

1. Welcome & Introductions
 - a. Co-Presidents: Jessica Baker-Cromwell and Nikola Ordway
 - b. Vice President: Dara Vaccaro
 - c. Secretary: Gina Whitney
 - d. Treasurer: Alicia Cutting
 - e. Financial Secretary: Crystal Thompson
 - f. Webmaster: Deanna Zanella
2. Treasurer Report (Alicia Cutting)
 - a. The PTO account has a balance of \$13,873.80.
 - i. Current PTO Executive Board took over the account in August.
 - b. Received an overwhelming amount of PTO dues, have collected \$2,841 thus far!
 - c. Reviewed a list of recent expenses, which included field trips (\$5/student), the Fall Book Fair, start of the school year events and clearing of some last year expenses.
 - d. Matt Delude moved and it was seconded by Laura Filiau to approve the report; motion carried unanimously by all members.
3. School Board Report/Principals Report (Owen Harrington)
 - a. New staff for this year includes:
 - i. Alicia Coffee (4th Grade Teacher)
 - ii. Emily Kotkowski (School Nurse)
 - iii. Didi Turmelle (Reading Interventionist)
 - iv. Susan Bailey (Special Education Assistant)
 - b. Promethean boards are now available in all classrooms.
 - c. New AV system was installed in the Community Center.
 - i. Thank you to Geoff Moody for doing a great job in choosing the company/system.
 - d. This year we're continuing with Empathy as the theme, with an opportunity for parents to participate in the motto process.
 - i. Empathy committee will be meeting next week to come up with the top ten mottos.
 - ii. Parents will have an opportunity to vote via ParentSquare.
 - iii. This year's Artist in Residence will create a mural based on the Empathy theme.
 - e. DES is implementing a Student Support Center (SSC) this year, which is a way for students to "reboot" if they're having a tough time in the classroom.
 - i. Parents will receive a phone call if their child is sent to the SSC.
 - f. Will be launching a new online meal payment system (myschoolbucks.com) on 09/18.
 - i. All money within current accounts (Mealtime) will rollover to the new system.
 - g. DES will be conducting a book study this year that's open to all staff and parents.
 - i. Will be in digital format.
 - h. ParentSquare notification settings can be adjusted within the application, can reach out to Shelley Westenberg or Sarah Murray if there are any questions.
4. Committee Report
 - a. Kindergarten Ice Cream Social:
 - i. HUGE success, 78 people attended.
 - ii. MGs Farmhouse donated the ice cream and utensils and the Bus gave us a freebie.
 - b. Teacher Welcome Back Breakfast:
 - i. Teachers enjoyed their coffee and muffins! 100% donated from Dunkin' Donuts.
 - c. Box Tops (Sheila Urban)
 - i. Program is changing, everyone should've received a welcome letter that includes QR code to download the app.

