



Membership Meeting Agenda

Monday, Feb. 5th 6:30PM – 7:30PM

Location: DES – Teacher’s Lounge or ZOOM

Executive Board Members in Attendance: Molly Kemp, Kristine Flythe, Deanna Zanella, Jamie Hill, Jess Mara

1. Call to order- 6:33 pm
2. Welcome
3. Approval of Minutes 12-5-2023 Meeting
Molly Kemp moved to approve December, 5 2023 minutes, it was seconded by Deanna Zanella; motion carried unanimously by all members present
4. Treasurer Report-
 - a. **Beginning Balance- \$62,300.83**
 - b. Old Home Day/Fall Festival- \$1,143.00
 - c. Cookies with Santa- \$107.81
 - d. Venmo Cash out Cookies with Santa- \$293.44
 - e. Venmo Cash out (Staff lunch)- \$83.09
 - f. Filotimo- \$41,546.12
 - g. Filotimo- \$36,702.49
 - h. Cookies with Santa- \$725.50
 - i. **Total Deposits- \$80,601.45**
 - j. Accounting Fees- (\$160.64)
 - k. Author Visit- (\$700)
 - l. Book Donations- (\$1,949.75)
 - m. Cookies with Santa- (\$864.14)
 - n. Holiday Parties- (\$121.93)
 - o. Movie Night- (\$394.47)
 - p. PTO Mixer- (\$963.75)
 - q. Recycled Percussion- (\$5000)
 - r. Secret Elf- (\$200)
 - s. Staff Lunch- (\$1,391.63)
 - t. Starbase-(\$3150.00)
 - u. Table Rentals for Filotimo November and December- (\$7,500)
 - v. Zoom Subscription- (\$159.90)
 - w. **Total Withdrawals-(\$22,556.21)**
 - x. **Ending Balance- \$120,346.07**

Crystal Dewyngaert moved to approve the Treasurer Report from December 2023, and January 2024, it was seconded by Jess Mara; motion carried unanimously by all members present

Board has decided to change the Treasurer report to reflect the calendar month, rather than meeting to meeting. It will be much easier to track our finances this way.

5. School Board Report/Principals Report- Items that were mentioned: Budget for The Great Escape, (teacher PD housing expenses), Students presented on how much they enjoyed Starbase. Kristine represented PTO for the EDI nomination, childcare for District meeting on March 9, 2024
6. Event Reports:
 - a. Cookies with Santa 12/9/23, Brigitte Paquin, Jamie Demetry, Kate Bragg, Taryn Brassard. Great Event, all went well.

- b. Filotimo Fundraiser 12/12-12/16/23- Filotimo were happy we opted in for the mixer. Next year, more notice needed for the Mixer
 - c. Filotimo Parents Night Out 12/15/23
 - d. Holiday Parties 12/22/24
 - e. Teacher Re-Charge Lunch 1/3/24- happy and much appreciated.
 - f. Movie Night Super Mario 1/13/24, Haley Herber. It was a good turn out, and pizza was a nice addition to the event.
 - g. Surprise Assembly Recycled Percussion 1/18/24. A great surprise for all. It was so fun and enjoyed by students and staff.
7. Upcoming events:
- a. Party Room Parents Valentine's 2/14/24 @ 1:45 PM or PRP's can work with teachers if a different time is desired by all. PRP should reach out to teachers to coordinate timing.
 - b. Bingo /Game - February 17th 7 pm - (Kristine and Crystal have chaired previously), Bring your own game, teach your friends to play. PTO to provide BINGO prizes.
 - c. Spirit Week – February 19 – Mixed Up Monday, Team/Club Tuesday, Class Color Day, Tropical Thursday, Eagle Pride Day. Hopefully easy for students to pull together.
 - d. Scholastic Book Fair – March 22 & 23, March 25 – 29 (Jessica Mara) kick off for Easter Bunny Breakfast
 - e. Easter Bunny Breakfast – Sat. March 23, 9am – 10:30am. (Kristine & Molly)- Cooks needed, Deanna will reach out to veteran chefs.
 - f. Sweetheart Dance – Sat. May 4, 6pm – 8pm (Molly Kemp). Have DJ booked, and Jenn Bowser will do photos again.
 - g. Paintball Party – Sun. May 5, 4pm-6pm (Coordinator needed). All the coordinator needs to do is connect with AG and check in students.
 - h. Staff Appreciation Week – May 6 - May 10 (Kristine & Crystal)
 - i. 6th Grade Graduation Ceremonies and end of year items (Deanna)
8. Funding Requests/Expenses:
- a. Dunbarton PD – ICAC Sitters (4 sitters paying each \$75) = \$300
 - b. Author Visit - \$700
 - c. Starbase - \$315
 - d. Laminator Contract - \$459
 - f. MGM Insurance Renewal -
9. Working Projects
- a. Waiting area for bus stop – need to connect with town hall
 - b. Call for artists for map installation in the Spring
 - c. Wellness committee - Molly did not attend the meeting but received an update from the Committee. Discussion revolved around planning the Winter Carnival
 - d. Kids Holiday Shoppe – Needs more thought and proposal to Mr. V if we want to bring it back in 2024.
 - e. Outdoor classroom – Morin Construction & Warner Stone are in conversations to develop a question list. I've reached out to the Conversation Commission in town to learn more about the working nature trails and additions that are planned.
 - g. Financial Investments with the latest fundraiser planning to learn more during February Break
10. Open Discussion/New Business
- a. Mary Johonette wondered, if we have a scholarship? We have been discussing combining with the Bow Rotary Scholarship. Perhaps would it be better to have our own? How do we establish this, what are the parameters. Can it be something that can generate itself with accruing interest. More information needed.
 - b. Invest in activities for childcare. coloring, games, etc.
 - c. Mary Johonette, Valentine's Day is also Ash Wednesday, all are welcome to come to the Church for Ashes.
 - d. KISS- Kindness and Simple Stitches, Knitters make prayer shawls that are made for community and hospital. They also make fidget sleeves, to cover the port and prayer squares to keep in pocket. Funds are generated by donations by knitted items sold in Curious Shop.

