

PTO Meeting Minutes

January 13th, 2026
Art Room at NBES

People in Attendance

Heather LaFrance*
Brittany Hilton
Lindsey Gagne
Melissa Thompson-Wentworth
Riley Emmons
Lauren Janousek
Chelsea Hewitt
Tom Hilfer
Jessica Hilfer
Mackenzie Weatherly
Joe Forte^
Katelyn Morissette
Amanda Morton*^
Alison Faust
Leighanne Stevens^

*Administration/Staff

^Virtual Join

Principal's Report

Not a whole lot to report right now as we are getting back into the swing of things after break. Covers are going onto the sandboxes for the winter as Ken came up with a solution (she hasn't checked but it's on his to-do). She also reminded us that there is no early release tomorrow.

Treasurer's Report

Melissa shared there is a current balance of \$8,444.45.

Deposits: \$1963.73 with 19 cents of interest.

- \$413.07 – Hula Huta sponsors
- \$1,367.50 – Patry Fundraiser
- \$60 in an unmarked envelope for an anonymous donation
- \$122.97 – Hula Hut sales square deposit

Withdrawals: \$1087.75

- \$100 – Christmas Project Hannaford gift cards
- \$380 – Kindergarten Nutcracker FT
- \$18.98 – Hula Hut Bracelets (Team Colors)
- \$568.75 – Hula Hut T-Shirts

- \$20.02 – Printer Toner Refills/supplies

NBPTO												
Fundraising Event Summary		*Planned 25-26										
Event	Date	Cost of			2019/	2020/	2021/	2022/	2023/	2024/	2025/	Profit
		Sales	Sales	Profit \$	2020	2021	2022	2023	2024	2025	2026	%
Mum fundraiser	September	\$2,996	\$1,599	\$1,397	\$0	NA	\$1,741	\$1,620	\$589	\$1,710	\$1,397	47%
Halloween Party	October				\$217	NA	NA	\$1,906	\$1,047	\$906		0%
Box Tops - Fall	November				\$207	NA	\$91	\$0	\$102			0%
Soccer concessions	Oct-Nov	\$2,440	\$227	\$2,212	NA	NA	NA	NA	NA	\$1,900	\$2,212	91%
Craft Fair	November	\$2,149	\$160	\$1,898	NA	NA	NA	NA	NA	\$2,108	\$1,898	88%
Wreaths	December				\$2,224	NA	\$1,595	\$1,221	NA			0%
Pastry Fundraiser	December			\$1,366	NA	NA	NA	NA	\$1,520	\$1,235	\$1,366	
Hula Hut Tournament	February				\$957	NA	NA	\$1,037	\$1,072	\$1,054		0%
Adult Prom	February				NA	NA	NA	\$848	NA			0%
Box Tops - Spring	March				\$333	NA	\$79	\$0	\$63			0%
Chili cookoff	March				\$749	NA	NA	\$0	NA			0%
Carnations	April				NA	NA	\$418	\$0	NA			0%
Art to Remember/Square	April				\$16	NA	NA	\$377	NA			0%
Dance	April				\$3,098	NA	NA	NA	\$2,479	\$3,926		0%
Penny Games	February				NA	NA	\$1,640	\$1,043	\$931			0%
Musical Coccisions/ma	May				NA	NA	NA	\$645	\$121			0%
Spring Flower Baskets	May				NA	NA	\$376	\$295	NA			0%
Color Run	May				\$210	NA	NA	\$0	NA			0%
Duck Race	June				NA	NA	\$745	\$625	NA			0%
Total		\$4,588	\$387	\$4,201	\$8,011	NA	\$6,685	\$9,617	\$7,924	\$12,839	\$6,873	92%

Joe questioned how we are getting the word out regarding the teacher grant and if we had seen an influx this year in those requests. Melissa shared that we received five teacher requests this year and two field trip requests so still not that many requests. We also need to lay out guidelines for who is available to request the teacher's grant (ed techs mainly may not be able to but if they have their own specified program, they may be able to). Bottom line, if someone submits a request, we will review the request and either approve or deny.

Events/Items up for Discussion

Hula Hut Update

Hula hut tournament is scheduled for January 30th and quickly approaching. Brittany reviewed how Hula hut is played with the group. Each team will be designated by color (bracelets received today). Fliers were dropped off yesterday and should be going home in backpacks tomorrow. The registration is live and kiddos have been registered. T-Shirts have been ordered through soul-shine and are currently being made. We received notice last night that kids' night out at the community center is scheduled during the same time so hopefully that doesn't impact numbers. Concessions will be available; Lindsey will create the sign-up genius for this. 50-50 will also be available during the event. Jess mentioned she had reached out regarding photography coverage during the event and is still available to do so during the event. Lauren mentioned we also need the list from Mrs. Lafrance so we can mark the kids whose parents do not want their children to be photographed during this event. Jessica and Lauren discussed

the various ways they could go about this, and they determined the kids will receive a sticker to place on their shirts for visibility.

Swag Store Update

Lindsey shared it is still open and sales are still low. She does have a male medium shirt to raffle during the someone special dance.

Maine Celtics Update

Brittany shared this event hasn't been pushed really and we haven't generated any ticket sales. We will likely push this benefit more once hula hut is over. Brittany will confirm how long they will hold the tickets/seats for us.

