will vote on the budget in next month's meeting once we have more details.

7. Open PTO Positions:

- A. President
 - I. Kristine Flythe has stepped up as a candidate, but please reach out to the PTO if you're also interested in this position.
- B. Financial Secretary
 - I. Crystal Thompson will stay on for the 2023-2024 school year.
- C. Secretary
 - I. Molly Kemp has stepped up as a candidate, but please reach out to the PTO if you're also interested in this position.
- D. If anyone else is interested, please notify the PTO at dunbartonpto@gmail.com.
- E. If any positions are contested, there will be a "Meet the Candidates" section of the May meeting and secret ballots cast.

8. Calendar Review:

- A. 02/20-02/24 Spirit Week
- B. March is Reading Challenge Month
- C. 03/11 District Meeting (School Budget)
- D. 03/13 March PTO Meeting
- E. 03/14 Election Day/Town Meeting
- F. 03/20 - 03/24 Literary Week
- G. 03/27 - 04/01 Spring Book Fair
- H. 04/01 Easter Bunny Breakfast
- I. 04/13 April PTO Meeting
- J. 05/-1-05/05 Teacher Appreciation Week
- K. 05/08 May PTO Meeting - Board Election

- L. 05/20 Sweetheart Dance
- M. 06/08 June PTO Meeting
- N. 06/15 6th Grade Promotion
- O. 06/16 Spring Fling (Half Day)

9. Other Business:

- A. Sue 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. Ladies game night on Saturday nights, which includes a potluck at 6pm and then games after.
 - III. Knitting group, they make prayer shawls for the community. Welcome to join even if you don't know how to knit.
 - IV. Book club "Beyond the Book", meets the first Thursday of the month and are currently meeting via zoom
 - V. Makers morning, sponsored by Joyce Ray.
 - a. March will be a weaving project and will meet Tuesday morning on March 7th.
 - VI. Food for thought dinner, which are held quarterly and the next one will be in May.
 - a. Topics aren't necessarily church issues and focus on issues that are relevant to this time.
 - b. February's meeting had a discussion around what woke means and critical race theory.
 - VII. Curios on the Common, where all the proceeds (unless a vendor) go to the church.
 - VIII. On June 11th there will be a Blessing of the Bikes (motorcycles), which is open to anybody who wants to participate.
 - IX. Thanksgiving, Christmas and Easter baskets.
 - a. The church is very appreciative of the donations that came from the school and for the Christmas Elf program.
 - X. Ash Wednesday is coming up, will be a short service with ashes at 7.
 - XI. Resurrection Walk, which they're bringing back this year and is a great opportunity for a family outing.
 - XII. Souper Sunday, which is the first Sunday of the month. After church there's soup and bread served and is a time to gather.
- B. Elizabeth Hubbard asked about whether we review all the events of the year and determine how much money we need in order to cover the contributions that are needed for the school year.
 - I. Crystal Thompson responded that in the first meeting of the school year (September) we review all of the upcoming events for that year and their associated budgets, along with how much money we have in the PTO account. This information can be found in the meeting minutes and the Treasurer's reports.
 - II. Deanna Zanella also mentioned that we baseline most events at \$500 and then as they're being planned we adjust the budget and vote on anything that's \$200 or more.

- III. Crystal and Deanna also mentioned that if you look back a few years ago, we had very little budget, but thanks to Jessica Baker-Cromwell's connections we were able to partner with Filotimo, which has significantly increased our funds.
- C. Elizabeth Hubbard asked about whether we have a summary of what's reoccurring every year (coming in and coming out) outside of Filotimo.
 - I. Crystal Thompson responded that we don't have an expectation on what's coming in because the dues, donations and fundraisers vary year to year. We do have a log of what we've received in years past, but we typically don't expect much from the fundraising events. Reoccurring charges are listed on the Treasurer reports, this includes expenses such as accounting fees, attorney fees, and tax preparation.
 - II. Deanna Zanella also mentioned that she can share with Elizabeth the year over year reports that we submit to the accountant.
- D. Elizabeth Hubbard asked if there's a long-term budget for future expenses such as playground maintenance and other large ticket items.
 - I. Deanna Zanella responded that the reason why we've made several of these large donations (basketball hoop, scoreboard, gaga pit, etc.) is due to the funds we've received through Filotimo and it isn't expected for us to continue to manage and purchase these items. Also that it's a good idea and we can look to set aside some funds for future critical needs that we haven't anticipated.
- E. Elizabeth Hubbard asked what the anticipation is that the Filotimo fundraiser will continue and what would it take to ensure that it does.
 - I. Deanna Zanella responded that we already have tentative dates lined up for the next school year and Jessica Baker-Cromwell added that Filotimo is intending on keeping Dunbarton PTO for the foreseeable future. If anything changes, we always have the option to do our own fundraising and charge for events that in the past we've sold tickets for, but due to the Filotimo funds we've covered the costs.
- F. Raffle winner is Crystal Dewyngaert

10. Adjournment

- A. Jessica Baker-Cromwell moved and it was seconded by Kristine Flythe to approve adjournment; motion carried unanimously by all members.

