DES PTO Meeting Minutes (10/17/2022)

Executive Board Attendees: Jessica Baker-Cromwell, Zareena Bullock, Crystal Thompson, Gina Whitney and Deanna Zanella

1. Call to Order 6:30pm
2. Minutes 09/08/2022
   1. Kristine Flythe moved and it was seconded by Laura Filiau to approve the minutes; motion carried unanimously by all members.
3. Treasurer Report (Jamie Hill)
   1. Deposits: $4,779.45
      1. Amazon Smile Donation $165.86
      2. Member Dues $1,279.83
      3. Scholastic Book Fair $2,479.76
      4. Book Fair Cash Box $254
      5. Fall Festival Donation $600
   2. Withdrawals: $5,360.16
      1. Cash Box $255
      2. Scholastic Book Fair $2,479.76
      3. School Speaker System Upgrade $2,625.40
   3. The PTO account currently has a $61,076.01 balance
   4. Amber Marince moved and it was seconded by Haley Herbert to approve the Treasurer report; motion carried unanimously by all members.
4. School Board Report/Principals Report (Not Available)
5. Committee Report (Jessica Baker-Cromwell)
   1. Basketball Scoreboard
      1. $4,770 (includes shipping)
      2. Everything is currently backordered, but we already have electricians setup to install the scoreboard when it arrives on February 5th.
         1. Hoping to be here in time for playoffs.
      3. Will be wireless with LEDs (instead of iridescent light bulbs) and will have a plaque that says, "donated by the Dunbarton PTO".
      4. Kristine Flythe moved and it was seconded by Amber Marince to approve the cost of replacing the scoreboard; motion carried unanimously by all members.
   2. Gaga Pit
      1. Rubber mat coming up and tripping children.
         1. When it rains and ice melts, there's puddles occurring and doesn't seem level.
      2. Morin Construction Services is willing to deduct all portions of work for planning, preparation, labor. Materials and equipment, which is valued at $5,752.
         1. PTO total cost is $10,368
         2. Includes a 3-year warranty, lifespan is typically 10 years or more.
      3. Current mat had a 3-year warranty, but Morin Construction stated that we're already past it.
         1. Jessica Baker-Cromwell to reach out to Morin Construction to find out how long we had the current mat and if there's anything we can do to maintain the integrity of the mat itself.
            1. Maybe a different type of mat?
            2. Would a cover help?
            3. Replace the entire gaga pit?
   3. Field Trips
      1. Donation of $5 per student would amount to $1,275.
      2. Molly Kemp moved and it was seconded by Amber Marince to approve the cost for field trips; motion carried unanimously by all members.
   4. Basketball Court Fence Update
      1. Temporary fence has been put up to protect against the poison ivy.
      2. Estimated cost for the fence is $4,985.
         1. Reached out to Morin to see if they could get a lower price, couldn’t beat quoted price.
         2. Will be the same type of fence that was approved by the School Board.
      3. One idea mentioned was to get some sponsorships to pay for signs to hang on the fence.
      4. Zareena Bullock moved and it was seconded by Molly Kemp to approve the cost of the fence; motion carried unanimously by all members.
   5. Speaker System Upgrade
      1. Estimated cost for the speaker system is $2,625.40.
   6. Playground Upgrades
      1. Mr. Vasconcellos confirmed that playground safe chips are being utilized.
      2. Suggestions by Kristine Flythe to upgrade the playground include:
         1. Edging border
         2. Swing mats
         3. Another gaga pit
      3. Another idea was to paint a permanent foursquare court and other items such as hopscotch.
6. Event Coordinators
   1. Book Fair (Shelley Westenberg and Amber Marince)
      1. Was held from 09/12 to 09/16.
      2. Family night was fun and volunteers were wonderful. More people showed up on family night than expected.
      3. Some people mentioned they would've liked to have food options or a bake sale.
      4. Were able to donate a ton of books to the teachers.
      5. Lollipop tree was a big hit, so was the scavenger hunt and the raffle basket.
   2. Fall Festival (Kristine Flythe and Crystal Dewyngaert)
      1. Was held on 10/15 from 12pm to 2pm
      2. Went really well and the volunteers were wonderful and extremely helpful.
      3. Congregational church helped line up the musical artist (thank you!).
      4. Followed up with the food trucks that didn’t show, one apologized and are sending back the deposit. The other one hasn’t gotten back to Kristine.
