

1. Minutes 10/07/2019
 - a. Lori Lawnsdale moved and it was seconded by Laura Filiau to approve the minutes; motion carried unanimously by all members.
2. Treasurer Report (Alicia Cutting)
 - a. The PTO account has a balance of \$17,608.
 - b. Last year the Harvest Moon Supper (HMS) brought in \$5,079 and the expenses were \$1,074.
 - i. Total profit was \$4,005, with \$3,000 going to the Artist in Residence program.
 - c. This year we were unable to get a count of the number of attendees for the HMS, but the PTO will make sure to get a count for next year.
 - d. Door sales for this year's HMS were a total of \$1,072, PayPal sales were \$1,002, the basket raffle brought in \$2,004 and the 50/50 raffle brought in \$260 (\$130 net profit).
 - i. Complete numbers and total profit will be reported out once the PTO has the donation and expense reports for the event.
 - e. The Fall festival raised \$416 and spent \$298, with a total profit of \$118.
 - i. A big thank you to all of the volunteers and donations!
 - f. Erica Ebert moved and it was seconded by Amber Marince to approve the report; motion carried unanimously by all members.
3. DARE
 - a. The PTO purchased the t-shirts for the program, with a total cost of \$294 (does so every year).
 - b. There was a miscommunication around the donut donation, in order to prevent this in the future going forward we'll add this to the calendar.
4. School Board Report/Principals Report (Owen Harrington)
 - a. Evacuation drill was conducted on November 14th, overall it was very successful.
 - b. The kindness bulletin board lists the kind acts that students have noticed, there's now well over 300 in total.
 - c. The DES School Rules have been drafted and a presentation will be created and shared with the school.
 - d. Empathy theme continues and gratitude journals will be distributed, so kids can journal about what they're grateful for.
 - e. School Retool:
 - i. Looking to have student ambassadors to help introduce new students to adults at the school.
 - ii. For one day this year Mr. Harrington will have his office in the common area where students can walk by and talk to him.
 - iii. Mr. Harrington shadowed a student for one day, didn't realize how fast paced the day is (something to talk to your kids about).
 - iv. Students will present how they're solving problems and are able to choose how they share their work.
 - v. 6th graders will record different news stories that will be posted online; will occur once a trimester during the end of day block.
 - vi. Coding club has been opened, 18 students have joined (5th and 6th graders); they're also doing robotics online.
 - f. Title 1 is now up and running, one thing they're doing is running and jumping using math.

- g. The After School Program will be in the library until February 18th from 5pm-6pm to provide more practice time for rec basketball.
- h. Instituted SWIS, School Wide Information System, for when students need to be spoken to for disciplinary reasons.
- i. Budget has been reviewed by the School Board, some things to note:
 - i. Technology Integration Specialist to work with the Librarian, will create a schedule so students can use library for projects and add a technology flair to them.
 - ii. Looking to hire an Enrichment Teacher, will be a part of the specials rotation for students who want to push further in math and reading.

5. Committee Report

- a. Fall Festival:
 - i. Chili Cook-off was a huge hit, great feedback and people would like more chili for next year!
 - ii. Couldn't have put this event on without the donations (pumpkins, painting backdrop, cider press, etc.)
 - iii. Bake sale did well and all in all it was a success and we'll be looking to do a lot of the same things for next year's festival.
 - iv. Extra pumpkins were donated to the Kindergarten art class.
- b. Halloween Classroom Parties:
 - i. Went well except for water/beverages, next year we'll be sure to inform room parents that they'll need to bring both beverages and snacks.
 - ii. This year the PTO went with providing plates, napkins and bags (instead of water).
- c. Harvest Moon Supper
 - i. We may need another coordinator for next year, please reach out if you're interested.
 - ii. Next meeting the PTO will provide more information around the numbers, including the overall profit.
 - iii. Great feedback was provided for the quiet hour, people appreciated having the quiet time.
 - iv. Great feedback was also received for the music, the signage on the tables (will continue with that next year) and with putting the tables against the bleachers to help mitigate climbing.
 - v. Will reach out to the church next year and send a save the date to prevent any conflicts.
 - vi. The HMS was also on the same day as the Pumpkin Regatta, will think about this next year when we schedule the event.
 - vii. Two sheets were created for this event, one that provides information about the event and can be distributed to businesses when we're asking for donations.
 - i. The other sheet can be sent out to those who've donated and includes the tax id.
- d. Holiday Shop:
 - i. Holiday shop papers have come in and will be distributed to each class.
 - ii. Will need volunteers for each shift, sign-ups will be posted on ParentSquare.
 - iii. Kids Castle will be moved downstairs for the Cookies with Santa, will need volunteers that Friday night to help set it up once basketball ends.
- e. Cookies with Santa:
 - i. Biggest difference between last year and this year is that we're going to ask for donations for cookies (sugar cookies).

