

Oxford PTO  
Regular Session Meeting Minutes  
Quaker Farms School Library  
Thursday, April 11, 2019

Call to Order – President Amanda Burlinson called the meeting to order at 6:45pm

Roll Call: Amanda Burlinson, Lisa Suttle, Heidi Roddy, Jim Sanders, Christine Bavone, Heath Hendershot, Pam Miller, Charlene Yacovelli, Stephanie Kinkle, Courtney Schwartz, Meredith Hallgren, Ron Monticone, Keith Somers

Approval of Minutes – Minutes from Meeting of February 21, 2019, Motion to approve - Jim Sanders, seconded by Heidi Roddy. UNANIMOUSLY APPROVED,

Audience of Citizens: nothing

Sponsorships: Auction sponsors: Colonial Staffing Group, Oxford House Tavern, Newtown Savings Bank, CPV Towantic, Pat Blanco, Naturalscapes LLC, Anonymous Donor

Correspondence

- Mrs. Cersonski said thank you for Crayola program. Amanda picked up 4 gallon markers baggies from OCS & GOMS, we can take any markers doesn't have to be Crayola.
- Mrs. Massamin will be our GOMS liaison

Officer's Reports:

1. **President's Report** – Amanda Burlinson:

- March meeting – Amanda gave an update from Joe Lanier's presentation at the March meeting regarding mountain biking trails behind GOMS, a 3 year plan. He's looking to get a grant and use the PTO for the funding request as we're a 501(c)3. We won't have to do anything, maybe just communication

2. **First Vice President's Report** (Membership) – Brudnell Bowen:

- He's putting together a meet & greet, June 1<sup>st</sup>, 2-4, Oct 12<sup>th</sup> 1-3pm. He will put together a flyer.
- Coordinating teacher appreciation and is requesting \$300.00. Motion to approve - Amanda, seconded by Jim Sanders UNANIMOUSLY APPROVED.

3. **Treasurer's Report** – Lisa Suttle

- CPR class has 13 students enrolled, still more interest.

- Shred Drive - 9-1 Lisa needs help, anyone who can help or a high school kid who needs volunteer hours.
- May 31<sup>st</sup> 8<sup>th</sup> grade dinner dance, pies & pints is catering it, will be close to cost. This will be the 3<sup>rd</sup> year we're doing it.
- Checkbook balance \$32,556.48; Outstanding items \$4,289.00; Club balances \$9,168.90, PTO balance to allocate \$19,098.58. Motion to approve by Heidi Roddy, seconded by Pam Miller. UNANIMOUSLY APPROVED

### Funding Requests:

- QFS School wide Field Day, which will include: culminating activities for the end of year celebration and a review of some Physical Education activities as done in previous years. Pre K – 2<sup>nd</sup> Grade, approximately 366 students. \$3,200.00 requested. Make motion to fund half of field day, motion to approve – Amanda Burlinson, seconded by Pam Miller. UNANIMOUSLY APPROVED
- QFS 1<sup>st</sup> grade going to the zoo - tabled
- We can partially fund QFS- we discussed that the other schools are not making funding requests and have a balance of funds. Amanda made a motion to fund \$1,600 to each school. Motion to approve made by Stephanie Kinkle, seconded by Jim Sanders UNANIMOUSLY APPROVED
  1. The rule is to get request 7 days prior to meeting but that doesn't happen, ideally we'd like requests to come in as early as possible.

### Fundraising Requests:

- GOMS Baseball giveback @ 5 guys. Motion to approve made by Amanda Burlinson seconded by Pam Miller UNANIMOUSLY APPROVED

### Principal's Reports:

Rachel Cacace – QFS: Ms. Yacovelli had nothing to share, all good. ALICE drill went well and no crying, very well organized. Tomorrow they do the barricades.

Heath Hendershot – OCS:

- Play went off excellent as always, thank you to all the parents, teachers and behind scenes people.
- Reader & writers workshop working with consultant Eric over past 2 years and they will continue for the next couple of years and make adjustments as necessary.

- ALICE week district wide, 4 days, Mon=evacuation, Tues=enhanced lockdown, Wed/Thurs=Alice choice drill. All went well and oxford police dept was very supportive.

Anthony Hibbert – GOMS: did ALICE today 1<sup>st</sup> lockdown, went well, staff were in rooms that had substitutes.

Committee Reports:

Fundraising/Box Tops: Changes to Box Top Program

- Kate not here, she's seeing a decline, they are going digital and will stop printing box tops on the box, they will have a QR code on packages where you download their app and can scan in

Student Directory: Pam has been updating the database.

- Pam looking for someone to take over the directory

Adult Programs: Keith Somers wants to run a workshop on financial planning in the library and have PTO send communication out. Amanda says it's ok. He'll work to get a flyer and BOE approval. He'll offer it at night & during the day.

Adult Trips: Nothing to report

BOE Liaison: New superintendent Jason McKinnon, he'll come on July 1<sup>st</sup>. He'll be attending the auction and Amanda will email Sue to see if he wants to come to the May meeting.

Book Fair:

- Spring Book Fair will be May 13-16<sup>th</sup> B1G1, Sue O'Brien is handling it

Children's Programs: Nothing to report

Clothing Drive/Shred: April 13<sup>th</sup>

Hospitality/Sunshine: Resignation of Pam Miller for Hospitality and nominee of Christine Bavone. Motion to approve made by Pam Miller, seconded by Courtney Schwartz. UNANIMOUSLY APPROVED. Motion to elect Christine Bavone. Motion made by Amanda Burlinson, seconded by Pam Miller. UNANIMOUSLY APPROVE

Plant Sale: Stephanie, Spring plant sale flyer is created Stephanie passed it around, no pre-orders. Gizzie is doing great prices, we'll charge double the amount. Requesting \$1,600 to pre purchase plants, Lisa will give her a check

1. QFS 5/22 during day & 3:30-6pm

2. OCS 5/23 during day & 3:30-7
3. Will not be at GOMS as there will be evening hours for everyone & public to be able to buy
4. Stephanie will make copies and Lisa to send her the # she needs

Publicity/Newsletter: Motion to nominate Ron Monticone. Lisa made a motion, Christine seconded it. UNANIMOUSLY APPROVED. Amanda will feed him the info. He can decide how often he wants to do it.

- Jim/Brudnell to make a page on the website for the newsletter
- In May Ana Ortiz will do a coffee hour where ppl can come in and vote & ask questions. Lisa to advise the date once the budget gets approved

Website: Brudnell is doing changes now

Charity Auction: Heidi gave an update. Going well, spread the word to get tickets, there will not be tickets at the door. Donations are coming in.

Old Business:

- Teacher appreciation week – Courtney & Brudnell
  - Lisa said Brudnell needs to check with the principles to see what they r doing and what day and she said OCS would like a Keurig as the one we gave them has broken. Oxford Baking Co will do the food

New Business

- Resignation of Pam Miller for Hospitality and nominee of Christine Bavone
- Nomination of Ron Monticone for Newsletter/Publicity

Announcement of Meeting and Adjournment Next meeting will be May 16<sup>th</sup> Meeting adjourned at 8:17pm