Donations needed. Food Pantry is available for any community member who needs it. They are in need of gas cards and grocery cards.

- e. Does the PTO contribute strictly to the school or community as well? Question was put out to us about the Stage Curtain for the Upstairs of The Town Hall. Will this room be available for student use?

Next Meeting Dates:

- f. Monday, March 11
- g. Monday, April 1
- h. Thursday, May 2
- i. Monday, June 3 (Final Meeting) E-Board Retreat Date?

Adjournment- 7:16pm

Deanna Zanella moved to adjourn and was seconded by Jamie Hill; motion passed unanimously by all members present.

Members in Attendance: Mary Johonette, Mary Carter, Shelbie Nault, Phylcia Chabot, Crystal Shuten Dewyngaert, Sarah Martin

Minutes: Molly Kemp

Dunbarton PTO FY 2023

Treasurer's Report

12/01/2023 - 01/31/2024

Administrative Expenses	Income	Expenses	Year to Date	Net Budget	More/-Less
Accountant Fees	-	\$160.64	-\$548.93	-\$500.00	-\$48.93
Accounting Software	-	-	-\$186.02	-\$160.00	-\$26.02
Banking Fees/Checks	-	-	-	-\$25.00	\$25.00
Childcare	-	-	-\$100.00	-\$100.00	-
Health Office Restock	-	-	-	-\$250.00	\$250.00
Insurance	-	-	-	-\$500.00	\$500.00
Office Supplies - Copy Paper	-	-	-\$99.98	-\$145.00	\$45.02
Playground Supplies	-	-	-	-\$30.00	\$30.00
Postage	-	-	-\$19.30	-\$20.00	\$0.70
Printing Costs	-	-	-	-\$135.00	\$135.00
State of NH - Annual Fee	-	-	-	-\$75.00	\$75.00
Website Fee	-	-	-	-\$300.00	\$300.00
Communications Expense	-	\$159.90	-\$159.90	-	-\$159.90
Admin Supplies	-	\$179.96	-\$179.96	-	-\$179.96
Administrative Expenses Totals	-	-\$500.50	-\$1,294.09	-\$2,240.00	\$945.91
Amazon Smile	Income	Expenses	Year to Date	Net Budget	More/-Less
Amazon Smile	-	-	-	\$200.00	-\$200.00
Amazon Smile Totals	-	-	-	\$200.00	-\$200.00
Artist in Residence	Income	Expenses	Year to Date	Net Budget	More/-Less
Artist in Residence	-	\$700.00	-\$700.00	-\$3,000.00	\$2,300.00
Artist in Residence Totals	-	-\$700.00	-\$700.00	-\$3,000.00	\$2,300.00
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	-	-	-\$488.73	-\$50.00	-\$438.73
Holiday Parties	-	\$181.87	-\$697.07	-\$50.00	-\$647.07
Valentine's Day Class Parties	-	-	-	-\$50.00	\$50.00
Class Parties Totals	-	-\$181.87	-\$1,185.80	-\$150.00	-\$1,035.80
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	-	-	-\$308.34	-\$110.00	-\$198.34

