

DES PTO Meeting Minutes (03/13/2023)

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

1. Call to Order 6:33pm
2. Minutes 02/16/2023
 - A. Molly Kemp moved and it was seconded by Kristine Flythe to approve the February 16th minutes, motion carried unanimously by all members.
3. Treasurer Report (Jamie Hill)
 - A. Deposits: \$523.24
 - I. Dunbarton School District Donation \$250
 - II. Basketball Concessions \$259.25
 - III. PayPal Donation \$13.99
 - B. Withdrawals: \$4,794.38
 - I. Literacy Week Books (Amazon) \$298.08
 - II. Accounting Fees (Rowley Associates) \$181.10
 - III. SquareSpace Website Fees \$312
 - IV. SquareSpace Annual E-mail Subscription \$72
 - V. Park Warehouse ADA Table Donation \$3,661.20
 - VI. Childcare \$270 (\$45/each for 6 teenagers)
 - C. The PTO account currently has a \$118,350.01 balance; beginning balance was \$122,621.15.
 - D. Molly Kemp 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 (Deanna Zanella)
 - A. New Superintendent will be starting this summer; they've been involved in the School Board for many years and the vote was unanimous.
 - B. Will confirm at the April meeting that the last day of school will be on June 16th. As of now it's not changing, but will need to assess based off of any snow days and will look to avoid pushing the last day out as it would then fall on a Monday (19th).
 - C. All of the articles for budget passed during the District Meeting on March 11th.
5. Committee Report (Deanna Zanella)
 - A. District/Town Meeting (Childcare)
 - I. District Meeting on March 11th: Childcare was provided at \$15 per hour. Budget of \$225 was approved by the board on March 8th.
 - II. Election Day & Town Meeting on March 14th: Childcare will be provided by 2 teenagers at \$15 per hour; no need to vote on budget as total is only \$90.
 - B. Miscellaneous Upgrades
 - I. 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.

II. 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 has ordered the picnic tables for the playground and should arrive within the next few weeks.

III. Wish List Items

Grades 1 and 2	Flex Writing Surface	1	\$842
Grades 4-6	Charging Carts for Laptops/Devices	4	\$2,400
Grade 4	Dry Erase Easels	2	\$120
Grade 5	Field trip to EVO in Concord	29	\$630
Emily Kotkowski	New Laptop	1	\$1,000
All School	Cricut Machine	1	\$370
All School	Cricut Supplies	-	\$200
All School	ADA Ramp for Stage	-	\$16,000
Total			\$20,720

- 6. Teachers are still compiling a list of things they need.
- 7. It was noted that several of the items on the list are infrastructure related and the PTO questioned why these aren't already covered by school funds.
 - A. Deanna will follow up on the questions that were raised for the wish list items and we'll discuss further at the April PTO meeting.
- 8. Molly Kemp moved and it was seconded by Jessica Mara to approve a budget of \$630 for the 5th grade field trip; motion carried unanimously by all members.
- 9. Event Coordinators
 - A. 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; PTO approved a budget of \$298.08 for 18 books on February 16th.
 - III. Themes include:
 - a. Every eagle soars (Monday)
 - b. Wear your favorite hat (Tuesday)
 - c. Wear DES gear (Wednesday)
 - d. PJ day (Thursday)
 - e. Dress as a book character (Friday)
 - B. Spring Book Fair (Shelley Westenberg and Amber Marince)

