



Oxford PTO Executive Board Meeting Meeting Minutes

Location: QFS Cafeteria

Date: Thursday, February 20, 2025

Time: 6:30PM

I. Call to order 6:32

Roll call

In Person - Steven Sasnowitz, Samantha Iucci, Vic Tomporowski, Mollie Smith, Joe Lanier, Allyson Danso, Ryan Gernat, Doreen Walsh-Henningsen, Beth Drost, Robert Miller, Kelly Blake, Millie Callahan, Vicky Siemieniewicz, Leslie Alldredge, Charlene Yacavelli, Aimee Misset

By Proxy –

II. Approval of minutes from last meeting – please note January's addendum related to a recent funding request.

Aimee motioned to pass January's minutes; Steven seconded; motion PASSED

III. Audience of Citizens – Hello from member of the BOE (Vic Tomporowski)

IV. Officer's Reports

a) **President's Report** –

- i) **Correspondence** We received a sponsorship check from Evergreen Veterinary Clinic for \$250 and are now working on getting their logo on our website - we're happy they're working with us
- ii) PTO is communicating with BOE chair Bobby Carr to set a meeting between BOE and PTO. Millie is waiting on a reply to establish a date and time for that meeting.

- iii) Amazing Boosterthon event – the kids had an amazing time and the principals were fantastic – They all agreed to become human ice cream sundaes.
- iv) Teacher Appreciation event – Vicky is working on this and we will need to vote on the details. We are partnering with Vazzy's for a pizza truck on Friday, May 9th at OMS. Our quote is for \$4370 and includes pizza, salad, and gelato. Vicky motioned to approve the purchase; Leslie seconded; motioned PASSED
- v) 8th grade signage – Vicky is working with Triple Stitch for a quote. More information on this is forthcoming.

b) **First Vice President's Report**

- i) **Sponsorships** Leslie is still working on sponsorships. They've been slower than anticipated. If anyone knows of sponsors, we are happy to share logos on social media and our website. We have a few different options for sponsorship – e.g., donating food for upcoming events, etc, it doesn't just have to be a cash donation.
- ii) **Membership** – n/a

c) **Treasurer's Report –**

- i) Very exciting! Our ending balance is \$119,231.88 after the Boosterthon. We are waiting on an invoice from Boosterthon before knowing our final balance from the fundraising event.
- ii) Introduced the funding requests, as described below. GOES total request amount to \$8235. They currently have \$5535 allocated so we would need to allocate an additional \$2700 to GOES.
 - (1) Vote to fund the \$2700. Beth motioned; Steven seconded; motioned PASSED
 - (2) Vote to allocate the \$2700 to each of three schools – Steven motioned; Leslie seconded; motion PASSED

Introduced the MS request, as described below. Vote to fund the MS event – Allyson motioned; Beth seconded; motion PASSED

See below, updated on 2/20/25

January Requests

QFS: \$0

None

GOES: \$8,235

3rd Gade Trip Downtown Cabaret \$2,680

4th Grade Trip Downtown Cabaret \$2,560

4th Grade Trip Audubon Center - \$1,800

Anti-Bullying Program Whole School \$1,195

OMS: \$1,768.00

8th Grade End of the Year Activities \$1,768.00

| Oxford PTO Treasurer's Report | |
|--|--------------|
| Amount in checkbook (per online account) | \$119,231.88 |
| Outstanding Items | \$0.00 |
| Amount available to Allocate | \$119,231.88 |
| Allocations | |
| Quaker Farms School | \$3,122.50 |
| Great Oak Elementary School | \$0.00 |
| Oxford Middle School | \$932.00 |
| Total Allocations | \$4,054.50 |
| PTO Balance after Allocation | \$115,177.38 |

2/20/2025

| | Total Start | Total \$ Requested | Feb-25 Total Allocated | Ending Balance |
|------|-------------|--------------------|---------------------------|----------------|
| QFS | \$422.50 | \$0.00 | \$2,700.00 | \$3,122.50 |
| GOES | \$5,535.00 | \$8,235.00 | \$2,700.00 | \$0.00 |
| OMS | \$0.00 | \$1,768.00 | \$2,700.00 | \$932.00 |

Report as of 02/20/25

V. Funding Requests

- GOES 3rd grade to attend Hansel and Gretel at the Downtown Cabaret Theater in Bridgeport on March 14. They are requesting \$2680 to subsidize this trip (see appendix).
- OMS is requesting \$1768 to support the 8th grade's end of year activities. They will have a semi formal dance at The Heritage Hotel. Students go to Holiday Hill, get a class t-shirt and there is an 8th grade photo (request in appendix).
- GOES 4th grade to attend Downtown Cabaret Theater in Bridgeport on (no date given). They are requesting \$2560 to subsidize this trip (see appendix).
- GOES 4th grade to the Audubon Center on May 16th. They are requesting \$1800 to subsidize this trip (see appendix).
- GOES is requesting \$1195 to support a program for grades 3-5 on anti-bullying, respect, responsibility, and goal setting (see appendix).