- ii. Going digital, instead of traditional box tops you'll need to scan your grocery receipt within 14 days of your purchase.
 - iii. Can double dip, if product has the old style you can still clip it and send it in.
 - iv. Will be sending out collection sheets every two months (change from last year), collection date will be posted and communicated by teachers.
 - v. **Please reach out to Sheila Urban if you have any creative ideas to encourage use of the app.**
 - vi. Extended family can download the app and scan receipts as well, just make sure to search/select Dunbarton Elementary School.
5. Event Coordinators
- a. PTO is currently working on creating a binder with reference materials and guides for each event.
 - b. When cleaning up after events, please refrain from placing food or dirty linens in the PTO shed.
 - c. **Looking for a coordinator to plan/coordinate the bake sales for events and basketball games.**
 - d. **Please reach out to the PTO if you would like to donate any Christmas, Easter and/or other party decorations.**
 - e. Book Fair: Cindy Pinard and Shelley Westenberg
 - f. Fall Festival: **Still need two coordinators**
 - i. Event includes a cider press, pumpkin painting, pumpkin ring toss, chili cook off and bake sale.
 - ii. No tickets, but will have an entry fee for the cook off (\$5).
 - iii. Budget set at \$500.
 - g. Class Room Parties: Nicole Sloane and Danielle Saunders
 - i. Includes Halloween, Holiday and Valentine's Day.
 - ii. Volunteer process has changed, everyone who volunteered is going to get at least one party.
 - iii. Volunteers will rotate, so parents with multiple children will have an opportunity to volunteer in each classroom.
 - iv. Budget set at \$50 per each party.
 - h. Harvest Moon Supper: Ginny Bouch and Dara Vaccaro
 - i. Raffle baskets are themed and based off of the donations that come in.
 - 1. **If you know anyone who would be willing to donate, please reach out to Ginny or Dara.**
 - ii. Tentative time is from 4pm to 6:30pm, with a proposed quiet hour from 4pm - 5pm.
 - iii. Discussed options to reduce the amount of running around and to deter children from climbing on the bleachers.
 - iv. Gluten free options and nut free desserts are available, not completely dairy free.
 - v. Meg Ayers father will be donating new signs for the event.
 - vi. **Need more large round tables for HMS, please reach out to the PTO if you have any available.**
 - g. Budget set at \$1,900.
 - b. Holiday Shop: Lori Lawnsdale and Amber Marince
 - i. Shop where children can visit and do their holiday shopping for family and friends.
 - ii. This year (like last year) will overlap the Cookies with Santa event, which will provide an opportunity for family/siblings to purchase gifts through the shop as well.
 - iii. Will have signups posted on ParentSquare for volunteers.

- iv. Utilizing the same company as last year (Kids Kastle), but may change going forward.
 - b. Cookies with Santa: Jessica Baker-Cromwell and Erica Ebert
 - i. Free event includes cookie decorating and a visit with Santa.
 - ii. **Looking for creative ideas to get the older kids involved.**
 - 1. Suggestions included caroling and face painting for the younger kids.
 - iii. Will have signups posted on ParentSquare for volunteers.
 - iv. Budget set at \$200.
 - c. Dunbarton Scholarship: Laura Filiau and Amber Marince
 - i. New committee has been formed and the scholarship money has been transferred out of the PTO account.
 - 1. PTO will still continue to donate each year.
 - ii. Scholarship is for college bound Dunbarton students; 3 scholarships were awarded last year (\$500 each).
 - d. Free Money: Sheila Urban, Dara Vaccaro and Crystal Thompson
 - i. Includes Amazon Smile, Box Tops for Education, Shoparoo and Coca-Cola Give.
 - e. Lori Lawnsdale moved and it was seconded by Matt Delude to approve the event budgets; motion carried unanimously by all members.
6. New Business
- a. ParentSquare for Sign Ups
 - i. In the past the PTO used Signup Genius, going forward we'll now be using ParentSquare.
 - ii. Nikola and Jessica will manage and create the signups for each of the events.
 - b. Updated Bylaws
 - i. Currently working on updating the bylaws and they've been sent to our attorney for review.
 - ii. Before the October meeting, the bylaws will be posted for members to view.
7. Calendar Review
- a. 09/16 - 09/23: Fall Book Fair
 - b. 10/07: October PTO Meeting (6pm)
 - c. 10/20: Fall Festival (1pm)
 - d. 10/31: Parade and Classroom Parties (1:45pm)
 - e. 11/09: Harvest Moon Supper (4/4:30pm)
 - f. 11/14: November PTO Meeting (6pm)
 - g. 12/04 - 12/07: Holiday Shop
 - h. 12/07: Cookies with Santa (10am - noon)
 - i. 12/09: December PTO Meeting (6pm)
 - j. 12/20: Classroom Parties (1:45pm)
8. Raffle Winners
- a. PTO dues raffle winner: Cassie Blomgren
 - b. PTO meeting raffle winner: Erica Ebert
9. DES Apparel
- a. Link to the store (ApparelNow) can be found on the PTO website (www.dunbartonpto.com).
 - a. PTO will look to have examples and flyers available for next year's open house.
 - b. Large assortment of styles available with customizable options (name, sport numbers, etc.).
10. Adjournment
- a. Matt Delude moved and it was seconded by Laura Filiau to approve adjournment; motion carried unanimously by all members.