



Membership Meeting Minutes

Tuesday, September 12 – 6:30PM – 7:30PM

Location: DES – Teacher’s Lounge or ZOOM

Executive Board Members in attendance: Kristine Flythe, Jess Mara, Deanna Zanella, Molly Kemp, Jamie Hill

1. Call to order: 6:31 pm
2. Welcome & Introductions
3. Treasurer Report
 - a. Starting balance of \$98,330.46
 - b. Account payment \$388.29
 - c. Gaga pit final payment \$8,133.75 (deposit paid over summer \$2,711.25)
 - d. Decodable books final payment \$1,300.76, \$983.54 paid by CC/ \$1,712.70 to Academic Therapy and \$1,974.00 to Penguin Random House
 - e. Reimbursement to Beth Ayers \$229.99
 - f. Reimburse DES for Flex writing surface \$849.99
 - g. Total expenses for this period of \$21,509.43
 - h. Ending Balance of \$76,821.03

Sonette Van Der Merwe moved to approve the Treasurer Report and was seconded by Amber Marince ;motion carried unanimously by all members present.

4. School Board Report/Principals Report-
 - a. Tucker Hill is back on the bus route.
 - b. DES fully staffed!! 7 out of 9 paras returned.
5. Summer Summary
 - a. Executive Board work day - July 8.
 1. Discussion included: goals, focus on the future, getting to know each other.
 2. The PTO shed was cleaned out.
 - b. Approved purchases prior to summer : Staff Development, field trips for DES, flex writing station, charging stations, Decodable Books, Gaga pit resurfacing.
 - c. Approved purchase over the summer: rug for 5th Grade, butterfly for pollinator garden, and items for outfitting the outdoor classroom.
6. Event Reports:
 - a. Kindergarten BBQ Lunch & Kona Ice - August 3
 1. Smoke Show food was terrific as was KONA Ice.,
 2. Successful event, with happy and grateful parents, students and staff.
 - b. Old Home Day - August 12
 1. Deanna Zanella and Kristine Flythe represented the PTO. Lots of people attended. It was a successful and really nice community event.
 - c. Bike Rodeo - August 27
 1. Kristine Flythe represented and provided popsicles. DPD had a grant for the helmets and then donated to S&W Sports who would provide them to families in need.
 - d. Welcome Back Lunch - August 29
 1. Overall very well received and appreciated by staff.
 - e. Open House - August 29
 1. Kristine Flythe, Deanna Zanella and Jessica Mara rotated and stationed the table to represent the PTO, handed out information and DES swag.

7. Upcoming events:

a. Book Fair - Sept. 25-29 (coordinators needed to shadow)

1. Amber Marince wants a volunteer to shadow her as this is her last year.
2. Money bought all the rugs for the classroom teachers.
3. We earn twice as much in books, when you don't take the cash from Scholastic. Questions ask Amber or Shelley Westenberg.
4. Scholastic provides \$10 credit for volunteers.
5. Family night will be scheduled.
6. 3 possible candidates for next year.
7. Kristine Flythe brought up the question of whether or not we can "Round Up", or opt out of "round up", to eliminate the need for small change like a few pennies. Shelley will be communicating with parents. E - wallet should be encouraged as the best payment option, then no cash is changing hands.
8. This year to make things easier teachers will put their wish list books in a provided bin to eliminate volunteers searching for wanted items.

b. Fall Festival - Sept. 30 (volunteers and raffles needed)

1. Raffles and volunteers on Parent Square
2. budget request of \$2500.
3. food truck, pumpkins, candy apple bar.

Crystal Dewyngaert motioned to approve a budget of \$2500 for Fall Festival, seconded by Jamie Demetry; motion carried unanimously by all members present.

c. Party Room Parents - Halloween 10/31, 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. We prefer to have each class have 2 parents/guardians per party. Interested email dunbartonpto@gmail.com and indicate grade, teacher and preferred date.

1. Kristine Flythe brought up the question of providing water for all classrooms. (we already provide paper goods). Is water needed, when most students have their own bottles, or teachers can provide cups?
2. Taryn Brassard asked if juice boxes were an option. Nurse Emily needs to be consulted.
3. Kate Bragg suggested we provide the paper cups.
4. Molly suggested the possibility of providing some kind of goodie bag to take the financial burden off PRP.
5. Mrs. Carter suggested asking the teachers what they would like to have during the parties. Action item for Kristine Flythe.

d. Filotimo Fundraiser - Nov. 22 - Nov. 26 and Dec. 12 - Dec. 16 and parent/guardian mixer to be announced.

1. Date confirmed.
2. Deanna Zanella to start an Instagram account.
3. DES PTO gets 40% cut of whatever Filotimo earns that week.
4. Mixer could be a great way to introduce a PTO adult event. Select 1 or 2 mixer dates at the next meeting.

e. Cookies with Santa 12/9 and Tree lighting with town (Bridgette Paquin and co-coordinator needed)

1. Our goal is to have a big community event.
2. Santa is to be decided, only one for the whole town event.
3. Possibility of horse rides from DES to Town Commons.

8. Funding Requests:

a. From DES Hopscotch Stencil: \$217, Foursquare Stencil \$324.99, Map of the US \$175.00

Amber Marince motioned to approve stencils for DES seconded by Kate Bragg; carried unanimously by all members present.

b. In discussion DPD and DES school board Security safety film for DES \$51,037.50 anticipated quote not a formal request- leave it until we have more information.

1. The purpose of the Safety Film is to help deter and increase response time.

c. Event insurance does anyone have information for this. We are covered as volunteers but our events are not covered under school insurance.

1. Jamie Hill confirmed that the PTO has insurance.

d. The School Library requests our assistance replacing outdated materials.

