

## Oxford PTO Executive Board Meeting Minutes

**Location:** QFS Cafeteria

**Date:** Thursday, April 10, 2025

**Time:** 6:36PM

### I. Call to order

#### **Roll call**

**In Person** - Jennifer Goodman, Aimee Misset, Mollie Smith, Doreen Walsh-Henningsen, Kelly Blake, Millie Callahan, Leslie Alldredge, Charlene Yacavelli, Isabella Keane, Linda Lenahan, Melissa Dorazio

**By Proxy** –

### II. Approval of minutes from last meeting – please note the addendum related to a recent funding request.

a) Linda motioned; Melissa seconded; motioned PASSED

### III. Audience of Citizens – n/a

### IV. Officer's Reports

a) **President's Report** –

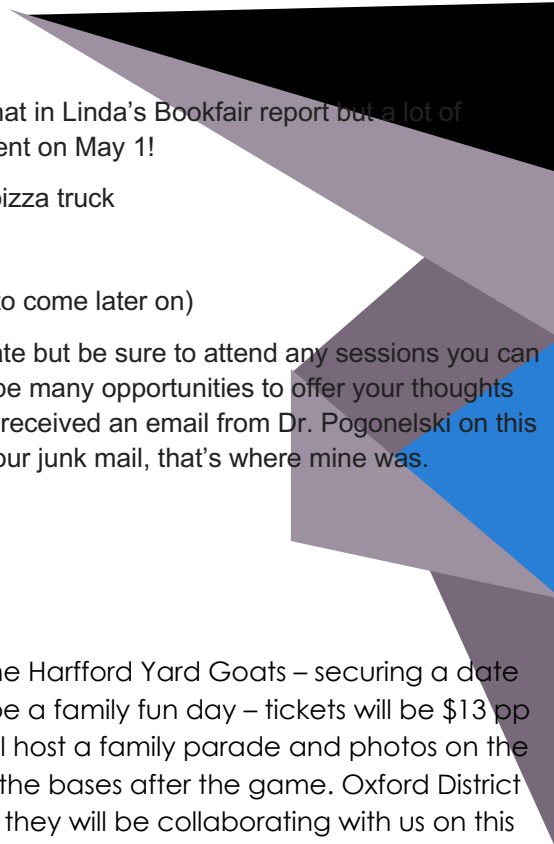
i) **Correspondence** –

I've received a couple of emails from Cybergrants on Boosterthon matching donations and am working through those. I've been sending notes out to parents who indicated they have matching employee donations as well. Any matching donations will go to the kids 100%!

Check form Benevity for Cigna Corporate Services and one from the Teamsters (sponsorship)

I can't believe it's only been 3 weeks since our last meeting. It will be a busy month going forward.

April 12 is our Shred Drive at NSB, please stop by and have some stuff shredded and visit Stephen and I in what may be a bit of a rainy event. 9am-12pm – suggested \$10 donation per box.



at in Linda's Bookfair report but a lot of  
ent on May 1!

izza truck

o come later on)

ite but be sure to attend any sessions you can  
be many opportunities to offer your thoughts  
received an email from Dr. Pogonelski on this  
our junk mail, that's where mine was.

the Harford Yard Goats – securing a date  
e a family fun day – tickets will be \$13 pp  
I host a family parade and photos on the  
the bases after the game. Oxford District  
they will be collaborating with us on this

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Requests to vote on - 2 for QFS and 1 for

			April Requests
			QFS: \$2,572
Apr-25			1st Grade Citter Caravan - \$3,000

\$2,381.95	\$0.00	OMS: \$2,384
\$2,381.95	\$190.70	5th Grade Field Trip - Sturbridge Village - \$2,584
\$2,381.95	\$2,381.95	OMS: \$0

511

sa; approval PASSED

enter to learn about life cycles, animal

van would come to QFS to give the principals. The total request for this

- i) GOES – 5 th grade field trip to Sturbridge Village. The students will get to see and experience colonial life. This trip will support their social studies content. The total request for this trip is \$2,584.  
  
QFS currently has \$190.50 in allocated funds which makes their request the higher value @ \$2,381.95. If the requests are passed \$2,381.95 needs to be allocated to all 3 schools.  
  
Motion to approve funding all three requests – Melissa motioned; Isabella seconded; motion PASSED  
  
Motion to allocate \$2381.95 to each of the three schools. Linda motioned; Leslie seconded; motion PASSED
- ii) OMS Grad Signs – We preordered 100 signs and our final bill is \$659.00. If we lower the price from \$17 to \$12 this year to break even, we need to sell 55 signs. The last 2 years we sold about 75 signs.  
  