DARE Program	Income	Expenses	Year to Date	Net Budget	More/-Less
DARE Program Totals	-	-	-\$308.34	-\$410.00	\$101.66
Donations/Grants	Income	Expenses	Year to Date	Net Budget	More/-Less
General Donations	\$63.00	-	\$163.00	-\$180.00	\$343.00
Allstate Grant	-	-	\$500.00	\$500.00	-
Donations/Grants Totals	\$63.00	-	\$663.00	\$320.00	\$343.00
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	-	\$3,150.00	-\$5,650.00	-\$1,200.00	-\$4,450.00
Field Trips Totals	-	-\$3,150.00	-\$5,650.00	-\$1,200.00	-\$4,450.00
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	-	-	-	\$100.00	-\$100.00
Target Take Charge of Education	-	-	-	-	-
Free Money Totals	-	-	-	\$890.00	-\$890.00
Fundraisers	Income	Expenses	Year to Date	Net Budget	More/-Less
6th Grade Fundraiser	-	-	-	-	-
Fall Fundraiser	-	-	-	-	-
Scholastic Book Fair - Fall	-	-	\$28.34	\$1,341.88	-\$1,313.54
Scholastic Book Fair - Spring	-	-	-	-	-
Spring Fundraiser	-	-	-	-	-
Filatimo	\$78,248.61	\$7,500.00	\$70,698.61	\$1,750.00	\$68,948.61
Poinsettia Fundraiser	-	-	-	\$800.00	-\$800.00
Concessions	-	-	-	-	-
Fundraisers Totals	\$78,248.61	-\$7,500.00	\$70,726.95	\$3,891.88	\$66,835.07
Membership Dues	Income	Expenses	Year to Date	Net Budget	More/-Less
Member Dues	-	-	\$281.75	\$3,106.00	-\$2,824.25
Membership Dues Totals	-	-	\$281.75	\$3,106.00	-\$2,824.25
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	-	\$7,149.75	-\$31,320.75	-	-\$31,320.75
DES Water Station	-	-	-	-	-

PTO Donations	Income	Expenses	Year to Date	Net Budget	More/-Less
DES Security	-	-	-	-	-
Playground	-	-	-\$541.99	-	-\$541.99
Staff Enrichment	-	-	-	-	-
PTO Donations Totals	-	-\$7,149.75	-\$31,862.74	-	-\$31,862.74
PTO Events	Income	Expenses	Year to Date	Net Budget	More/-Less
Fall Festival	\$1,180.00	\$100.00	-\$679.20	-\$500.00	-\$179.20
Cookies with Santa	\$1,126.75	\$624.24	\$502.51	-\$200.00	\$702.51
Movie Night	-	\$394.47	-\$394.47	-\$300.00	-\$94.47
Boys Event	-	-	-	-	-
Reading Challenge	-	-	-	-\$200.00	\$200.00
Easter Bunny Breakfast	-	-	-	-\$1,000.00	\$1,000.00
Sweetheart Dance	-	-	-	-\$600.00	\$600.00
Fun Run/Walk	-	-	-\$3,260.00	-\$500.00	-\$2,760.00
Spring Fling	-	-	-	-\$700.00	\$700.00
Kindergarten Social	-	-	-\$1,786.99	-\$325.00	-\$1,461.99
PTO Events Totals	\$2,306.75	-\$1,118.71	-\$5,618.15	-\$4,325.00	-\$1,293.15
PTO Promotion & Hospitality	Income	Expenses	Year to Date	Net Budget	More/-Less
Meeting Hospitality	-	\$963.75	-\$963.75	-\$50.00	-\$913.75
PTO Promotion & Hospitality Totals	-	-\$963.75	-\$963.75	-\$50.00	-\$913.75
Roots Club	Income	Expenses	Year to Date	Net Budget	More/-Less
Roots Club	-	-	-	-	-
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	\$83.09	\$1,391.63	-\$2,073.22	-\$500.00	-\$1,573.22
Teacher Appreciation Week	-	-	-	-\$500.00	\$500.00
Staff Appreciation Totals	\$83.09	-\$1,391.63	-\$2,073.22	-\$1,050.00	-\$1,023.22
PayPal Fees	Income	Expenses	Year to Date	Net Budget	More/-Less
PayPal Fees	-	-	-	-	-
PayPal Fees Totals	-	-	-	-	-

Grand Totals

	\$80,701.45	-\$22,656.21	\$22,015.61	-\$5,067.12	\$27,082.73
--	-------------	--------------	-------------	-------------	-------------

Bank Account Balances	12/01/2023	01/31/2024	Last reconciled	Summary for the Period	
Citizens Bank - New	\$61,950.83	\$119,996.07	01/31/2024	Starting Total	\$62,300.83
Cash Box	\$250.00	\$250.00	Never	Income	\$80,701.45
PayPal Clearing Account	\$100.00	\$100.00	Never	Expenses	-\$22,656.21
Totals	\$62,300.83	\$120,346.07		Ending Total	\$120,346.07
<i>Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.</i>					

Submitted by:

Name: _____ Signature: _____ Date: _____