

DES PTO Meeting Minutes (06/06/2023)

Executive Board Attendees: Kristine Flythe, Jamie Hill, Molly Kemp, Jessica Mara, Gina Whitney, and Deanna Zanella

1. Call to Order 6:30pm
2. Minutes 05/08/2023
 - A. Kristine Flythe moved and it was seconded by Molly Kemp to approve the May 8th minutes, motion carried unanimously by all members.
3. Treasurer Report (Jamie Hill)
 - A. Deposits: \$1,374.04
 - I. Sweetheart Dance \$1144.00
 - II. Paintball admission fee \$15.00
 - III. Amazon Smile \$215.04
 - B. Withdrawals: \$7,379.76
 - I. Kristine Flythe Teacher Appreciation Week reimbursement \$378.00
 - II. Donation to DES Roots Club \$1,000.00
 - III. Rattlebox Studio (Sweetheart Dance DJ) \$600.00
 - IV. AG Paintball (Paintball Party) \$955.00
 - V. Walmart (storage boxes for PTO shed) \$137.97
 - VI. Amazon (Spring Fling) \$216.88
 - VII. Amazon (teacher wish list donations) \$691.95
 - VIII. Amazon (teacher wish list - charging carts) \$2,399.96
 - IX. Kona Ice (Spring Fling) \$750.00
 - X. NH Lottery (Filotimo fundraiser fee) \$250.00
 - C. The PTO account currently has a \$105,487.10 balance; beginning balance was \$111,492.82.
 - D. Jessica Mara moved and it was seconded by Kristine Flythe 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. Gaga Pit
 - I. Poured In Place (PIP) rubber
 - a. Consists of ground up rubber mixed with a polymer that binds it making about a 1.5-2" thick mat.
 - b. Would help with the seams as it is one piece, but needs to be installed correctly with stone under it as a base.
 - i. Jeff Crosby is donating the crushed stone (including delivery), so we can mitigate any drainage issues.
 - c. The rubber being used will be different than what was used for the first install.

- i. Morin Construction Services will be able to include school colors within the new fill.
 - II. Three year warranty, lifespan of ten years or more.
 - III. Morin Construction Services is willing to deduct all portions of work for planning, preparation, labor, and equipment.
 - a. PTO total cost is \$10,845 and we would likely have it done by fall (no date yet).
 - i. Included in the cost is temporarily relocating the gaga pit, excavating the area, installing a drainage pipe, installing new woven fabric, pouring new rubber, setting the rubber, and moving the gaga pit back to its location.
 - ii. Cost of repairing the gaga pit was approved on May 8th.
- B. 6th Grade Promotion
 - I. June 15th (evening)
 - II. Budget of \$1,000 for catering (desserts and drinks), giveaways, and a balloon arch for the stage/photos was approved on March 13th.
- C. Spring Fling
 - I. June 16th (half day)
 - II. Budget of \$750 for a Kona Ice truck was approved on March 13th.
- D. Kindergarten Step-Up Day
 - I. August 1st - 3rd
 - II. Space themed launch into Kindergarten!
 - 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.
 - IV. PTO helping with pricing and will be donating Kona Ice.
 - a. Kona Ice truck has been booked for the family session/luncheon (August 3rd).
 - b. Mr. Vasconcellos doesn't believe that the grant will cover the full cost of catering.
 - i. Deanna Zanella is getting an estimate from Smokeshow BBQ, but needs a head count in order to finalize (\$22/person).
 - ii. Current estimate for Kona Ice truck and catering is \$3,500.
 - 1. Molly Kemp moved and it was seconded by Jessica Mara to approve a budget of \$3,500 for the Kona Ice truck and catering; motion carried unanimously by all members.
- E. 2023-2024 Calendar Review
 - I. June dates will be flexible as it depends on when the last day of school is.
 - II. Sweetheart Dance will be moved from May 11th to another weekend (tentatively May 4th).
 - III. Paintball Party will be May 5th (Cinco de Mayo theme?)
- F. Summer Executive Board Meeting
 - I. July 29th
 - II. Will need to update the account and debit card at Citizens Bank and can do a lunch/late afternoon planning session.
- G. 6th Grade Funfest Budget
 - I. PTO is not planning any 6th grade (or any other grade) field trips/outings/etc.

- II. Going forward 6th grade teachers are planning on doing an onsite event, estimated budget is \$1,400.

6. Event Coordinators

A. Sweetheart Dance (Molly Kemp)

- I. Was held on May 20th at the Community Center.
- II. Theme was "A Secret Garden".
- III. Was a success, especially since there was no food waste.
- IV. Made \$1,144 with the raffle!
- V. There was a DJ (Rattlebox Studio) and Jenn Bowser took photos.
 - a. Parents loved the music!
- VI. Budget was \$2,500 and was approved by the PTO on January 17th.

B. Paintball Party (Elizabeth Hubbard)

- I. Paintball options included jelly ball (8 and up), paintball light (nerf) (7 and up), and laser tag (5 and up) for \$20 per person.
 - a. Also had a low impact paintball option, which was an extra cost.
 - b. Tickets were \$5 and PTO covered the rest.
- II. There were 53 attendees and the total was \$1,060 with \$955 that the PTO wrote a check for.
- III. Next year will do a 2 hour window for sign in and then people can play for up to 4 hours.
- IV. Date: May 21st
- V. Budget of \$500 for paintball was approved on April 13th.