1. Linda Labrie submitted a request for a new set of 52 books about the States

2. \$1,093 to be purchased through Titlewave, a division of Follet where most of the books are purchased.

3. Amber suggested Scholastic Dollars to help.

4. Members are in support of replacing outdated books and are requesting a comprehensive wish list of books and cost so the PTO can purchase what is needed.

f. Kimber Raymond has requested financial assistance for a Dunbarton student who can't afford Drivers Ed.

1. PTO will ask for a formal request for a \$775 scholarship to cover the cost of Drivers Education.

2. Business will be paid directly.

Taryn Brassard motioned to approve the \$775 scholarship seconded by Sonette Van Der Merwe; carried unanimously by all members present.

9. Open Membership Discussion

a. Susan Johonnett- DCC spokesperson

1. Spireside, which is a Coffee House, is held on the 3rd Saturday of the month. All are welcome, no fee required. Fun, food and refreshments.

2. People for The Steeple, should be completed before the snow flies.

3. Knitting Group, prayer shawls for community and hospital

4. Food For Thought Dinner, held quarterly.

5. Food Pantry and Curios available to all who need it. (Wednesday and Friday)

7:24 pm Adjournment

Jess Mara motioned to approve adjournment, seconded by Amber Marince; carried unanimously by all members present.

Members in Attendance:

Mary Carter, Kate Bragg, Sonette Van der Merwe, Jamie Hill, Deanna Zanella, Taryn Brassard, Jamie Demetry, Ryanne Roy, Amber Marince, Vanessa Mello, Regina Fontes, Crystal Dewygaert, Leigh Herbet, Molly Kemp, Jess Mara, Kristine Flythe, Jazzman Lewis, Susan Johonnett

Dunbarton PTO FY 2023

Treasurer's Report

08/01/2023 - 07/31/2024

Administrative Expenses	Income	Expenses	Year to Date	Net Budget	More/-Less
Accountant Fees	-	\$388.29	-\$388.29	-\$500.00	\$111.71
Accounting Software	-	-	-	-\$160.00	\$160.00
Banking Fees/Checks	-	-	-	-\$25.00	\$25.00
Childcare	-	-	-	-\$100.00	\$100.00
Health Office Restock	-	-	-	-\$250.00	\$250.00
Insurance	-	-	-	-\$500.00	\$500.00
Office Supplies - Copy Paper	\$198.41	\$298.39	-\$99.98	-\$145.00	\$45.02
Playground Supplies	-	-	-	-\$30.00	\$30.00
Postage	-	\$19.30	-\$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	\$198.41	-\$705.98	-\$507.57	-\$2,240.00	\$1,732.43
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	-	-	-	-\$50.00	\$50.00
Holiday Parties	-	-	-	-\$50.00	\$50.00
Valentine's Day Class Parties	-	-	-	-\$50.00	\$50.00
Class Parties Totals	-	-	-	-\$150.00	\$150.00
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	-	-	-	-\$110.00	\$110.00
DARE Program Totals	-	-	-	-\$410.00	\$410.00

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	-\$2,500.00	-\$1,200.00	-\$1,300.00
Field Trips Totals	-	-\$2,500.00	-\$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	-	-	-	\$1,341.88	-\$1,341.88
Scholastic Book Fair - Spring	-	-	-	-	-
Spring Fundraiser	-	-	-	-	-
Filatimo	-	\$50.00	-\$50.00	\$1,750.00	-\$1,800.00
Poinsettia Fundraiser	-	-	-	\$800.00	-\$800.00
Concessions	-	-	-	-	-
Fundraisers Totals	-	-\$50.00	-\$50.00	\$3,891.88	-\$3,941.88
Membership Dues	Income	Expenses	Year to Date	Net Budget	More/-Less
Member Dues	-	-	-	\$3,106.00	-\$3,106.00
Membership Dues Totals	-	-	-	\$3,106.00	-\$3,106.00
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	-	\$15,900.19	-\$15,900.19	-	-\$15,900.19
DES Water Station	-	-	-	-	-
DES Security	-	-	-	-	-
Playground	-	-	-	-	-

PTO Donations	Income	Expenses	Year to Date	Net Budget	More/-Less
Staff Enrichment	-	-	-	-	-
PTO Donations Totals	-	-\$15,900.19	-\$15,900.19	-	-\$15,900.19
PTO Events	Income	Expenses	Year to Date	Net Budget	More/-Less
Fall Festival	-	-	-	-\$500.00	\$500.00
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	-	-	-	-\$500.00	\$500.00
Spring Fling	-	-	-	-\$700.00	\$700.00
Kindergarten Social	-	\$1,786.99	-\$1,786.99	-\$325.00	-\$1,461.99
PTO Events Totals	-	-\$1,786.99	-\$1,786.99	-\$4,325.00	\$2,538.01
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	-\$764.68	-\$500.00	-\$264.68
Teacher Appreciation Week	-	-	-	-\$500.00	\$500.00
Staff Appreciation Totals	-	-\$764.68	-\$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					
	\$198.41	-\$21,707.84	-\$21,509.43	-\$5,067.12	-\$16,442.31

Bank Account Balances	08/01/2023	07/31/2024	Last reconciled	Summary for the Period	
Citizens Bank - New	\$98,080.46	\$76,571.03	08/31/2023	Starting Total	\$98,330.46
Cash Box	\$250.00	\$250.00	Never	Income	\$198.41
PayPal Clearing Account	-	-	Never	Expenses	-\$21,707.84
Totals	\$98,330.46	\$76,821.03		Ending Total	\$76,821.03
<i>Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.</i>					

Submitted by:

Name: _____ Signature: _____ Date: _____