Dunbarton PTO FY 2022

Treasurer's Report

01/06/2023 - 07/31/2023

Administrative Expenses	Income	Expenses	Year to Date	Net Budget	More/-Less
Accountant Fees	-	-	-	-\$500.00	\$500.00
Accounting Software	-	-	-\$179.59	-\$160.00	-\$19.59
Banking Fees/Checks	-	-	-	-\$25.00	\$25.00
Childcare	-	-	-	-\$100.00	\$100.00
Health Office Restock	-	-	-	-\$250.00	\$250.00
Insurance	-	\$515.00	-\$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	-	-	-	-\$300.00	\$300.00
Communications Expense	-	\$149.90	-\$149.90	-	-\$149.90
Administrative Expenses Totals	-	-\$664.90	-\$914.48	-\$2,240.00	\$1,325.52
Amazon Smile	Income	Expenses	Year to Date	Net Budget	More/-Less
Amazon Smile	\$166.22	-	\$479.59	\$200.00	\$279.59
Amazon Smile Totals	\$166.22	-	\$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	-\$48.75	-\$50.00	\$1.25
Holiday Parties	-	-	-	-\$50.00	\$50.00
Valentine's Day Class Parties	-	\$53.62	-\$53.62	-\$50.00	-\$3.62
Class Parties Totals	-	-\$102.37	-\$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	-	-	\$75.00	-\$180.00	\$255.00
Allstate Grant	-	-	-	\$500.00	-\$500.00
Donations/Grants Totals	-	-	\$75.00	\$320.00	-\$245.00
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	-	-	-	-	-
Spring Fundraiser	-	-	-	-	-
Filatimo	-	-	\$82,009.55	\$1,750.00	\$80,259.55
Poinsettia Fundraiser	-	-	\$197.62	\$800.00	-\$602.38
Concessions	-	\$377.79	-\$377.79	-	-\$377.79
Fundraisers Totals	-	-\$377.79	\$81,861.38	\$3,891.88	\$77,969.50
Membership Dues	Income	Expenses	Year to Date	Net Budget	More/-Less
Member Dues	-	-	\$1,354.83	\$3,106.00	-\$1,751.17
Membership Dues Totals	-	-	\$1,354.83	\$3,106.00	-\$1,751.17
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	-	\$4,500.77	-\$17,792.21	-	-\$17,792.21

PTO Donations	Income	Expenses	Year to Date	Net Budget	More/-Less
DES Water Station	-	-	-	-	-
DES Security	-	-	-	-	-
Playground	-	-	-	-	-
PTO Donations Totals	-	-\$4,500.77	-\$17,792.21	-	-\$17,792.21
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	-	\$332.29	\$116.71	-\$200.00	\$316.71
Movie Night	\$101.00	-	\$101.00	-\$300.00	\$401.00
Boys Event	-	\$317.71	-\$317.71	-	-\$317.71
Reading Challenge	-	-	-	-\$200.00	\$200.00
Easter Bunny Breakfast	-	-	-	-\$1,000.00	\$1,000.00
Sweetheart Dance	-	-	-	-\$600.00	\$600.00
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	\$101.00	-\$650.00	-\$4,762.60	-\$4,325.00	-\$437.60
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	-	-	-	-\$150.00	\$150.00
Sixth Grade Celebration Totals	-	-	-	-\$150.00	\$150.00
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

	\$267.22	-\$6,295.83	\$59,722.69	-\$5,067.12	\$64,789.81
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Bank Account Balances	01/06/2023	07/31/2023	Last reconciled	Summary for the Period	
Citizens Bank - New	\$128,649.76	\$122,621.15	12/31/2022	Starting Total	\$128,899.76
Cash Box	\$250.00	\$250.00	Never	Income	\$267.22
PayPal Clearing Account	-	-	Never	Expenses	-\$6,295.83
Totals	\$128,899.76	\$122,871.15		Ending Total	\$122,871.15

Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.

Submitted by:

Name: _____ Signature: _____ Date: _____