



Membership Meeting Agenda

Monday, November 6th, 6:30PM – 7:30PM

Location: DES – Teacher’s Lounge or ZOOM

Executive Board Present: Kristine Flythe, Molly Kemp, Jamie Hill, Jess Mara, Deanna Zanella, Crystal Thompson

1. Call to order 6:31 pm
 2. Welcome & Introductions
 3. Approval of Minutes 10-2-23 Meeting
Taryn Brassard moved to approve the October Minutes, and it was seconded by Sheilagh Daly-Zeras; motion carried unanimously by all members present.
 4. Treasurer Report
 - a. Starting Balance- \$71,661.1
 - b. Sitters- \$100
 - c. Scholastic- \$2,119.12
 - d. Library Books- \$2974.89
 - e. DPD LEAD- \$308.34
 - f. Turkey Trot- \$3,260.00
 - g. Halloween- \$488.73
 - h. Total Withdrawals- \$9,437.10
 - i. Paypal Deposit and Scholastic Refund- Total Deposits-\$ 287.95
 - j. Ending Balance- \$62,511.95
- Sonette Van Der Merwe moved to approve Treasurer Report, and it was seconded by Taryn Brassard; motion carried unanimously by all members present
5. School Board Report/Principals Report- (Not Available) Kristine attended the School Board meeting and she noted the following: Students presented at conference, other schools had matching gear, SHNU hosted the conference. AREA agreement budget starts next year, The Book "One Trusted Adult" is recommended.
 6. Event Reports:
 - a. Halloween Parties- Teachers happy with the treat bags it was easy and much easier on the Party Room Parents. Make extra bags to account for human error. It was fantastic!
 7. Upcoming events:
 - a. Party Room Parents - Holiday 12/22, Valentine's 2/14/24 and all at 1:45, or PRP’s can work with teachers if a different time is desired by all. Emails will go out this week to PRPS.
 - b. Filotimo Fundraiser (play like a rebel) - Nov. 22 - Nov. 26 and Dec. 12 - Dec. 16 and parent/guardian mixer on either Dec. 15/16. Kristine to connect to choose a social date.
 - c. Cookies with Santa (3-5) and Tree lighting with town (5-5:30). Brigitte Paquin, Jamie Demetry, Kate Bragg, Taryn Brassard. Discussion about what the goal is for Cookies with Santa. It is always encouraged to try to cover some of the cost through donations. Possibly a Giving Tree to benefit teachers. Raffle baskets or Silent Auction items will be requested through Parent Square. There will be the option to bring a canned good for raffle ticket and items will be donated to Town Pantry. Crafts and Cookies, letters to Santa and other Holiday activities will be offered. Deanna will take the pictures. Wrapping station (?)
 8. Funding Requests:

a. DES bus for Star Program - 5th Grade's STEM Camp at the NH National Guard Regional Training Institute in November and December. The cost would be \$3,150.00 for 10 days of transportation, spread out over 2 months.

Molly Kemp moved to approve funding request for transportation to STEM camp of \$ 3,150.00, and it was seconded by Tarynn Brassard and Elizabeth Hubbard; motion carried unanimously by all members present.

9. Projects

a. Waiting area for bus stop – need to connect with town hall/town administration

b. Call for artists for map installation in the Spring

c. Wellness committee - Molly 11/3 meeting 9 am. Currently the Wellness Committee is going over past policies and revising. The Committee is headed by Beth Corkum, staff members and community members. The goal is to have Sub-committees in Mental Health, Physical Health, Community Outreach, Diversity, Equity and Inclusion and Nutrition. Molly will represent PTO for all meetings to keep it consistent and will join the Community Outreach Sub-Committee.

d. Paypal Charity Account & now we have a Venmo Charity Account. Thank you, Kristine, for all the work. PTO will have our own QR code.

e. Kids Holiday Shoppe- need to chat with Representative

f. Easter Bunny Breakfast – Sat. March 23, Scholastic Book Fair will be set up on the night of the 21st, and be up and running on Friday, March 22 setup in the library as usual. Will run the entire week of March 25 – March 29.

g. Outdoor classroom – Need to follow up with Morin Contracting on status update. Looking for a contractor for small jobs.

10. Open Discussion/New Business-

Susan Johonnett, Dunbarton Congregational Church, updates: Wreath fundraiser has started, orders in by November 30th; please send out a Parent Square.

November 18, packing baskets for Thanksgiving.

November 19, Steeple Celebration.

Game Night (ladies!) First Saturday of the month. It's fun!

Third Saturday of the month, Spireside is held, Open Mic night, and social event. Curios (Wednesdays and Saturdays) taking donations again.

PTO dues- don't require them, but can donate anytime through the website.

High School students need service hours, so it is a good idea to ask if they want to be involved in any PTO events.

Bow Rotary Scholarship is asking if we can combine efforts for the following year. Not really promoted to Dunbarton need to encourage Dunbarton students to apply.

Mrs. DZ suggested a night of activities and sitters so that parents could go out and shop.

