

Striving to Further Enrich
the Children of Oxford



Oxford PTO
Regular Session Meeting Minutes
Quaker Farms School Library
November 20, 2018

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

Roll Call: Amanda Burlinson, Brudnell Bowen, Kim Swanat, Rachael Cacace, Heath Hendershot, Pam Miller, Lisa Kurjiaka, Meredith Mallgren, Christine Bavone, Courtney Schwartz.

Approval of Minutes: Minutes from meeting of October 18, 2018. Motion to approve by Brudnell Bowen, seconded by Meredith Mallgren, UNANIMOUSLY APPROVED.

Correspondence: None

Audience of Citizens: None

Fundraising Requests: GOMS Cheer – Carol-O-Grams – Dec. 2018 - Motion to approve by Pam Miller, seconded by Brudnell Bowen, UNANIMOUSLY APPROVED.

Sponsorships: Nothing new

Officer's Reports:

President – Amanda Burlinson – Direct Donation form went out. We received 4 donations back totaling \$300.00. (Rachel Cacace stated she received some feedback from a couple parents that the form was a little harsh in its wording and made some parents feel guilty. Amanda noted she understood their concerns and you never know how a fundraiser/flyer will be received, but noted they would keep it in mind for the future. Some members noted they didn't find it to be offensive, but funny. Remarks will be kept in mind going forward and we appreciate everyone's feedback.)

Vice President's Report – Brudnell Bowen – Discussed the PTO switching to a new online directory. The old directory was not removing people who didn't renew their memberships from year to year and therefore charging us for them. The platform was also not user friendly and customer service was horrible. Pam is switching over all information to My School Anywhere, which is less than half the cost of the previous company, as well as having an app and members can re-enroll each year themselves online, rather than distributing and collecting forms each Fall. Members will also pay

their renewal fee online and Brudnell is looking into a PayPal account to accommodate the online transactions.

Treasurer's Report – Lisa Suttile (not in attendance, report provided by Amanda) – Balance in account \$48,149.80. \$6,466.29 in outstanding items. Clubs balance of \$10,389.47. Leaving a net PTO balance of \$31,294.04. Motion to approve by Brudnell Bowen, seconded by Pam Miller, UNANIMOUSLY APPROVED.

Funding Requests:

OCS – Grade 5 Sturbridge Village Field Trip - -\$3,720.00. Motion is being tabled since many voting members are not present

Principal's Reports:

Rachael Cacace (QFS) – See report attached.

Heath Hendershot (OCS) – Town wide food drive was a huge success, OCS Town meeting is Friday 11/16, theme is Fall/Veterans Day/ Mustache Mania. Parent/Teacher conferences are next week. STAR testing just finished. Teachers received ALICE training in the areas of social learning and development training.

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

Committee Reports:

Fundraising/Box Tops: Not in attendance, no report provided.

Student Directory – Discussed previously.

Adult Programs – Nothing to report

Adult Trips – Nothing to report.

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

Oxford Education Foundation – Brudnell noted the foundation will probably not get off the ground. They are having difficulty getting the word out and getting volunteers to fill positions. They tried one last attempt to be able to meet people and spread the word, but that didn't work out. Lisa Kurjiaka noted she had never heard of OEF and offered Brudnell help in getting it going.

Book Fair – Not in attendance, no report provided. Lisa noted she's still working on the final results.

Children's Programs – Nothing to report

Clothing Drive/Shred Day –Re-scheduled for 4/13/19 due to bad weather on previously scheduled date.

Hospitality/Sunshine – Nothing to report

Plant Sale – Not in attendance, nothing to report.

Publicity/Newsletter – Nothing to report.

Website: Not in attendance, no report provided.

Auction Night: Not in attendance, no report provided. An inquiry was made regarding the date of the next auction, Amanda noted it's 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. Some members questioned having it the evening before mother's day, Brudnell explained the reasoning why the auction committee chose the date and the issues with other potential dates considered.

