



## Oxford PTO Executive Board Meeting Meeting Minutes

**Location:** QFS Cafeteria

**Date:** Thursday, March 21, 2023

**Time:** 6:30 pm

**I. Call to order Roll call 6:36pm by Amanda Burlinson -**

**In Person -** Deb Sherman, Robert Miller, Kelly Blake, Annelise Pikul, Stephanie O'Rourke Carfo, Aimee Misset, Linda Lenahan Vicky Siemieniewicz, Leslie Alldredge, jill botelho, Melissa Dorazio, Doreen Walsh\_Henningsen, Allyson Danso Millie Callahan, Beth Drost, Ellen Knapp, Stephanie Kinkel, Sam Iaucci

**By Proxy –** Melissa DiPaula

**Approval of minutes from last meeting**

1 Lisa Kurjiaka / 2 Stephanie Kinkel Pass

**II. Audience of Citizens - n/a**

**III. Sponsorships - n/a**

**IV. Correspondence - n/a**

## V. Officer's Reports

- a) **President's Report** – Things are good. The board members need to be replaced at the end of the year. Please mindfully consider a position. President and Treasurer need to have already had a board position.
- b) **First Vice President's Report (Membership) - n/a**
- c) **Treasurer's Report –**

The screenshot shows an Excel spreadsheet with the following data:

Oxford PTO Treasurer's Report		1/17/2024	
Amount in checkbook (per line account)	\$40,335.66		
Outstanding Items	\$0.00		
Amount available to Allocate	\$40,335.66		
			<b>Jan-24</b>
		Total Start	Total \$ Requested
Locations			Total Allocated
Maker Farms School	\$3,049.00		Ending Balance
Great Oak Elementary	\$2,975.00	QFS	\$3,049.00
Oxford Middle School	\$0.00	GOES	\$2,975.00
Total Allocations	\$6,024.00	OMS	\$0.00
			\$0.00
PTO Balance after Allocation	\$34,311.66		

With the 6 requests, \$7,800 allocation is required for all three schools to satisfy the need.

1 Brudnell Bowen / 2 Stephanie Kinkel - Approve the Treasurer's Report.

Allocation of \$7,800 1 Lisa Kurjiaka / 2 Brudnell Bowen PASSED

VI. Funding Requests



**OXFORD PTO**  
Striving to further enrich the children of Oxford

**REQUESTS FOR FUNDING FROM THE OXFORD PTO**

Date of Request: 3/8/24

Date of Event/Trip: May 31, 2024

School Requesting Funding: Oxford Middle School

Amount Requested: \$ 3,500

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: 6-8

Number of Students: 378

Does this event/trip need approval by the Superintendent? NO

- If Yes, has approval been granted? \_\_\_\_\_

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

We are planning a celebration of excellence with a variety of ~~boxes~~ inflatables, a dunk tank and Italian ice truck. We are having this day as a culmination of all of the hard work students put into state testing etc all year.

Please e-mail all requests to PTO Secretary, Lisa Kurjiaka at [lmkurjiaka@gmail.com](mailto:lmkurjiaka@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

a)



# OXFORD PTO

Striving to further enrich the children of Oxford

## REQUESTS FOR FUNDING FROM THE OXFORD PTO

Date of Request: 3/11/24

Date of Event/Trip: May 17<sup>th</sup> + May 20<sup>th</sup>

School Requesting Funding: GOES

Amount Requested: \$1,770

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: 4<sup>th</sup>

Number of Students: 118

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:

Students will be attending a field trip to Bent of the River Audubon Center in Southbury to support our science units of study for Soils, Rocks, + Landforms + Environments.

Please e-mail all requests to PTO Secretary, Lisa Kurjiaka at [lmkurjiaka@gmail.com](mailto:lmkurjiaka@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: [Signature] Denied: \_\_\_\_\_

Date: \_\_\_\_\_

PTO Officer: \_\_\_\_\_

Form revised 10/2021

b)



# OXFORD PTO

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## REQUESTS FOR FUNDING FROM THE OXFORD PTO

Date of Request: 3-11-24

Date of Event/Trip: 5-1-24

School Requesting Funding: GOES

Amount Requested: \$ 2907

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: 5th

Number of Students: 123

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

- If Yes, has approval been granted? no

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

Real world application of colonial life social studies unit. How did the colonists live?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please e-mail all requests to PTO Secretary, Lisa Kurjiaka at [lmkurjiaka@gmail.com](mailto:lmkurjiaka@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

c)



# OXFORD PTO

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## REQUESTS FOR FUNDING FROM THE OXFORD PTO

Date of Request: 3/7/24

Date of Event/Trip: 5/28/24

School Requesting Funding: GOES

Amount Requested: \$1530.25

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: 5<sup>th</sup> grade

Number of Students: 123

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

- If Yes, has approval been granted? no

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

5<sup>th</sup> grade celebration to Wolfe Park to participate in team building activities such as swimming, basketball, baseball, soccer, music etc.