- i. We've also gotten rid of the Holiday craft.
 - ii. We'll still have an allergy friendly option and will ask volunteers to provide the ingredients.
 - iii. Snowman Slam, Build a Snowman, hot cocoa, letters to Santa and decorating cookies are some of the planned activities.
 - iv. Santa will arrive at 10:30am.
 - v. Toys for Tots drive will be going on at the same time, please consider bringing a toy to donate.
 - vi. Geoff Moody will be setting up the AV system, so there will be Holiday music.
- f. Free Money Coordinator:
 - i. Amazon Smile has brought in \$30.
 - ii. For Hannaford Helps Schools, you'll need to go to the Fort Eddy Concord location (looking into Goffstown).
- g. Monthly PTO Newsletter
 - i. We've heard great things about newsletter and will try to distribute one every month.
 - ii. Next newsletter will have a holiday focus.

6. New Business

- a. Updated Bylaws
 - i. Have been posted online for the past month and they were voted on in the November meeting.
 - 1. Amber Marince moved and it was seconded by Laura Filiau to approve the bylaws; motion carried unanimously by all members.
 - ii. In the October meeting, the PTO highlighted some key differences, these included:
 - 1. That anyone from the PTO executive board can represent the PTO at the School Board meetings.
 - 2. A section was created within the code of conduct that centered on being friendly and using kind words.
 - 3. Edited the roles and positions, so there's greater understanding around each of the roles and their responsibilities (with guidance from our attorney).

7. Event Coordinators Needed

- a. Movie Night: Dara Vaccaro and Lori Lawnsdale volunteered.
 - i. Will need to fix the half and half pizza on the order form.
- b. Boys VIP Event: Gina Whitney volunteered (need to confirm).**
 - i. Budget: \$500
- c. Spirit Week: Deanna Zanella volunteered.
- d. Spring Book Fair: Shelley Westenberg and Amber Marince volunteered.
 - i. April 2nd is the setup date and the book fair starts on April 3rd and closes on the 11th.
 - ii. PTO donated extra books to classrooms during the last book fair.
 - iii. We're looking to put something together for volunteers that highlights that kids should focus on books and not pens, bookmarks, etc.
- e. Easter Bunny Breakfast: Deanna Zanella and Amy Czarnosz
 - i. Budget: \$1,000
- f. Teacher Appreciation: Miriam is willing to help, but we'll need two coordinators.**
 - i. Budget: \$500
- g. Sweetheart Dance: Ginny Bouch, need one more coordinator**
 - i. Budget: \$600

- h. Fun Run/Walk: Ashling LaMarque, need one more coordinator**
 - i. Budget: \$500
- i. Spring Fling: Need two coordinators**
 - i. Budget: \$700
- j. Erica Ebert moved and it was seconded by Lori Lawnsdale to approve the event budgets; motion carried unanimously by all members.

8. Calendar Review

- a. 12/04 - 12/07: Holiday Shop
- b. 12/07: Cookies with Santa (10am - noon)
- c. 12/09: December PTO Meeting (6pm)
- d. 12/20: Classroom Parties (1:45pm)
- e. 01/09: January PTO Meeting (6pm)
- f. 01/18: Movie Night
- g. 02/09: Boys VIP Event
- h. 02/10: February PTO Meeting (6pm)
- i. 02/14: Valentine's Day Classroom Parties (1:45pm)
- j. 02/17 - 02/21: Spirit Week

9. Additional Items

- a. Logo contest idea?
- b. Need more guidance around the scholarship fund.
 - i. PTO will reach out to get more information.
- c. PTO will be looking into taking pictures and tagging donations on social media for Sponsors
- d. PTO meeting raffle winner: Erica Ebert

10. Adjournment

- a. Erica Ebert moved and it was seconded by Amber Marince to approve adjournment; motion carried unanimously by all members.