VI. Administrator and Principal's Report

- Dr. Miller – Thanking the PTO and parents for the effort and time that we put in to support our schools. The partnership

that parents bring to the table helps run the schools. This partnership brings resources to the kids and helps take them out of the classroom. Thanking us from the bottom of his heart to support the kids and the community. He is filled with gratitude and proud of the partnership that we have had over the last few years.

- b) The budget passed the BOE and now goes to BOF – please follow the process because all indications suggest that it will be reduced before it goes to the BOF. If the budget is reduced it will mean that we will lose staff – reductions to the numbers will result in positions being cut. Please monitor and stay active in the process. The BOE will need 'your voice' to keep cuts from happening. Other districts are seeing large budget cuts but we have been able to sustain a healthy budget over the last several years.
- c) QFS - Charlene Yacavelli – Boosterthon was wonderful – the kids loved it. They were happy with the entire week. They had the 100th day and Valentine's day. Everything's going well.
- d) GOES – Aimee Misset – thank you for funding the GOES requests. She's still waiting to hear of field trip requests for 5th grade. Everything is going well despite the weather. Feb has flown by. Boosterthon went very smoothly. She enjoyed being covered in ice cream – and did so without wearing a poncho or shower cap!
- e) OMS - Silvia Oulette/Ellen Knapp – via emailed update. Boosterthon was a success and the students enjoyed it. Prizes were more age appropriate, and this was the most that OMS ever raised. March 5-6 are parent teacher events.

VII. Old Business

- a) Update on Bike path by Joe Lanier – HS science teacher at Oxford High School. Came to PTO in 2018 and applied for a grant to fund a project behind GOES. Revised the project to install bike paths / trail system behind Lily park. The goal is to bring students outside and into the trail system so kids can go outside and see the wetlands. The YCC HS kids are building the trails. They also built the trail system at Rockhouse. The goal would be to have high school kids come to the elementary school to teach lessons, etc, and give kids an opportunity to get outside and learn across the street. In the future, if there's interest from OMS students to do community service, that could be available. Kids who work on this can earn internship opportunities. This is all grant funded.

The space behind Lily Park is owned by the town and not the BOE so it could be used openly. For the partnership – how do we get the teachers to know that this space is available and to get the kids outside?

Aimee suggested connecting with the Gardening club at GOES as a starting place.

Beth suggested working with the summer discovery program run at the OMS.

VIII. Committee Reports

- a) Fundraising - Samantha lucci –
 - i) Boogram - NA
 - ii) Box Tops – Melissa DiPaola – NA
 - iii) Boosterthon – via Sam lucci – the PTO profited \$54,489 between three schools. The MS raised \$6,684 – the most they've ever raised! All schools passed their registration and fundraising goals; 87% registration in lower schools and we saw support from over 31 states and 6 different countries – this fundraiser has reached so far. The principals were the heart and soul behind the program. Without the principals we couldn't have reached as many people as we did. This was a very successful year – the most successful year that we've had thus far. There is a wrap up meeting tomorrow and will make some suggestions for next year, including scheduling a date for 2026. Will coordinate with principals for next year's schedule.
 - iv) Halloween Costumes - Melissa Dorazio – via Millie – Rachel (former chair) reached out and has two large bins of costumes. Millie will let Melissa know about this to arrange for pick up.
- b) Shred / Clothing Drive – Stephen Sasnowitz spoke with Mr. Lucas from Newtown Savings Bank and they gave him dates for spring. April 12th appears to be open. He had spoken to Lions club to see whether fall or spring would be more profitable, and they indicated that spring would likely be more successful. He's speaking with Mr. Lucas tomorrow to secure a date.
- c) Adult Programs – Beth Drost – running out of time to pick dates if we move forward with ice skating. If we want to move forward, Sunday March 30th may be the only available date. The cost would be \$550 for a private party for an hour and half. The fee Includes skate rentals. For an extra \$50 we can get an instructor for 30min. The deposit is

nonrefundable. They do have walkers/helpers available. She's thinking of charging \$10-12 per skater and if we got 50 people we would break even. This could be a fundraiser or a 'thank you' from the PTO. PTO will pay with donations optional.

Motion to go forward with the PTO event – Aimee motioned; Vicky seconded. The PTO will pay the \$550 for the skating event and will leave donations optional. Beth will work on a sign-up process.