We need to agree on the new price this year and figure out the logistics for the parents to pick up their signs. We also need Kate to set up a payment link on our website. Motion to price the signs at \$12 – Linda; seconded Isabella; motioned PASSED
- iii) GOES adjustment – We needed to write out a check for \$200 to GOES for the 5 th grade field trip to Wolfe Park for the added non-resident fee for the pavilion. Their allocated funds were reduced from \$742.75 to \$542.75.
- iv) GOES adjustment – The 4th-grade field trip to the Audubon Center was canceled by the venue. They were able to reschedule a new field trip to Flanders Nature Center. An additional \$150 is needed for this trip. Their allocated funds were reduced from \$542.75 to \$392.75 and a check will be written for the additional funds needed.

## **VI. Administrator and Principal's Report**

- a) Superintendent – N/A
- b) QFS - Charlene Yacavelli – just came off of book week. Had a great laser show – kids talked about it and thought it was awesome. Also brought in an author – funny, awesome – the kids wore mustaches that day.
- c) GOES – Aimee Misset – 3<sup>rd</sup> and 4<sup>th</sup> grade had gone to DT cabaret theater and enjoyed their experience. 4<sup>th</sup> grade will be taking a trip to the Audubon. Sturbridge for 5<sup>th</sup> grade – they take the coach bus and it's a big trip – some are leaving the state for the first time - the timing works well with their curriculum. In the works - Wolfe Park is the end of year celebration for 5<sup>th</sup> grade. Will have one more funding request for field day. Book fair – excited for the new event and the format. Looks like a lot of fun for the families. Sending along thanks for the March teachers breakfast – teachers thought that it was nice that the PTO thought of them, too (candy and breakfast, etc).
- d) OMS - Silvia Oulette/Ellen Knapp– n/a

## **VII. Old Business**

- a) n/a

## **VIII. Committee Reports**

- a) Fundraising – **OPEN** – via Millie - Contracts have been signed for next year's Boosterthon. I have expressed our clear desire for next year to be in the March timeframe. Michelle from Boosterthon has noted this and will work on coordinating that for our next Boosterthon.
- i) Boogram -
- ii) Box Tops – Melissa DiPaola –
- iii) Boosterthon –
- iv) Halloween Costumes - Melissa Dorazio – tops of tubs
- b) Shred / Clothing Drive – Stephen Sasnowitz – the drive is this weekend from 9-12
- c) Adult Programs – Beth Drost –
- d) BOE Liaison – Mollie Smith – next meeting is April 22 will be canceled. Monday April 21<sup>st</sup> the BOF will meet with the town to discuss the budget. This is the time when you can speak in support of things so the BOF can go back and make changes. The location and time are TBD but usually at QFS. Tuesday April 22<sup>nd</sup> PTO will be on online for the superintendent search – check emails for that. Additional times are available on 4/23 and 4/24.  
  
Budget is projected to be cut by \$360K. there's still time to move this, and letters help. Next BOF meeting is 4/14 at 6pm at townhall. This one isn't open to discussion from the audience, but you can listen.
- e) Book Fair – Linda Lenahan – discussed last meeting, that the OMS fair will not be held this year. QFS 28-30<sup>th</sup>. GOES will be 28-29. Family evening event "books and bites and family delights" on May 1<sup>st</sup> with a rain date of the second. Will have food trucks – outdoor games, crafts, photo booth, music. Event is for all three schools. 450 responded that they were interested within 24hr of the interest survey (80% said yes). 86 said they'd buy dinner, and/or ice cream. The majority of the survey responders were QFS and GOES but 15% of MS families did reply. All of the food trucks will give us a donation – pizza, taco, 'kids food', desert, BBQ, ice cream, dad's cannoli, hardcore sweets, and more. Flyers are ready to go to flyers and social media. Incentives include raffles – buy a book and get a ticket for a prize. Prizes geared towards all levels. Budget request of \$2155. Motion to spend up to \$2000 on B&B Isabella motioned; Aimee seconded; motioned PASSED
- f) Hospitality/Sunshine - Allyson Danso –
- g) Plant Sale – Isabella Keane – Gazy has a list of plans of interest. She'll make a flyer and signs after she receives a price list.
- h) Publicity/Newsletter – Arleny Lopez-Cordero – working on final newsletter for the year
- i) Website / Student Directory – **OPEN** -
- j) Auction - **OPEN** –

#### **IX. New business –**

- a)

#### **X. Announcement of Meeting and Adjournment**

- a) Next Meeting – 5/22 at 6:30pm. One week later due to plant sale. Will be the final meeting of the year.