      5. Leftover pumpkins went fast!
      6. There was a complaint about no water, which was supposed to be supplied by the vendors.
         1. Will make sure to bring our own water next year as a backup.
      7. People really enjoyed having the vendors and vendors have already expressed interest in coming back for next year's event as well as other PTO events.
      8. Will have the numbers for the event at the next meeting.
   3. Classroom Parties (Zareena Bullock)
      1. Budget is $50 per party.
      2. Zareena dropped off the paper products to the school.
      3. All food must be approved by Nurse Emily.
   4. Turkey Trot (Nurse Emily)
      1. Tuesday before Thanksgiving (11/22)
      2. Shirt design was shared with Nurse Emily and she'll coordinate through Shirtmasters.
      3. Shirts for ALL students and staff to be ordered from Shirtmasters
         1. Cost is $4,833.25
         2. Will use the same sizes that were used for the DES shirts that went home this month.
            1. Shelley has the updated list of sizes that are adjusted for the kids that had incorrect t-shirt sizes.
      4. Laura Filiau moved and it was seconded by Amber Marince to approve the cost for field trips; motion carried unanimously by all members.
   5. Cookies with Santa (Zareena Bullock and Brigitte Paquin)
      1. Budget is $200
         1. Will decide at future meeting if more is needed based on plans.
      2. Deanna to take photos again.
   6. Movie Night (Zareena Bullock and Haley Herbert)
      1. Deanna Zanella has the login for the license for the movie.
      2. There will be popcorn and candy for the event, cost typically isn't over $200.
   7. VIP Event (Kristine Flythe and Crystal Dewyngaert)
      1. Some ideas we've done in the past are tubing, a glow dance, reptile/animal show and magic show.
      2. Additional ideas that have been mentioned include ice fishing, candy bar bingo night and BMX show.
         1. For bingo we'd need fingertip bingo cards and Crystal Thompson can let the PTO borrow her bingo cage.
7. Clubs:
   1. Mary Carter spoke to the other teachers and they will discuss it more at their union meeting on the 19th.
      1. Has already been mentioned to the union representatives, but they don't have a finalized answer yet.
      2. Will share out more details at the next PTO meeting.
8. Fundraisers:
   1. Filotimo
      1. Will be the 11/18/2022 thru 11/27/2022
      2. PTO will do a flyer to promote the fundraiser
   2. Poinsettias (Laura Filiau)
      1. Laura received an updated fundraiser flyer from Wentworth Greenhouses.
         1. Prices went up on kissing balls (both decorated and undecorated) and poinsettias (6" and 8").
         2. Will ask about wreaths, if there's no issue, then we'll add as an option for this year.
      2. Sales will be open from October 24th to November 4th.
         1. Will ensure that order can be submitted by the 12th and allows some additional time if we want to extend the sale by a few days.
      3. Pickup will be November 19th (in the morning).
         1. Will handout Filotimo flyers to people at pickup.
9. Calendar Review:
   1. 10/31 Parade and Classroom Parties @1:45pm
   2. 11/10 PTO Meeting @6:30pm
   3. 11/22 Turkey Trot
   4. 12/10 Cookies with Santa @10am - 12pm
   5. 12/12 PTO Meeting @6:30pm
   6. 12/23 Classroom PJ Party & Breakfast (Half-day)
   7. 01/14 Movie Night
   8. 02/04 VIP Night
   9. 02/14 Classroom Valentine's Day Party
   10. 02/20-02/24 Spirit Week
10. Other Business:
    1. There was an inquiry about giving $25 to each party room parent to cover the costs of the classroom parties.
       1. Parents will need to fill out a reimbursement form and this can be difficult to track.
          1. Have had issues in the past with people not filling out the form.
          2. We require a reimbursement form, because we are a non-profit and it would be against the law for us to reimburse anyone without proper documentation.
    2. Wreath winner is Haley Herbert.
11. Adjournment
    1. Kristine Flythe moved and it was seconded by Molly Kemp to approve adjournment; motion carried unanimously by all members.