Bingo night is another family friendly event in April or May. No fees for use at GOES with a 6/6:30 start time. BINGO cards are around \$15 for 100 cards. She's thinking of ideas of how to make it fun and interesting. Charge a nominal fee (\$5) per player to help support the cost of prizes and raffle prizes (possible small gift card to local businesses). Allyson noted that Babe Ruth bingo is March 5th and may be a conflict. We should also check with the Booster club to make sure that this doesn't compete with their BINGO adult-only event. Millie asked that we table bingo and move forward with ice skating.

- d) BOE Liaison – Nomination of Mollie Smith – Mollie introduced herself and her family. She has three children in the school system. She's a teacher and it's important to her to hear what's happening in the schools and the BOE. Communication is important to her. Beth motioned to approve Mollie; Steven second; motion PASSED. Welcome aboard Mollie!
- e) Book Fair – Linda Lenahan – via email. Coming up at the end of April.
- f) Hospitality/Sunshine – Allyson Danso – all of Feb birthday cards went out along with one sympathy card. She's working on a staff appreciation breakfast on March 17th. Bagel Bro's, ShopRite and La Terriza are all donating food. She's needing volunteers – keep an eye out for the sign up genius.
- g) Plant Sale – Isabella Keane – via Millie - she will have updates on the plant sale at our next meeting.
- h) Publicity/Newsletter – Arleny Lopez-Cordero – via Millie – will go with a quarterly newsletter instead of monthly.
- i) Website / Student Directory – **OPEN**
- j) Auction - **OPEN** –

IX. New business –

- a) n/a

X. Announcement of Meeting and Adjournment

- a) Next Meeting – March 20, 2025
- b) Adjourned meeting – 7:41

XI. Addendum

- a) Funding request received 2/20/25 from QFS that was voted on via email. The motion was to fund \$2,444 for a 2nd grade trip to the Maritime Aquarium in Norwalk, CT. Please see the attached documents at the end of the appendices. The motion to fund QFS's request for \$2,444 was approved on 2/26/25.

XII. Appendices

- a) GOES 3rd grade request

REQUESTS FOR FUNDING FROM THE OXFORD PTO

Date of Request: 1/15/25

Date of Event/Trip: March 14, 2025

School Requesting Funding: Grade 3 at GOES

Amount Requested: \$2,680 (event fee only)

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: Grade 3

Number of Students: 134

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

- If Yes, has approval been granted? pending

Purpose of the event/trip and the correlation to classroom curriculum:
We will be attending an adaptation of Hansel and Gretel at the Downtown Cabaret Theatre in Bridgeport. During this time we will be studying "Stories on Stage" in our Reading curriculum.

- b) OMS 8th grade "end of year activities" request.

REQUESTS FOR FUNDING FROM THE OXFORD PTO

Date of Request: 1/27/25

Date of Event/Trip: 8th grade end of year activities

School Requesting Funding: Oxford Middle School

Amount Requested: \$3,000

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: 8

Number of Students: 136

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:
8th grade end of year activities as a class.

- c) GOES 4th grade Downtown Cabaret Theatre request

Date of Request: 1/29/25
Date of Event/Trip: Downtown Cabaret Theatre
School Requesting Funding: GOES
Amount Requested: \$2,560
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: 122
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:
We will be attending a play at the Cabaret. This supports our ELA Module. It provides students w/ an opportunity to experience drama, elements of drama, plot, theme, + listening comprehension.

- d) GOES 4th Audubon Center request

REQUESTS FOR FUNDING FROM THE OXFORD PTO

Date of Request: 1/29/25
Date of Event/Trip: Audubon Center - Bent of the River May 16 & 17
School Requesting Funding: GOES
Amount Requested: \$1,800
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: 122
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:
The students will have a hands on experience with our science unit concepts. They will explore soils, rocks, + landforms, erosion, and environment.

e) GOES anti-bullying program request

Date of Request: February 11, 2025
 Date of Event/Trip: March 6, 2025
 School Requesting Funding: Great Oak
 Amount Requested: \$ 1195.00
 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: 382
 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:

The program is based around anti-bullying, respect, responsibility and goal setting.

ECHO DANCE TEAM

THE #1 SCHOOL ASSEMBLY

MAKE THE DIFFERENCE.

ABOUT THE 45-MINUTE SHOW

- 30 minute interactive showcase of high energy dancing that captures student's attention and entertains them while spreading a positive message.
- 15 minute lecture period, where each member discusses the negative effects of bullying and why it's everyone's responsibility to respect themselves and those around them.