- I. March 27th thru April 1st
- II. Shelley will be posting sign-ups on ParentSquare for volunteers.
- C. Easter Bunny Breakfast (Deanna Zanella & Kristine Flythe)
 - I. April 1st from 9am - 10:30am
 - II. PTO approved a budget of \$1,500 for the Easter Bunny Breakfast on January 17th.
 - III. Will be posting sign-ups for volunteers on ParentSquare.
 - IV. Will be taking reservations/RSVPs through the PTO website in order to get an accurate headcount for food.
 - V. Looking for a volunteer to dress up as the Easter Bunny; preferred height to fit the costume is between 5'6 and 5'8.
 - VI. In years past the Easter Egg Hunt has been done outside or in the gym and there has always been issues with kids being disappointed.
 - a. This year we will be looking to have activities that kids can do to collect eggs, instead of running around to collect them all.
- D. Teacher Appreciation Week (Crystal Dewyngaert & Jamie Hill)
 - I. May 1st thru the 5th
 - II. Will do signups through ParentSquare for donations.
 - III. Budget approved: \$500
 - IV. Will do breakfast one morning, lunch another day, and will also provide flowers and notes for staff.
 - V. Will provide more information in April's PTO meeting.
 - VI. Kristine Flythe reached out to Chanticleer Gardens, who have graciously offered to donate centerpieces for the Easter Bunny Breakfast.
 - a. They can also provide bulk flowers that we can sell online individually, so that students can pick up at school and hand to their teachers and staff.
- E. Sweetheart Dance (Molly Kemp)
 - I. Will be held on May 20th at the Community Center.
 - II. Theme will be "A Secret Garden".
 - III. Intended to be for girls and their guests, but boys will not be turned away.
 - IV. Will be promoted as a formal dance in order to communicate out attire and behavior expectations.
 - V. There will be a DJ and Jenn Bowser will be taking photos.
 - VI. Budget is \$2,500 and was approved by the PTO on January 17th.
- F. Alternative Event (Elizabeth Hubbard)
 - 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. Date: TBD
 - III. Budget: TBD
- G. Sixth Grade Promotion Ceremony (Deanna Zanella)
 - I. June 15th (evening)
 - II. Budget of \$1,000 for catering and a balloon arch for the stage and photos (\$650).

- III. Molly Kemp moved and it was seconded by Kristine Flythe to approve a budget of \$1,000 for the Sixth Grade Promotion Ceremony; motion carried unanimously by all members.
- H. Spring Fling (Deanna Zanella)
 - I. June 16th (half day)
 - II. Kristine Flythe moved and it was seconded by Jessica Mara to approve a budget of \$750 for a Kona Ice Truck for the Spring Fling; motion carried unanimously by all members.
 - III. PTO will reach out to reserve the Kone Ice Truck for July 30th for the Kindergarten Meet and Greet.

10. 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. 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.
- C. Candidate declaration due in writing by April 13th membership meeting. Please e-mail dunbartonpto@gmail.com. If any positions are contested, there will be a "Meet the Candidates" section of the May meeting and secret ballots cast.

11. Calendar Review:

- A. 03/14 Election Day/Town Meeting
- B. 03/20 - 03/24 Literary Week
- C. 03/27 - 04/01 Spring Book Fair
- D. 04/01 Easter Bunny Breakfast
- E. 04/13 April PTO Meeting
- F. 05/-1-05/05 Teacher Appreciation Week
- G. 05/08 May PTO Meeting - Board Election
- H. 05/20 Sweetheart Dance
- I. 06/08 June PTO Meeting
- J. 06/15 6th Grade Promotion
- K. 06/16 Spring Fling (Half Day)

12. 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. A huge thanks to everyone in town for donating items for the church's Easter baskets.
 - III. Knitting group, they make prayer shawls for the community. Welcome to join even if you don't know how to knit. Held the 3rd Friday of the month and starts at 6:30pm.
 - IV. Ladies game night is held on the 1st Saturday of the month, which includes a potluck from 5pm - 6pm and then games after (6pm - 9pm).
 - V. Book club "Beyond the Book", meets the first Thursday of the month and are currently meeting via zoom.

- a. This month's meeting will be held in person and will discuss "Astrophysics for People in a Hurry".
- VI. Resurrection Walk, which they're bringing back this year and is a great opportunity for a family outing.
- VII. On June 11th there will be a Blessing of the Bikes (motorcycles), which is open to anybody who wants to participate.
- B. Will be offering the Roots Club again this year and Molly Kemp asked for a \$500 donation to cover wheelbarrows, plants, and additional supplies so that all kids who apply by the deadline can join (as long as there are enough volunteers).
 - I. Club will run for 7 weeks and will kick off the first week of May (3rd/4th).
 - II. Kristine Flythe moved and it was seconded by Jessica Mara to approve a budget of \$1,000 for the Roots Club; motion carried unanimously by all members.
- C. Maple butter candle raffle winner is Jessica Mara.

13. Adjournment

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