Cookbook: Christine still has 2 boxes of cookbooks, will give them to Brudnell.

Color Run: Nothing to report.

Holiday Shoppe: Dec 12-14 at QFS and GOMS. OCS holiday shoppe is run by OCS student council. Volunteers should contact Sue O'Brien for QFS and Lisa Suttile for GOMS.

Old Business:

- Fundraisers – Believe and GOMS Dance on 11/2 – Lisa doesn't have the final results tallied on these yet.
- PTO Holiday Boutique at Festival of Trees 12/8 – Lisa provided info that there are currently 34 vendors, with room for 40 and she thinks they will fill the spaces. Christine and Courtney inquired why there hasn't been press about the vendor fair, only the booster club events, and as vendors themselves they were concerned. Amanda noted she didn't have any information on that, as Lisa is handling it and directed them to contact Lisa. Kim inquired to Lisa via text about the issue and Lisa noted press has been done on it but she would create a specific Facebook event and a flyer specific to the vendor fair. Brudnell noted that he was under the impression all events at Festival of Trees were lumped together under the Booster Club and they were doing all press and making all decisions.
- Festival of Trees – PTO is donating two live wreaths

New Business:

- Ariston Infused Oils & Vinegars – Lisa ran a fundraiser at GOMS on the parent teacher conference day and she noted it went well. She'll also do the same at the

QFS conferences next week. She also plans to sell some at a PTO table during the Holiday Boutique on 12/8.

- The Mower Depot – a parent new to Oxford who owns a small business has offered to give back \$5 from each service he performs to the PTO.
- Valentine Rose's – tabling until next meeting.
- Seminar Sponsor Request from Jennifer Kozek – tabling until next meeting.

Announcement of Next Meeting and Adjournment – Next meeting will be December 13, 2018 at 6:30pm, located to be determined. Meeting adjourned at 8:00 pm.

Respectfully Submitted,
Amanda Burlinson
Oxford PTO President

November 20, 2018

QFS PTO Report

- Students are currently participating in a fire prevention coloring contest and three lucky winners will be selected to enjoy a ride to school on a fire truck on November 21st.
- QFS participated in the district wide Thanksgiving Food Drive sponsored by the GOMS 8th grade class to benefit the Valley Food Bank. Each classroom was assigned a specific item to donate.
- Beginning the week of November 5th, students and staff participated in a project known as “The Pajama Program” which collects new pajamas and books for children who are less fortunate. On Friday, November 16th all students and staff were encouraged to wear their pajamas to school to recognize the importance of this program.
- QFS celebrated Veteran’s Day on Monday, November 12. Students engaged in various activities learning about the meaning of Veteran’s Day. Students also created letters/cards/pictures to send to the Veterans. Students were invited to wear red, white and blue on this day!
- On November 12, a QFS second grade boy and girl along with a parent and paraeducator were recognized at the Superintendent’s Award Ceremony at Oxford High School at 7pm.
- Our monthly STAR assembly will be held on November 30th with a focus on Veteran’s Day and Gratitude. Mrs. Belmont and Mrs. Deptula’s classrooms will be showcased.
- On November 6th, Quaker Farms School teachers participated in district-wide Professional Development with a focus on Cultural Competence and Social/Emotional Learning. A survey was sent out to all certified staff regarding this day.
- Parent Teacher Conferences will be held on November 28^h and 29th. Grades closed on November 16^h and report cards will be distributed at conferences.
- Teachers continue to email families weekly to keep them updated on both school and classroom news. Weekly office emails are sent providing new information and reminders to all families.
- A scheduled fire drill was held this month.
- On November 5, all of QFS staff participated in a half professional development day focusing on ALICE training. The three ALICE trained instructors received very positive feedback from staff regarding the training.

On behalf of Quaker Farms School, I would like to wish everyone a very Happy Thanksgiving!