FOCUSES ON:

- Respect
- Responsibility
- Anti Bullying
- Setting goals for yourself

Get Your Assembly

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**Appropriate for grades 4 through 12*

\$100 OFF!
 if two separate school locations within 10 miles of each other book for the same day, each school would receive this special discount.

PRICING
**includes lodging and transportation*

For performance at same school/location on the same stage on the same day:

- One 45 minute assembly is **\$1195**
- Two-in-one day is **\$2195**
- Three-in-one day is **\$3195**

FUNDING THE SHOW...

- PTA Sponsorship
- Grant Money
- Local Business Sponsorship
- Allocated School Assembly Budget

f) GOES 2nd grade request to visit the Maritime Aquarium

Field Trip Request

APPROVED BY: _____ DATE: _____
 Dept. Chair _____
 Office Coord. _____
 Principal Corina Caceres 2/11/25
 Superintendent Debra K. 2/20/25
 Nurse notified _____
 (after approval) _____

Date of request: Feb 11, 2025
 Request form must be submitted at least three weeks prior to trip.

Curriculum connection:
 A trip to the aquarium directly correlates to NGSS 2-LS4-1. "Students will make observations about animals comparing the diversity of life in different habitats. This trip also lines up with HMH unit 5, Home Sweet Habitat, that we will be teaching at the time of the trip.

Follow-up class activities:
 Narrative: Write about your experience at the aquarium.
 Informational Writing: This will help build background knowledge for our nonfiction writing unit. Write an informative piece teaching about an ocean animal or the ocean habitat.
 Opinion Writing: What is your favorite ocean animal? Why?
 HMH Inquiry Research Project for Module 9: INVESTIGATE HABITATS Children will work in small groups to research an animal's habitat, create a diorama of the animal's habitat, and share what they have learned with the class.

School program for students not attending:
 NA

Special accommodations for any students going on trip:
 NA

Please attach any other information that will assist the principal and/or superintendent in evaluating the requested trip.

Trip Coordinator: Clare Pittari
 Group taking trip: QFS- Second Grade Class

Trip date: March 21, 2025
 (avoid block days whenever possible)

Destination(s): Maritime Aquarium, Norwalk, CT

Phone number at field trip location(s): (203) 305-1822

Teacher/chaperone cell phone(s): Clare Pittari (203)305-1822, Michelle DeSouza (203)516-1645, Kayla Davenport (203)240-5591, Maria Granato (203)788-1519, Heather Salzo (203)733-6215

Other stops planned: NA

Transportation: ☒ Bus company: ☒ not yet determined _____
 Name of bus company: All Star Telephone #: 203-688-2128
 _____ Private auto/adult driver (sign and attached auto permission slip)

Time leaving: 9:20 a.m. Arrival at destination: 10:00 a.m.
 Time leaving destination: 1:00 p.m. Return time at: 1:45 p.m.

Cost to each student: Transportation: \$9
 Event fee/admission: \$16 (PTO Request)
 Movie fee: \$5 (PTO Request)
 Lunch: NA
 See attached breakdown/contract

Number of students participating: 114 Number of teacher chaperones: 6 & 4 paraprofessionals
 Number of parent chaperones: 30

Substitute coverage needed for: NA
 lbd _____
 participating staff should notify sub line individually

Recommended wearing apparel/supplies: Sneakers/ Class Shirts to be easily spotted.

Complete reverse side of form

Rev. 10/1/10



OXFORD PTO

Striving to further enrich the children of Oxford

REQUESTS FOR FUNDING FROM THE OXFORD PTO

Date of Request: **February 11, 2025**

Date of Event/Trip: **Mar 21, 2025**

School Requesting Funding: **Quaker Farms School**

Amount Requested: **\$2,444.00**

Does this amount include Transportation: **No** (Oxford PTO cannot fund requests for transportation costs that would normally be provided by the Board of Education.)

Grade Level(s) to Benefit: **Second Grade**

Number of Students: **114**

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:

Curriculum connection:

A trip to the aquarium directly correlates to NGSS 2-LS4-1. "Students will make observations about animals comparing the diversity of life in different habitats. This trip also lines up with HMH unit 9, Home Sweet Habitat, that we will be teaching at the time of the trip.

Follow-up class activities:

Narrative: Write about your experience at the aquarium.

Informational Writing: This will help build background knowledge for our nonfiction writing unit. Write an informative piece teaching about an ocean animal or the ocean habitat.

Opinion Writing: What is your favorite ocean animal? Why?

HMH Inquiry Research Project for Module 9:

INVESTIGATE HABITATS Children will work in small groups to research an animal's habitat, create a diorama of the animal's habitat, and share what they have learned with the class.