

# DES PTO Meeting Minutes (01/19/2021)

Attendees: Jessica Baker-Cromwell, Lori Lonsdale, Deanna Zanella and Crystal Thompson

- 1) Call to Order 6:00 pm
- 2) Minutes 12/08/2020
  - a) Deanna Zanella moved and it was seconded by Lori Lonsdale to approve the minutes; motion carried unanimously by all members.
- 3) Treasurer Report (Jessica Baker-Cromwell)
  - a) Received \$500 grant from Allstate in December. Thank you Allstate and Crystal Thompson!
  - b) The PTO account currently has a \$13,149.07 balance.
    - i) There was a \$50 withdraw that was used to refund 5 school masks.
    - ii) Jessica Baker-Cromwell was refunded \$121 for purchasing candy for the Santa parade and for purchasing the stuffed eagle fundraiser.
    - iii) Additional \$40 to be refunded to Jessica Baker-Cromwell for the purchase of sleds for I-Ready incentive.
  - c) Lori Lonsdale moved and it was seconded by Deanna Zanella to approve the Treasurer report; motion carried unanimously by all members.
- 4) School Board Report/Principals Report (Jessica Baker-Cromwell)
  - a) I-Ready testing is going well
- 5) Committee Report (Jessica Baker-Cromwell)
  - a) Build a Mascot:
    - i) 53 Eagles were sold and the order went out on January 19th to give sufficient time for the PTO to receive by February.
  - b) T-Shirt Fundraiser:
    - i) Laura Landry & Shelley Westenberg have designed a new DES T-shirt logo. They are requesting that the PTO advertise for them and in turn the DES PTO will receive a portion of the profits.
      - (1) The PTO has agreed to do this.
  - c) I-Ready Incentive Program:
    - i) Leigh-Ann McCormick is requesting that the DES PTO provide incentives for the students to complete their I-Ready assignments.
    - ii) The PTO has agreed to contribute up to \$40 per month towards the incentives.
      - (1) February's incentive will be sleds (4 winners total).
  - d) Tubing:
    - i) Will be held at the McIntyre Ski Area on February 19th from 6pm to 8pm (changed from the 20th due to a McIntyre scheduling conflict).
    - ii) Tickets are \$19 each and ages 5 and older are welcome.  
<http://dunbartonpto.com/product/mcintyre-ski-ticket/>
    - iii) Will be capped at 50 tickets.
  - e) Spirit Week:
    - i) Will be held February 15th - 19th.

- ii) Approved by Owen Harrington and the themes include: 80s, DES eagles, literacy character, career and Hawaii/beach.
  - f) Hanging Baskets:
    - i) Jessica Baker-Cromwell will continue to look into this activity.
  - g) Teacher Appreciation:
    - i) Ideas discussed included a gift card tree, teacher wish list for classrooms, flower day, and a food donation.
  - h) May Drive-In Movie Night:
    - i) Will take place instead of the Spring Fling due to Covid restrictions.
  - i) 6th Grade Celebration:
    - i) Shelley Westenberg reported that DES will handle this activity.
- 6) Calendar Review:
- a) February 15th - 19th: Spirit Week
  - b) February 19th: McIntyre Tubing
- 7) Other Business:
- a) DES staff requests that there be no candy for Valentine's day. Also teachers would like the Valentines 1 week before to the holiday in order to ensure every child gets a Valentine.
- 8) Adjournment
- a) Lori Lonsdale moved and it was seconded by Crystal Thompson to approve adjournment; motion carried unanimously by all members.

