



Oxford PTO Executive Board Meeting Meeting Minutes

Location: QFS Cafeteria

Date: Thursday, January 18, 2023

Time: 6:30 pm

I. Call to order 6:33pm by Amanda Burlinson

II. Roll call

In Person - Amanda Burlinson, Lisa Kurjiaka, Kate Brough, Sandra Mangan, Samantha Iucci, Linda Lenahan, Aimee Misset, Alice Fletcher, Vicky Semieniewicz, Deb Sherman, Riley Blake, Kelly Blake, Charlene Yacavelli, Beth Drost, Leslie Alldredge, Rob Miller

By Proxy – Millie Cunningham, Brudnell Bowen, Melissa DePaulo, Kate Bittner,

III. Approval of minutes from last meeting

1 Kate Brough / 2 Lisa Kurjiaka - PASSED

IV. Audience of Citizens - n/a

V. Sponsorships – n/a

VI. Correspondence – n/a

VII. Officer's Reports

- a) **President's Report** – The board of the PTO is finishing their officer positions. We are aging out. We need people to take these positions to have the PTO to continue.

Beth Drost was elected to the position of Adult Programs Chair. // Lisa Kurjiaka Nominated, Aimee Misset seconded. PASSED

Kelly Blake was elected to be the Chair of the Shred Drive - Lisa Kurjiaka 1st - Beth Drost 2nd PASSED

- b) **First Vice President's Report (Membership)** - n/a
- c) **Treasurer's Report** – Lisa Kurjiaka – 1 Kate Brough / 2 Kelly Blake PASS

The screenshot shows an Excel spreadsheet with the following data:

Tuxford PTO Treasurer's Report			
Amount in checkbook (per line account)	\$40,335.66	1/17/2024	
Outstanding Items	\$0.00		
Amount available to Allocate	\$40,335.66		
Locations			
Maker Farms School	\$3,049.00		
Great Oak Elementary	\$2,975.00		
Tuxford Middle School	\$0.00		
Total Allocations	\$6,024.00		
PTO Balance after Allocation	\$34,311.66		
Report as of 1/17/2024			

	Total Start	Total \$ Requested	Total Allocated	Ending Balance
QFS	\$3,049.00	\$1,135.00	\$0.00	\$1,914.00
GOES	\$2,975.00	\$0.00	\$0.00	\$2,975.00
OMS	\$0.00	\$0.00	\$0.00	\$0.00

VIII. Funding Requests

- a) QFS Request for \$1,135 for Story Week



REQUESTS FOR FUNDING FROM THE OXFORD PTO

Date of Request: 1-10-24
Date of Event/Trip: Monday, March 25, 2024
Name of School Requesting Funding: QFS
Amount Requested: \$1,135.00
Does this amount include Transportation: _____ Yes None needed
(Oxford PTO cannot fund requests for transportation costs that would normally be provided by the Board of Education.)
Grade Level(s) to Benefit: PreK - 2nd
Number of Students: 418
Does this event/trip need approval by the Superintendent? yes
- If Yes, has approval been granted? _____
Purpose of the event/trip and the correlation to classroom curriculum:
Storycrafters (Storytellers) to come
to QFS during book week.
They will perform 3 45 minute shows.
Promotes reading & creativity.
(see attached invoice)

Please e-mail all requests to PTO Secretary, Kate Brough at kate@pagelauncher.com 7 days prior to the meeting date. Requests submitted less than 7 days prior to the meeting date will be discussed at the next meeting thereafter.
Approved: _____ Denied: _____
Date: _____
PTO Officer: _____
Form revised 9/2022

<https://oxfordpto.com/wp-content/uploads/2024/01/January2023QFSRequest.pdf> for full request

1 Kate Brough / 2 Lisa Kurjiaka - PASSED

IX. Principal's Report

- a) QFS - Charlene Yacavelli - Everything is going great!
b) GOES - Aimee Misset - We got T-shirts! We are having Simple Seed author Katie Wood come talk to our kids.
c) OMS - Silvia Ouellette/Ellen Knapp - n/a

X. Old Business – n/a

XI. Committee Reports

- a) Fundraising:
 - i) Box Tops – Melissa DiPaola – keep scanning your receipts
 - ii) Shred Drive – happening again in the fall
 - iii) Boosterthon – February 15 QFS and GOES / 16 OMS. This year's theme is "Changemakers" (see a need/fill a need). 23rd of January registration starts. Prizes for registering Oxford House, Sitting Duck, Jersey Mike's, Shake This. Every kid gets a waterbottle.
 - iv) Halloween Costumes - N/A until next year
- b) Adult Programs – n/a
- c) BOE Liaison – Debbie Sherman – Budget season has started. Board of Finance and Board of Selectmen presentation next Tuesday at 6:30 GOES Library. Most of the budget is fixed cost. We need support for the other things to happen. Capital improvement plan for projects in the buildings (ie HVAC). Any questions, contact Deb through the BOE website.
- d) Book Fair – Kate Bittner – happening the week we come back from Spring Break in April. Shortening from 4 days to 2.5.
- e) Clothing Drive – The box is still out there. Donate your used clothes. Usually brings in \$250-300 per quarter
- f) Hospitality/Sunshine – Millie Callahan (not here) Sending December cards next week.
- g) Plant Sale – Stephanie Kinkel – not happening until May
- h) Publicity/Newsletter – Rachel Criscuolo - n/a
- i) Website / Student Directory – Kate Brough – n/a

XII. New business

XIII. Announcement of Meeting and Adjournment

- a) Next Meeting February 15, 2024 6:30pm QFS library
 - b) Adjourned meeting at 7:39PM by Amanda Burlinson
- Minutes submitted by: Katherine Brough

XIV. Addendum

XV. Appendices

- a) Online vote to support GOES \$2520 field trip to Downtown Cabaret



REQUESTS FOR FUNDING FROM THE OXFORD PTO

Date of Request: 1/12/24

Date of Event/Trip: 2/29/24

School Requesting Funding: GOES

Amount Requested: \$2,520

Does this amount include Transportation: _____ Yes No

(Oxford PTO cannot fund requests for transportation costs that would normally be provided by the Board of Education.)

Grade Level(s) to Benefit: 4th

Number of Students: 121

Does this event/trip need approval by the Superintendent? Yes

- If Yes, has approval been granted? not yet

Purpose of the event/trip and the correlation to classroom curriculum:

Students will be attending a play at the Downtown Cabaret Theatre. This connects to our 4th Module in ELA. Students are learning about the Elements of Drama. This also supports the Productive Citizen Attribute of a Graduate.

Please e-mail all requests to PTO Secretary, Lisa Kurjaka at lmkurjaka@gmail.com 7 days prior to the meeting date. Requests submitted less than 7 days prior to the meeting date will be discussed at the next meeting thereafter.

Approved: _____ Denied: _____

Date: _____

PTO Officer: _____

Form revised 10/2021