

Striving to Further Enrich
the Children of Oxford



Oxford PTO

Regular Session Meeting Minutes

Quaker Farms School Library

September 19, 2018

Call to Order: President Amanda Burlinson called the meeting to order at 6:39 pm.

Roll Call: Amanda Burlinson, Brudnell Bowen, Lisa Suttile, Rachael Cacace, Charlene Yacovelli, Pam Miller, Jim Sanders, Stephanie Kinkel, Lisa Kurjiaka, Meredith Mallgren, Alyssa Stark, Ron Monticone.

Approval of Minutes: Minutes from meeting of August 27, 2018. Motion to approve by Jim Sanders, seconded by Brudnell Bowen, UNANIMOUSLY APPROVED.

Correspondence: None

Audience of Citizens: None

Fundraising Requests: GOMS Girls Volleyball – Concessions at home games. GOMS Cheer – Concessions. GOMS Chorus Band – Pie sales (September), Mattress Sale (February 2019), Cheesecake sale (February 2019). Motion to approve all by Jim Sanders, seconded by Brudnell Bowen, UNANIMOUSLY APPROVED.

Sponsorships: Nothing new

Officer's Reports:

President – Amanda Burlinson – Lisa and I are currently working together to transition Amanda into President, it will be a work in progress, so thank you for your patience and understanding. We always are looking for volunteers, whether it's an hour a month or an hour a year, feel free to help out at any event. Going to post more items to our Facebook page, so please "like" them and share. Meet the Teachers for OCS and QFS were good, had many membership sign ups, GOMS is tomorrow, Lisa will cover that. Currently working to move the bank account to Newtown Savings Bank, hope to be done with that soon.

Vice President's Report – Brudnell Bowen – Board of Education is working to finalize their Strategic Operating Plan for the next 3 years and are meeting with school organizations and parents for feedback. Brudnell attended a meeting with PTO and OHS

Booster Club. Plan calls for technology improvements within the district, better communication plan within the district and more class opportunity.

Treasurer's Report – Lisa Suttle – Balance in account \$44,885.78. Allocation to schools balance is \$0.00. \$85.23 in outstanding items. Clubs balance of \$13,630.16. Leaving a net PTO balance of \$31,170.39. Motion to approve by Jim Sanders, seconded by Brudnell Bowen, UNANIMOUSLY APPROVED.

Funding Requests:

QFS – Jones Family Farm field trip (\$1,116.00), Al Decant Assembly “Pete the Cat” (1,050.00) and Rob Surette Assembly “Amazing Hero Art” (\$1,600.00).

Motion to allocate \$3,800.00 to each school made by Pamela Miller, seconded by Brudnell Bowen, UNANIMOUSLY APPROVED.

Motion to approve three requests from QFS made by Pamela Miller, seconded by Brudnell Bowen, UNANIMOUSLY APPROVED.

Principal's Reports:

Rachael Cacace (QFS) – See report attached.

Heath Hendershot (OCS) – Not in attendance, no report provided.

Anthony Hibbert (GOMS) – Not in attendance, no report provided

Committee Reports:

Fundraising/Box Tops: We'll receive \$586.00 at the end of December. Pam suggested using the pre-printed Box Top sheets so parents are more aware of the program and gives them a place to put their box tops. She e-mailed Kate about it, Kate noted it might make more work to do it that way. Stephanie and Lisa K. agreed that having the form to use would be more helpful in prompting people to save the box tops. Brudnell offered to look into the program requirements and talk to Kate about using the form. Pam offered to help assist with box tops collection and submission.

Student Directory – As of now, we've received 24 new memberships and 34 returning memberships. Extending deadline to return forms to 9/28. Pam asked if we could ask the schools to send the e-mail again reminding parents to return the form. Lisa S. will do so.

Adult Programs – Nothing to report

Adult Trips –Jets/Patriots tickets sold out. Lisa S. wants to put together a Casino trip again, will look into options and possible dates.

Board of Ed Liaison – Not in attendance, nothing to report.

Oxford Education Foundation – Still trying to set-up, need more volunteers.

Book Fair – 10/15 – 10/18. Pam and Brudnell offered to help out.

Children's Programs – Nothing to report

Clothing Drive/Shred Day – 10/27 at OCS from 9am-1pm.

Hospitality/Sunshine – Pam dropped off a get well soon card to Mr. Hibbert.

Plant Sale – Amanda received an e-mail from Michelle Pedros noting she and Stephanie want to get the plant sale up and running again. Discussed doing the sale around Memorial Day for a Spring Plant Sale, instead of a Mother's Day Plant Sale. Pam provided them with contact info for someone who also offered to help while at the Kindergarten orientation.