**Dunbarton PTO FY 2020**  
**Income and Expense Report**  
08/01/2020 - 07/31/2021

<b>Carry forward from prior year</b>			<b>\$13,529.31</b>
<b>Administrative Expenses</b>	<b>Income</b>	<b>Expenses</b>	<b>Net</b>
Accountant Fees	-	-\$397.10	-\$397.10
Accounting Software	-	-\$159.45	-\$159.45
Banking Fees/Checks	-	-	-
Childcare	-	-	-
Health Office Restock	-	-	-
Insurance	-	-	-
Office Supplies - Copy Paper	-	-	-
Playground Supplies	-	-	-
Postage	-	-	-
Printing Costs	-	-	-
State of NH - Annual Fee	-	-\$75.00	-\$75.00
Website Fee	-	-\$179.88	-\$179.88
<b>Administrative Expenses Totals</b>	-	<b>-\$811.43</b>	<b>-\$811.43</b>
<b>Amazon Smile</b>	<b>Income</b>	<b>Expenses</b>	<b>Net</b>
Amazon Smile	\$205.22	-	\$205.22
<b>Amazon Smile Totals</b>	<b>\$205.22</b>	-	<b>\$205.22</b>
<b>Artist in Residence</b>	<b>Income</b>	<b>Expenses</b>	<b>Net</b>
Artist in Residence	-	-	-
<b>Artist in Residence Totals</b>	-	-	-
<b>Attorney/Legal Fees</b>	<b>Income</b>	<b>Expenses</b>	<b>Net</b>
Attorney/Legal Fees	-	-	-
<b>Attorney/Legal Fees Totals</b>	-	-	-
<b>Bike Rodeo</b>	<b>Income</b>	<b>Expenses</b>	<b>Net</b>
Bike Rodeo	-	-	-
<b>Bike Rodeo Totals</b>	-	-	-
<b>Class Parties</b>	<b>Income</b>	<b>Expenses</b>	<b>Net</b>
Halloween Parties	-	-\$205.64	-\$205.64
Holiday/Xmas Parties	-	-	-
Valentine's Day Class Parties	-	-	-
<b>Class Parties Totals</b>	-	<b>-\$205.64</b>	<b>-\$205.64</b>

<b>DARE Program</b>	<b>Income</b>	<b>Expenses</b>	<b>Net</b>
DARE Graduation	-	-	-
DARE - T-shirts	-	-	-
<b>DARE Program Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Donations/Grants</b>	<b>Income</b>	<b>Expenses</b>	<b>Net</b>
General Donations	\$250.00	-	\$250.00
Allstate Grant	\$500.00	-	\$500.00
<b>Donations/Grants Totals</b>	<b>\$750.00</b>	<b>-</b>	<b>\$750.00</b>
<b>Dunbarton Scholarship</b>	<b>Income</b>	<b>Expenses</b>	<b>Net</b>
SCHOLARSHIP FUND	-	-	-
Dunbarton Scholarship	-	-	-
<b>Dunbarton Scholarship Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expense Reimbursement</b>	<b>Income</b>	<b>Expenses</b>	<b>Net</b>
General Expense Reimbursement	-	-	-
<b>Expense Reimbursement Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Field Trips</b>	<b>Income</b>	<b>Expenses</b>	<b>Net</b>
Field Trips	-	-	-
<b>Field Trips Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Free Money</b>	<b>Income</b>	<b>Expenses</b>	<b>Net</b>
Cocoa Cola Give	-	-	-
Box Tops for Education	-	-	-
Hannaford Helps	\$822.00	-	\$822.00
Shoparoo	-	-	-
Target Take Charge of Education	-	-	-
<b>Free Money Totals</b>	<b>\$822.00</b>	<b>-</b>	<b>\$822.00</b>
<b>Fundraisers</b>	<b>Income</b>	<b>Expenses</b>	<b>Net</b>
6th Grade Fundraiser	-	-	-
Constantly Pizza Doughraiser	-	-	-
Fall Fundraiser	\$187.50	-\$50.00	\$137.50
Kids Holiday Shop	-	-	-
Penny War	-	-	-
Scholastic Book Fair - Fall	-	-	-
Scholastic Book Fair - Spring	-	-	-
Spring Fundraiser	-	-	-
<b>Fundraisers Totals</b>	<b>\$187.50</b>	<b>-\$50.00</b>	<b>\$137.50</b>
<b>Membership Dues</b>	<b>Income</b>	<b>Expenses</b>	<b>Net</b>
Member Dues	-	-	-
<b>Membership Dues Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Paypal</b>	<b>Income</b>	<b>Expenses</b>	<b>Net</b>
Paypal Transfer	-	-	-
<b>Paypal Totals</b>	-	-	-
<b>PTO Donations</b>	<b>Income</b>	<b>Expenses</b>	<b>Net</b>
School/Community Center Donation	-	-	-
DES Water Station	-	-	-
DES Security	-	-	-
Gaga Pit	-	-	-
<b>PTO Donations Totals</b>	-	-	-
<b>PTO Events</b>	<b>Income</b>	<b>Expenses</b>	<b>Net</b>
Fall Festival	-	-	-
Harvest Moon Supper	-	-	-
Cookies with Santa	-	-\$121.47	-\$121.47
Movie Night	\$114.00	-\$224.00	-\$110.00
Boys Event	-	-	-
Reading Challenge	-	-	-
Easter Bunny Breakfast	-	-	-
Sweetheart Dance	-	-	-
Fun Run/Walk	-	-	-
Spring Fling	-	-	-
<b>PTO Events Totals</b>	<b>\$114.00</b>	<b>-\$345.47</b>	<b>-\$231.47</b>
<b>PTO Promotion &amp; Hospitality</b>	<b>Income</b>	<b>Expenses</b>	<b>Net</b>
Meeting Hospitality	-	-	-
<b>PTO Promotion &amp; Hospitality Totals</b>	-	-	-
<b>Roots Club</b>	<b>Income</b>	<b>Expenses</b>	<b>Net</b>
Roots Club Encumbrance	-	-	-
<b>Roots Club Totals</b>	-	-	-
<b>SCHOOL EXPENSES</b>	<b>Income</b>	<b>Expenses</b>	<b>Net</b>
School Supplies/Expenses	-	-\$428.31	-\$428.31
<b>SCHOOL EXPENSES Totals</b>	-	<b>-\$428.31</b>	<b>-\$428.31</b>
<b>Sixth Grade Celebration</b>	<b>Income</b>	<b>Expenses</b>	<b>Net</b>
Graduation Party	-	-	-
<b>Sixth Grade Celebration Totals</b>	-	-	-
<b>Spirit Wear</b>	<b>Income</b>	<b>Expenses</b>	<b>Net</b>
Spirit Wear	\$103.94	-	\$103.94
<b>Spirit Wear Totals</b>	<b>\$103.94</b>	-	<b>\$103.94</b>