Someone Special Dance Update

The dance is currently scheduled for April 3rd. Jennifer confirmed DJ donut has been confirmed for the dance. The dance will be Neon themed. We currently have some items/decorations for this event, and she has some ideas for the kids to incorporate decorations. Raffle items will be available during the event, and she is thinking of new ways to post the winners. She is still working with Brigida to take pictures. The committee is currently in the works to be created. Joe requested a raffle to be a VIP parking sport during the spring concert/art show night!

Volunteer Forms and Bear Facts

Riley mentioned that the forms and request for parent volunteers was always a running item within the BEAR Facts and requested to have the forms linked again in the monthly BEAR Facts. Heather will reach out to central office for clarity on the form and make sure this topic is put back into the monthly Bear Facts.

100's Day

Celebration is scheduled for February 10th (rain date on the 12th). The collection has started and teachers have reached out to parents as to what their classroom is looking for donations. Heather shared the classroom collection list with the group (provided below). Juli is reaching out to list of contacts to confirm the donation amount from this fundraiser.

Class Collection	Class Collection	Class Collection
Brown - Ramen	Dewhurst - Applesauce cups	
Morneault - boxes of pasta	Forte - Soap	Sanborn - Macaroni and Cheese
Michaud - vegetables	Blake - Rice	Brewer - Toothbrushes

Gleason - microwave popcorn	Beams - pasta	Kapantais - Toilet paper
Childress - cans of soup	Smit - Breakfast/Granola Bars	West - Cans of bean

March Fundraiser

We are still determining the event we may sponsor for this year in replace of Penny Palooza. A couple of ideas have floated around but we have not agreed on a fundraiser. The read-a-thon has also not been determined which generally overlaps and we wanted to support the read-a-thon if in March. We likely will not push a fundraiser and will support the read-a-thon and/or art/concert night with concessions.

Teacher Appreciation

May 4th - 8th this year and the PTO generally schedules something during each day of the week (lunch, coffee order, ice cream bar, etc.). We are open to suggestions and asked if we can poke the teachers if there is a specific want/need for the teachers.

Spring Teacher Conferences

Heather confirmed these are scheduled for Wednesday, April 8th. The PTO will supply dinner for the teachers. We will talk closer too, to determine what we will provide for dinner (Taco bar is always a hit).

Spring Book Fair

Heather shared they have not determined the dates for this year. Brittany questioned if we would be required to host a parent night again. Jennifer mentioned the shipyard generally hosts a STEM night. We will look more into this once we have confirmed dates. Brittany will get a sign-in sheet for support once the date is confirmed.

Funding Requests

There have been no funding requests since last meeting.

Item up for Vote

There were no items up for vote from this meeting.

Last Minute Discussion/New Ideas

Board Positions

Everyone's positions are currently up so we will be looking for new board members for Fall for at least two of the positions. Brittany will be stepping down as co-chair and

Melissa as Treasurer as their kids have aged out of the school. Treasurer will likely be the hardest spot to fill will the level of effort to transfer the details over (banking and such). Lindsey, Jennifer and Riley will likely stay on. Lindsey made a seeking interest flier to post to social media.

Box Tops

Since July we have raised \$180. We need to push this to parents more to join and participate. Lindsey will email Eustaquio to include in the BEAR Facts.

Guidance Counselor Appreciation Week

February 7th – 11th. The PTO will supply Mrs. BP with lunch for the day and Tessie a treat.

Bus Driver Appreciation

April 28th. The PTO will provide baked goods from Hannaford and Coffee from Dunkins. This is split between the PTOs.

Lunch Heros Day

Friday, May 1st. The PTO will provide something for the lunch staff (to be determined at a later date).

Annie's Book Stop

They have a location in Wells, and they currently have a teachers fund anyone can use for books. Jessica mentioned this and asked Heather to pass this information along to teachers.

Action Items

<u>Item</u>	<u>Assigned To</u>	<u>Due By</u>	<u>Status</u>
Follow up with School Board/Audra at next board meeting re: moving playground equipment from the Middle/High School	Chelsea	Next Board Meeting	In Progress; Audra and Sue has not returned her message regarding the status of moving the equipment. She will follow up. The equipment would potentially need to be shared between LES and NES.
Work with Heather LaFrance on invoicing and provide check for Junk2Funk Deposit	Melissa	Next Meeting	Done

Confirm Fenway Bowl fundraiser event logistics with Casey BP	Brittany	ASAP	Done
Connect with Meredith regarding utilizing Soul Shine for Hula Hut T-Shirts	Chelsea	ASAP	Done; invoice Received
Confirm and solidify a photographer for the Hula Hut	Lauren	ASAP	In Progress
Draft a communication for the school to release to Kindergarten and Pre-K families to better boost parent engagement in PTO Activities	Lindsey	ASAP	In Progress
Create Someone Special Committee sign-up to release to the village	Jennifer	By next meeting	In Progress
Confirm how long seats/tickets will be held for Maine Celtics Game	Brittany	ASAP	In Progress
Confirm which volunteer form(s) parents must sign for the school and incorporate the topic back within the Monthly BEAR Facts	Heather	By next meeting	In Progress
Provide text to Mr. Dones to include Box Tops information within Monthly BEAR Facts	Lindsey	By next meeting	In Progress

