



DES PTO Meeting Minutes (09/08/2022)

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

1. Call to Order 6:30pm
2. Welcome and Introductions – view welcome back video [here](#)
 - a. Jessica: President
 - b. Zareena: Vice President
 - c. Gina: Secretary
 - d. Jamie: Treasurer
 - e. Crystal: Financial Secretary
 - f. Deanna: Webmaster/Social Media
 - g. Also present: Principal Vasconcellos, 2nd grade teacher Ms. Carter, 4th grade teacher Ms. Largy, and DES parents both in person and on Zoom
3. Treasurer Report (Jamie Hill)
 - a. Deposits: \$215.54
 - i. Apparel Now donation \$140.54
 - ii. DES camp fundraiser \$75
 - b. Withdrawals: \$1,707.28
 - i. Kona Ice for Kindergarten Social \$325
 - ii. NH Lottery for Filotimo fundraiser \$250
 - iii. Umbrella stands for DES picnic tables \$197.10
 - iv. Umbrellas for DES picnic tables \$269.94
 - v. Reimbursement for the Treasurer to get fingerprinted for Filotimo \$48.25
 - vi. LEAD books for 6th grade \$109.89
 - vii. Whitebirch Café welcome back breakfast for staff \$507.10
 - c. The PTO account currently has a \$61,656.72 balance
 - d. Ended the fiscal year on 07/31 with a balance of \$63,148.46.
 - e. Jessica Baker-Cromwell moved and it was seconded by Molly Kemp to approve the Treasurer report; motion carried unanimously by all members.
4. School Board Report/Principals Report (Mr. Vasconcellos)
 - a. Mr. Vasconcellos stated that the DES school year is off to a great start. He thanked the summer staff including custodial and high school helpers for getting everything ready for an early start for staff.
 - b. The school is still in hiring mode and will be securing more substitute teachers.
 - c. Currently tracking well on the 3 Initiatives and will continue to update.
5. Committee Report (Jessica Baker-Cromwell)



- a. Kindergarten Meet and Greet (Molly Kemp and Kristine Flythe)
 - i. Molly & Kristine reported that all but five kindergarten families joined the event.
 - ii. Kona Ice was a huge hit, especially given the heat.
 - iii. It was great to have Ms. Belanger and Ms. Ayers there.
 - iv. The bus did three rides through center of town.
 - v. Suggested to have it for only two hours instead of three next year. Mr. V noted that the start time was incorrect on the website.
 - vi. Cost was \$325, Executive Board approved due to no general membership meetings in the summer.
 - b. Bicycle Rodeo
 - i. Popsicles were appreciated and there was a great turnout.
 - ii. Thank you Jessica Baker-Cromwell for the popsicle donation!
 - c. Umbrellas and Stands
 - i. Donated by the PTO for the outdoor learning space
 - ii. Cost was \$467.04
 - d. NH Lottery Commission
 - i. Two weekends secured at Filotimo, dates TBD
 - ii. Cost \$250 plus \$48.25 for fingerprinting
 - e. Upgraded speaker system at the school
 - i. Still waiting for a call back
 - f. Staff Welcome Back Breakfast
 - i. Feedback from staff was overwhelmingly positive
 - ii. Cost was \$507.10
 - g. Basketball Court
 - i. Temporary fence has been put up to protect against the poison ivy.
 - ii. Estimated cost for the fence is \$4985.00.
 1. Suggested to look for other quotes perhaps from Morin Construction or a vendor Kristine Flythe can source.
6. Event Coordinators
- a. Book Fair (Shelley Westenberg and Amber Marince)
 - i. Will be held from 09/12 to 09/16.
 - ii. Cash is 25% of profits or scholastic dollars for the school is 50%
 - iii. Will have some raffle baskets to raffle off for Family Night (Thursday 5pm - 7pm) and a lollipop tree.
 - iv. Kristine brought up an idea of doing a recycled book drive, will look into this for the Spring Book Fair.
 - b. Fall Festival (Kristine Flythe and Crystal Dewyngaert)
 - i. Will be held on 10/15 from 12pm to 2pm
 - ii. Details are still being worked out. Proposed having food trucks, bake sale, raffles, cornhole tournament, giveaways/gift baskets, etc. No chili cookoff this year.
 - iii. Budget is \$500
 - iv. Kristine Flythe moved and it was seconded by Molly Kemp to increase the budget to \$2000; motion carried unanimously by all members.
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- c. Classroom Parties
 - i. Budget is \$50 per party
 - ii. PTO to provide paper plates and juice boxes or waters for each room; Zareena will pick up.
 - iii. Jessica will send sign-ups out by end of week to be a party parent.
 - 1. Similarly to last year if there are multiple parents that sign up for each room, we will divide up parties.
 - iv. All food must be approved by Nurse Emily.
 - d. Turkey Trot
 - i. Tuesday before Thanksgiving (11/22)
 - ii. Deanna to update last year's t-shirt design and Nurse Emily to coordinate through Shirtmasters.
 - iii. Orders to be place on PTO site and student shirts are free (paid for by PTO).
 - iv. Will look to order extra shirts to mitigate any issues with missing orders
 - e. Cookies with Santa (Zareena Bullock and Brigitte Paquin)
 - i. Budget is \$200
 - 1. Will decide at future meeting if more is needed based on plans.
 - ii. Deanna to take photos again.
7. Fundraisers:
- a. Filotimo
 - i. Just waiting on dates
 - b. Poinsettias
 - i. Checking with Laura and the greenhouse
 - c. Charleston Wrap
 - i. Not a PTO fundraiser, but is a fundraiser for 6th grade
8. Calendar Review:
- a. 09/12 - 09/16 Bookfair
 - b. 10/15 Fall Festival @12pm - 2pm
 - c. 10/17 PTO Meeting @ 6:30pm
 - d. 10/31 Parade and Classroom Parties @1:45pm
 - e. 11/10 PTO Meeting @6:30pm
 - f. 11/22 Turkey Trot
 - g. 12/10 Cookies with Santa @10am - 12pm
 - h. 12/12 PTO Meeting @6:30pm
 - i. 12/23 Classroom PJ Party & Breakfast (Half-day)
9. Other Business:
- a. Molly Kemp suggested PTO-sponsored clubs/after school activities.
 - i. Teachers decide and volunteer on type and parents will help (perhaps high schoolers too).
 - ii. Ideas: Art Club, Theatre, Dungeon & Dragons, Book Club, Multimedia (podcasts, video production, yearbook), Chorus.



- iii. Ms. Carter and Ms. Largy to talk to teachers and get feedback/ideas.
 - b. Crystal Thompson recommended website Donors Choose to teachers to get funding for projects.
 - i. Ms. Largy is familiar and they will share out with teachers.
 - c. Kristine Flythe has been trying to coordinate a new scoreboard for the gymnasium but all companies are backlogged right now.
 - i. She was told to check back after Fall sports season
 - d. Raffle winner was Amber Marince
10. Adjournment
- a. Amber Marince moved and it was seconded by Molly Kemp to approve adjournment; motion carried unanimously by all members.