Meeting with CPA to discuss a Rainy Day Fund

Crystal Dewyngaert moved to adjourn at 7:23pm and it was seconded by Sonette VanDerMerwe; motion was carried unanimously by all members present.

11. Next Meeting Dates:

a. Tuesday, Dec. 5th

b. Monday, January 8, 2024

c. Monday, Feb. 5

d. Monday, March 11

e. Monday, April 1

- f. Thursday, May 2
- g. Monday, June 3 (Final Meeting)

Members in Attendance: Sonnette Van Der Merwe, Jamie Demetry, Taryn Brassard, Haley Herber, Sheilagh Daly-Zeras, Crystal Dewyngaert, Phylica Chabot , Susan Johonnett, Elizabeth Hubbard

Dunbarton PTO FY 2023

Treasurer's Report

09/30/2023 - 07/31/2024

Administrative Expenses	Income	Expenses	Year to Date	Net Budget	More/-Less
Accountant Fees	-	-	-\$388.29	-\$500.00	\$111.71
Accounting Software	-	\$186.02	-\$186.02	-\$160.00	-\$26.02
Banking Fees/Checks	-	-	-	-\$25.00	\$25.00
Childcare	-	\$100.00	-\$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	-	-	-	-	-
Administrative Expenses Totals	-	-\$286.02	-\$793.59	-\$2,240.00	\$1,446.41
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	-	-	-	-\$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	-	\$488.73	-\$488.73	-\$50.00	-\$438.73
Holiday Parties	-	-	-	-\$50.00	\$50.00
Valentine's Day Class Parties	-	-	-	-\$50.00	\$50.00
Class Parties Totals	-	-\$488.73	-\$488.73	-\$150.00	-\$338.73
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	-\$308.34	-\$110.00	-\$198.34
DARE Program Totals	-	-\$308.34	-\$308.34	-\$410.00	\$101.66

Donations/Grants	Income	Expenses	Year to Date	Net Budget	More/-Less
General Donations	-	-	-	-\$180.00	\$180.00
Allstate Grant	-	-	-	\$500.00	-\$500.00
Donations/Grants Totals	-	-	-	\$320.00	-\$320.00
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	-	-	-\$2,500.00	-\$1,200.00	-\$1,300.00
Field Trips Totals	-	-	-\$2,500.00	-\$1,200.00	-\$1,300.00
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	\$6.20	\$2,119.12	\$28.34	\$1,341.88	-\$1,313.54
Scholastic Book Fair - Spring	-	-	-	-	-
Spring Fundraiser	-	-	-	-	-
Filatimo	-	-	-\$50.00	\$1,750.00	-\$1,800.00
Poinsettia Fundraiser	-	-	-	\$800.00	-\$800.00
Concessions	-	-	-	-	-
Fundraisers Totals	\$6.20	-\$2,119.12	-\$21.66	\$3,891.88	-\$3,913.54
Membership Dues	Income	Expenses	Year to Date	Net Budget	More/-Less
Member Dues	\$281.75	-	\$281.75	\$3,106.00	-\$2,824.25
Membership Dues Totals	\$281.75	-	\$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	-	\$2,974.89	-\$23,625.08	-	-\$23,625.08
DES Water Station	-	-	-	-	-
DES Security	-	-	-	-	-
Playground	-	-	-\$541.99	-	-\$541.99

PTO Donations	Income	Expenses	Year to Date	Net Budget	More/-Less
Staff Enrichment	-	-	-	-	-
PTO Donations Totals	-	-\$2,974.89	-\$24,167.07	-	-\$24,167.07
PTO Events	Income	Expenses	Year to Date	Net Budget	More/-Less
Fall Festival	-	\$1,814.00	-\$1,759.20	-\$500.00	-\$1,259.20
Cookies with Santa	-	-	-	-\$200.00	\$200.00
Movie Night	-	-	-	-\$300.00	\$300.00
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	-\$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	-	-\$5,074.00	-\$6,806.19	-\$4,325.00	-\$2,481.19
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	-	-	-	-	-
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	-	-	-\$764.68	-\$500.00	-\$264.68
Teacher Appreciation Week	-	-	-	-\$500.00	\$500.00
Staff Appreciation Totals	-	-	-\$764.68	-\$1,050.00	\$285.32
PayPal Fees	Income	Expenses	Year to Date	Net Budget	More/-Less
PayPal Fees	-	-	-	-	-
PayPal Fees Totals	-	-	-	-	-
Grand Totals					
	\$287.95	-\$11,251.10	-\$35,568.51	-\$5,067.12	-\$30,501.39

Bank Account Balances	09/30/2023	07/31/2024	Last reconciled	Summary for the Period	
Citizens Bank - New	\$73,475.10	\$62,511.95	10/31/2023	Starting Total	\$73,725.10
Cash Box	\$250.00	\$250.00	Never	Income	\$287.95
PayPal Clearing Account	-	-	Never	Expenses	-\$11,251.10
Totals	\$73,725.10	\$62,761.95		Ending Total	\$62,761.95
<i>Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.</i>					

Submitted by:

Name: _____ Signature: _____ Date: _____