7. Calendar Review:

- A. 06/15 6th Grade Promotion
- B. 06/16 Spring Fling (Half Day)
- C. 08/01-08/03 Kindergarten Step-Up
- D. 08/29 Dunbarton PD Bicycle Rodeo

8. Other Business:

A. Capital Projects Fund

- I. Discussed putting aside funds in another account for a rainy day (maintenance, etc.), so that we keep the main account under \$100,000.
 - a. Jamie Hill to reach out to Rowley & Associates for advice.

B. Dunbarton Scholarship Fund

- I. There used to be a scholarship fund, but has since gone away.
 - a. Discussed bringing this back for a graduating student from Dunbarton.
 - b. Deanna Zanella to reach out to the school board and Bow PTO for more information.

C. Baseball/Softball Field

- I. PTO will look into bringing it back to life and potentially selling ad space on the fence.
 - a. Will work with the Dunbarton Recreation Department to see if it's something we can partner on.
- II. Used to have a Dunbarton softball team, but eventually went away due to not having enough participants.

D. Outdoor Classroom

- I. Mrs. Jacques is meeting with a contractor to get an estimate on what it would take to finalize the project.

- E. Outside Committees

- I. There are several committees that have reached out to have a Dunbarton PTO presence. These include the grand opening for the Town Hall and Old Home Days.

- 9. Adjournment

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

Dunbarton PTO FY 2022

Treasurer's Report

05/09/2023 - 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	-\$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	-	\$137.97	-\$207.96	-\$145.00	-\$62.96
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	-	-\$137.97	-\$1,890.76	-\$2,240.00	\$349.24
Amazon Smile	Income	Expenses	Year to Date	Net Budget	More/-Less
Amazon Smile	\$215.04	-	\$765.65	\$200.00	\$565.65
Amazon Smile Totals	\$215.04	-	\$765.65	\$200.00	\$565.65
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	-	-	\$100.31	-	\$100.31
Spring Fundraiser	-	-	-	-	-
Filatimo	-	\$250.00	\$81,711.30	\$1,750.00	\$79,961.30
Poinsettia Fundraiser	-	-	\$197.62	\$800.00	-\$602.38
Concessions	-	-	-\$118.54	-	-\$118.54
Fundraisers Totals	-	-\$250.00	\$81,922.69	\$3,891.88	\$78,030.81
Membership Dues	Income	Expenses	Year to Date	Net Budget	More/-Less
Member Dues	-	-	\$1,369.83	\$3,106.00	-\$1,736.17
Membership Dues Totals	-	-	\$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	-	\$3,091.91	-\$28,821.32	-	-\$28,821.32

PTO Donations	Income	Expenses	Year to Date	Net Budget	More/-Less
DES Water Station	-	-	-	-	-
DES Security	-	-	-	-	-
Playground	-	-	-	-	-
PTO Donations Totals	-	-\$3,091.91	-\$28,821.32	-	-\$28,821.32
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	\$15.00	\$955.00	-\$1,307.91	-	-\$1,307.91
Reading Challenge	-	-	-\$298.08	-\$200.00	-\$98.08
Easter Bunny Breakfast	-	-	-\$824.00	-\$1,000.00	\$176.00
Sweetheart Dance	\$1,144.00	\$600.00	-\$125.54	-\$600.00	\$474.46
Fun Run/Walk	-	-	-\$4,715.25	-\$500.00	-\$4,215.25
Spring Fling	-	\$966.88	-\$966.88	-\$700.00	-\$266.88
Kindergarten Social	-	-	-\$325.00	-\$325.00	-
PTO Events Totals	\$1,159.00	-\$2,521.88	-\$7,967.30	-\$4,325.00	-\$3,642.30
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	-	\$1,000.00	-\$1,000.00	-	-\$1,000.00
Roots Club Totals	-	-\$1,000.00	-\$1,000.00	-	-\$1,000.00
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	-\$150.00	-\$365.00
Sixth Grade Celebration Totals	-	-	-\$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	-	\$378.00	-\$1,285.32	-\$500.00	-\$785.32
Staff Appreciation Totals	-	-\$378.00	-\$1,792.42	-\$1,050.00	-\$742.42
PayPal Fees	Income	Expenses	Year to Date	Net Budget	More/-Less
PayPal Fees	-	-	-	-	-
PayPal Fees Totals	-	-	-	-	-

Grand Totals

	\$1,374.04	-\$7,379.76	\$42,338.64	-\$5,067.12	\$47,405.76
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Bank Account Balances	05/09/2023	07/31/2023	Last reconciled	Summary for the Period	
Citizens Bank - New	\$111,242.82	\$105,237.10	01/31/2023	Starting Total	\$111,492.82
Cash Box	\$250.00	\$250.00	Never	Income	\$1,374.04
PayPal Clearing Account	-	-	Never	Expenses	-\$7,379.76
Totals	\$111,492.82	\$105,487.10		Ending Total	\$105,487.10

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

Submitted by:

Name: _____ Signature: _____ Date: _____