Please e-mail all requests to PTO Secretary, Lisa Kurjiaka at [lmkurjiaka@gmail.com](mailto:lmkurjiaka@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: [Signature] Denied: \_\_\_\_\_

Date: \_\_\_\_\_

PTO Officer: \_\_\_\_\_

Form revised 10/2021

d)



# OXFORD PTO

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## REQUESTS FOR FUNDING FROM THE OXFORD PTO

Date of Request: 2/28/24

Date of Event/Trip: April 3rd

School Requesting Funding: DMS

Amount Requested: \$1800

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: ~~2nd~~ 6th

Number of Students: ~~25~~ 113

Does this event/trip need approval by the Superintendent? no

- If Yes, has approval been granted? \_\_\_\_\_

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

We heard about the great speaker GOES is going to have and we thought it would be great for our 6th graders! Thank you to the PTO for thinking about Oms in this request.

Please e-mail all requests to PTO Secretary, Lisa Kurjiaka at [Imkurjiaka@gmail.com](mailto:Imkurjiaka@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

e)

f)



# OXFORD PTO

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## REQUESTS FOR FUNDING FROM THE OXFORD PTO

Date of Request: 3/5/2024

Date of Event/Trip: Monday, May 20, 2024

School Requesting Funding: Oxford Middle School

Amount Requested: \$2500

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: 7th grade

Number of Students: approximately 134

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

- If Yes, has approval been granted? yes - 3/4/2024

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

please see attached document  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please e-mail all requests to PTO Secretary, Lisa Kurjiaka at [Imkurjiaka@gmail.com](mailto:Imkurjiaka@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

Attachment reads: The seventh grade end of the year trip to The Adventure Park at the Discovery Museum in Bridgeport, CT, will be culminating team-building adventure for all students. The park enhances the Attributes of a Graduate education skills, which have been the mission of the 7th grade curriculum. Specifically, the students will participate in team-building activities that will utilize their critical thinking and communication skills, as well as creatively collaborate with peers to accomplish self-set goals. Students will also connect with each other by offering support to peers as they work toward a common goal throughout the learning experience. This trip will foster a culture of community within the content areas and beyond. Ultimately, students will come away with a clear understanding of the importance of goalsetting and collaborative skills.



- g) 1 Steph Kinkel and 2 Brudnell Bowen PASSED ALL requests (A-F).

## **VII. Principal's Report**

- a) QFS - Charlene Yacavelli - Book week is this week and the Storytellers are coming next week. .
- b) GOES – Aimee Misset - Things are going very well. 4th grade went on their field trip to the cabaret last week. Pi week was last week. Student Council did a 1800 cereal box domino fall across the school. The cereal boxes went to the food bank.
- c) OMS - Ellen Knapp - Pi Week was last week. NJHS inductions next week. April 5 Student Council is having a dance. March Madness was this week. STEM group came in last week and the kids got to fly drones and simulate piloting aircraft.

## **VIII. Old Business n/a**

## **IX. Committee Reports**

- a) Fundraising:
  - i) Box Tops – Melissa DiPaola - Please continue to accrue / report your box tops. We are attempting to change the name of GOES from OCS to empower receiving the checks.
  - ii) Shred Drive – September 14, 2024 is the date 9-Noon. Newtown Savings Bank is reducing to only one shred a year. They will flip a coin to decide between us and the Lions.
  - iii) Boosterthon – Boosterthon hit the threshold to retain 65% from the elementary school level and 55% from the middle school level. February 13/14 is our week for next year.
  - iv) Halloween Costumes - We host the sale in the fall. Rachel Criscuolo is collecting if you have them.
- b) Adult Programs – Beth Drost - n/a

- c) BOE Liaison – Debbie Sherman – We are still in budget season. Deb made the budget package copies available at the meeting for those that were interested. It includes comparison with like communities in CT. Please attend public hearings to support BOE. The most important is to attend the town meeting to be seen and make an impact. There is a new FB page for the Parent Information - Oxford Public Schools, CT. We are interested in babysitting to support the April 22 and May 6. We are asking if PTO can support with snacks, crafts, and such. OHS Honor Society and other student organizations could support the actual care.
- d) Book Fair – Kate Bittner – Coming up in April. It is the week after spring break. It will be 2.5 days long (Wed/Thurs/Fri). Dates reduced to be able to get enough volunteers. We ask that you volunteer for a full shift and not just the time period that your kids are there.
- e) Clothing Drive - The bin is out there all year long. We possibly will be getting a new sign. \$275 came in this past check from the company.
- f) Hospitality/Sunshine - Millie Callahan - We are up to date through March for sending birthday cards. We sent spring cards. If anyone knows celebrations / condolences that we should send a card, please let Millie know.
- g) Plant Sale – Stephanie Kinkel - We locked 16 GOES / 17 QFS May. Gazy's Farms is supporting. Locations pending at the actual schools. We will need volunteers. The prices are locked the same as last year. We are getting the first \$2,000 direct to the PTO. If it goes higher, we get a 10%+ donation from them.
- h) Publicity/Newsletter – Rachel Criscuolo - n/a
- i) Website / Student Directory – Kate Brough - n/a

**X. New business -**

- a) Staff appreciation day - May 10th, 2024 Pizza Truck.
- b) April 8th, 2024 - Solar Eclipse - Excused absense or excused early dismissal

**XI. Announcement of Meeting and Adjournment**

- a) Next Meeting - April 11, 2024 6:30PM QFS Cafeteria 11, 2024
- b) Adjourned meeting - 7:40pm 8:21PM Amanda Burlinson

**XII. Addendum**

**XIII. Appendices**