- b) Adjourned meeting – 7:51

## XI. Addendum

- a) A request came in after the deadline to fund GOES field day expenses. The event, scheduled for 6/5, will cost \$3775 and includes equipment, snacks, bounce houses, and more. Vote took place via email and PASSED

### REQUESTS FOR FUNDING FROM THE OXFORD PTO

Date of Request: 4-10-25  
Date of Event/Trip: Field Day GOES 6/5  
School Requesting Funding: GOES  
Amount Requested: 3,775  
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: 3-5  
Number of Students: 483  
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:  
Equipment - 1,000  
SNO cone cups 75  
ice container 300  
Bouncy House 1150  
Popcorn 275  
SNO cone syrup 175  
food/beverage 400  
Home Depot 300  
Schoolwide cultural event  
Please e-mail all requests to PTO Secretary at [secretary@oxfordpto.com](mailto:secretary@oxfordpto.com) no less than 7 days

## XII. Appendices

- a) GOES 5<sup>th</sup> grade request



### REQUESTS FOR FUNDING FROM THE OXFORD PTO

Date of Request: 3-21-25  
Date of Event/Trip: 6-11-25  
School Requesting Funding: Great Oak Elem.  
Amount Requested: \$2,584  
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>  
Number of Students: 122 @ 21.18 pp. cost  
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:  
This trip is a 5<sup>th</sup> grade tradition. We  
get to see & experience Colonial life. This  
supports our social studies content.  
Students participate in activities exactly as  
the ones colonists did. They love it!

b) QFS Critter Caravan request



**REQUESTS FOR FUNDING FROM THE OXFORD PTO**

Date of Request: March 20, 2025  
Date of Event/Trip: June 11 - In school field trip  
School Requesting Funding: \$1,000 - Quaker Farms School  
Amount Requested: \$1,000  
Does this amount include Transportation: \_\_\_\_\_ Yes X No  
(Oxford PTO cannot fund requests for transportation costs that would normally be provided by the Board of Education.)  
Grade Level(s) to Benefit: First Grade  
Number of Students: 131  
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:  
The students will learn about various animals from different regions and continents. They will get to interact with the animals and learn more about their characteristics and features making them able to adapt to their environment. This first hand experience will correspond with our Animal Superpower Units in Science, and Amazing Animals Module in Reading. The show will be provided by Critter Caravan.  
Please e-mail all requests to PTO Secretary at [secretary@oxfordpto.com](mailto:secretary@oxfordpto.com) no less than 7 days

c)



**REQUESTS FOR FUNDING FROM THE OXFORD PTO**

Date of Request: 3/20/25  
Date of Event/Trip: 5/28/25 and 5/29/25  
School Requesting Funding: QFS  
Amount Requested: \$1,572.00  
Does this amount include Transportation: \_\_\_\_\_ Yes X No  
(Oxford PTO cannot fund requests for transportation costs that would normally be provided by the Board of Education.)  
Grade Level(s) to Benefit: 1st grade  
Number of Students: 131  
Does this event/trip need approval by the Superintendent? yes  
- If Yes, has approval been granted? yes  
Purpose of the event/trip and the correlation to classroom curriculum:  
To supplement Science: animal habitats, life cycles, and plants as pollinators.



## PROGRAM CONTRACT/ INVOICE

**Date of Program:** Wednesday, May 28, 2025 and Thursday, May 29, 2025  
**Time of Program:** 10 AM – 12:45 PM (2-hr program)  
**Facility:** At North Barn (644 Flanders Road, Woodbury CT)  
**Flanders Instructor(s):** Dianne Parmelee, Richard Barkus, Josh LaFlamme (on Wednesday), Christina Rinaldi (Thursday)

**School/Organization:** Quaker Farms School  
**Address:** Oxford, CT

**Telephone:**  
**School Contact:** Babette Lasto\*  
**Email:** [lastob@oxfordpublicschools.org](mailto:lastob@oxfordpublicschools.org)

**Total No. of Students:** 74 on Wednesday and 57 on Thursday **Total No. Adults:**  
**Age of Students:** 6 – 7 year olds  
**Grade of Students:** 1<sup>st</sup>  
**Program Topic(s):** "Spring on the Farm" with tractor ride to view the marsh and beaver lodge (Richard), visit with the animals to learn about life cycles (Dianne) & planting for pollinators (Josh/Christina)

**Program Fee:** \$12/student x 131  
**TOTAL FEE:** \$1572

**Special Needs/Instructions:** \_\_\_\_\_  
**Date Sent:** revised and resent March 18, 2025

I give permission to Flanders Nature Center & Land Trust to take, use, publish and re-produce photographs, slides or video of our school's participation in programs for publicity purposes. ☐ YES ☐ NO

**Signature of Contact Noted Above\*:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

*Note: Please sign and return ten business days prior to the event. This contract is to serve as an invoice; retain duplicate copy for your records. Please make check payable to Flanders Nature Center & Land Trust. It is noted that full payment will be made the day of the field trip.*