Publicity/Newsletter – Amanda wants to post more items to the Facebook page.

Website: Heidi and Jim are updating the website as needed, Amanda will give Jim a list of events to put on the calendar. Jim also talked about the possibility of having a blog on the website and if anyone is interested he can get them set up to post.

Auction Night: Committee needs help finishing sending thank you notes. Brudnell, Stephanie and Lisa K. offered to help out. Jim also noted that the 2019 auction will be his last year and that someone else needs to step up for the co-chair position. Amanda suggested perhaps someone from the committee, who has been involved in the planning, etc., would be best suited to take that on.

Next Auction night is Saturday May 11, 2019 at Oxford Greens. They will have 2 tents this year as last year with the bad weather, one tent was very tight. Starting to request and organize donations.

Cookbook: Nothing to report.

Color Run: Nothing to report.

Holiday Boutique: Lisa S. will coordinate for mid-December.

Old Business:

- Chelsea Wheeler Scholarship – Tabling.

New Business:

- Summer Reading Challenge Sound Tigers game is 10/13 at 1pm. Some forms have come in without payment, Lisa S. will handle.
- OHS is hosting a Halloween Bingo night at Colonial Tavern on 10/30 at 7pm.

- PTO will host the Vendor Fair during the Festival of Trees on 12/8 at 10am in the Gymnasium. PTO will donate another wreath this year for Festival of Trees. Amanda will check into obtaining the wreath from the Boy Scout fundraiser. Pizza with Santa is 12/7.

Announcement of Next Meeting and Adjournment – Next meeting will be October 18, 2018 at 6:30pm at the QFS Library. Meeting adjourned at 7:45 pm.

Respectfully Submitted,
Amanda Burlinson
Oxford PTO President (Interim Secretary not in attendance)

QFS – September 19, 2018 PTO Meeting

- QFS currently has 362 students registered. PreSchool is at 15 students, kindergarten is at 107 students with 6 full day sessions, first grade consists of 112 students with six teachers, and second grade is at 128 students with six teachers. Average class size in kindergarten is 18 students, first grade is 19 students, and second grade is 21 students.
- PreSchool Orientation was held on August 21, 2018. Students and their families visited the classroom and participated in some “table top” activities and centers.
- New student orientation was held on August 23, 2018. Ten new first and second grade students and their parents visited Quaker Farms School. Parents and students were given a tour of the school and had an opportunity to ask questions. Parents and students were also informed of the rules, policies, and procedures at QFS.
- Kindergarten Orientation was also held on August 23, 2018. The students were acclimated to their classrooms and met their classroom teacher for the first time. While the students were getting use to their classroom, the parents met in the gym where I presented an overview of full day kindergarten along with some policies and procedures at QFS. Students and parents were able to take a short bus ride as well as enjoy refreshments from the Oxford PTO. Parents were also able to ask questions and receive answers on a one-to-one basis. Bus company representatives were also present to answer all busing questions and concerns.
- Quaker Farms School celebrated Constitution Day on Monday, September 17th. Students participated in various classroom activities and all students and staff were encouraged to wear red, white, and blue.
- Over the summer, QFS students participated in various summer reading initiatives including the Governor’s Summer Reading Challenge. We are looking forward to rewarding those students who returned their Governor’s Summer Reading Challenge list with an “ice cream” celebration on Wednesday, September 26.
- This year we have implemented a new universal screening assessment, STAR. All parents were provided information regarding this new assessment. We are also implementing Reader’s Workshop and will be receiving our first coaching day tomorrow Grades K-2.
- Quaker Farms School Family Night, “Dancing Under the STARS” will be held on Thursday, September 27th from 5pm – 7pm. This will kick off our PBIS initiative where QFS students and staff learn to shine like a STAR...Show Kindness, Try Our Best, Act Safely, & Respect Others.
- Our annual Meet the Teachers Night was held on Thursday, September 13, 2018. First parents had the opportunity to meet with the Special Education Teachers, Reading Specialist, Early Intervention Tutors, and the School Specialists (Art, Music, Library, Science and Physical Education) at 6:00. Parents then visited with their child’s regular classroom teacher at 6:30 where they had the opportunity to hear an overview of the curriculum, learn the rules and expectations of the classroom, and listen to what a typical day in the life of their child is like.
- Quaker Farms School conducted its first fire drill on August 30 as well as its first lockdown drill on August 31. A September fire drill is scheduled and a “Stay Put” drill took place today.
- 2 additional half days with dismissal beginning at 12:30 will take place on October 26 and November 5. These days will be utilized for school security professional development.