<b>Staff Appreciation</b>	<b>Income</b>	<b>Expenses</b>	<b>Net</b>
Retirement Gifts	-	-	-
Staff - Welcome Back	-	-\$722.05	-\$722.05
Teacher Appreciation Week	-	-	-
<b>Staff Appreciation Totals</b>	-	-\$722.05	-\$722.05
<b>PayPal Fees</b>	<b>Income</b>	<b>Expenses</b>	<b>Net</b>
PayPal Fees	-	-	-
<b>PayPal Fees Totals</b>	-	-	-
<b>Grand Totals</b>			
	\$2,182.66	-\$2,562.90	-\$380.24
Decrease in funds			-\$380.24
<b>Funds available as of 07/31/2021</b>			<b>\$13,149.07</b>

# Dunbarton PTO FY 2020

## Deposit Report

Citizens Bank - New 08/01/2020 - 07/31/2021

Date	Reference	Received From	Memo	Deposit
08/13/2020	Deposit		Amazon Smile	\$94.30
09/25/2020	Deposit		Spirit Shop	\$103.94
09/30/2020	Deposit		Movie Night	\$114.00
10/07/2020	Deposit		Hannaford Helps	\$822.00
11/12/2020	Deposit		Amazon Smile	\$110.92
11/17/2020	Deposit	---split---	Anonymous Donation \$250, Mask Fundraiser \$187.50	\$437.50
12/15/2020	Deposit		All State Grant	\$500.00
<b>Total</b>				<b>\$2,182.66</b>

# Dunbarton PTO FY 2020

## Withdrawal Report

Citizens Bank - New 08/01/2020 - 07/31/2021

Date	Reference	Paid To	Memo	Withdrawal
09/10/2020	162	Deanna Zanella	Panera Bread, Staff Welcome Back Lunch	-\$722.05
09/18/2020	163	TL Sport Sales	DES Masks for Staff	-\$428.31
09/25/2020	164	Jessica Baker-Cromwell	Porta Potty - Movie Night	-\$224.00
09/25/2020	165	State of NH	Annual Fee	-\$75.00
09/25/2020	166	Rowley & Associates	Taxes	-\$397.10
10/05/2020	EFT	GoDaddy	website fees	-\$179.88
10/12/2020	EFT	MoneyMinder	Yearly fee for Moneyfinder software	-\$159.45
10/22/2020	167	Jessica Baker-Cromwell	Halloween	-\$205.64
12/03/2020	168	Jessica Baker-Cromwell		-\$121.47
12/21/2020	170	Allison Rees	mask refund	-\$10.00
12/21/2020	171	Vanessa Melo	mask refund	-\$20.00
12/21/2020	172	Jennifer Ottolino	mask refund	-\$20.00
<b>Total</b>				<b>-\$2,562.90</b>