



Oxford PTO Executive Board Meeting Meeting Agenda

Location: QFS Cafeteria

Date: Thursday, January 16, 2025

Time: 6:30PM

I. **Call to order** 6:35pm by Millie

Roll call

In Person - Stephen Sasnowiez, Mike Callahan, Dr. Miller, Beth Drost, Isabella Keane, Doreen Walsh-Henningsen, Linda Lenahan, Melissa Darazio, Sam Iucci, Kelly Blake, Millie Callahan, Vicky Siemieniewicz, Leslie Alldredge, Charlene Yacavelli, Aimee Misset

By Proxy –

II. **Approval of minutes from last meeting** Aimee motion; Isabella seconded – motioned PASSED

III. **Audience of Citizens** – Kelly Blake asking whether AEDs exist within the schools. Dr. Miller and Ms. Misset confirmed they are. Considering posting signs regarding where to find them.

IV. **Officer's Reports**

a) **President's Report** –

- i) **Correspondence** – Millie - I've exchanged emails with Bobby Carr to try and obtain a BOE liaison. Said he would ask at last night's meeting and get back to me but as of now I have not heard back. Will follow up
- ii) I hope everyone had a wonderful holiday! We are starting the year off with a bang as we head into Glow Run (GOES & QFS 2/13) and Boosterthon (OMS 2/14). More to hear from Samantha on that in her update. We are very excited for this huge fundraising opportunity and tons of fun for the kids! Our next big event will be the Spring Bookfair.

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

- i) **Sponsorships** Hitting the pavement with sponsorships. Contacting businesses in person, via email and over the phone. Sending out mass-mailing for requests.
- ii) **Membership** One additional person since November. She's been working with Arleny on the newsletter and publicity.

In discussion with Yard Goats to host an Oxford day and has met with Beth to discuss options for adult/family events.

c) **Treasurer's Report –**

- i) Current state and updated in light of following requests (see below). *An updated report has been added to the addendum.

Oxford PTO Treasurer's Report

Amount in checkbook (per online account)	\$43,811.38
Outstanding Items	\$0.00
Amount available to Allocate	\$43,811.38

1/14/2025

Allocations	
Quaker Farms School	\$2,934.50
Great Oak Elementary School	\$5,535.00
Oxford Middle School	\$0.00
Total Allocations	\$8,469.50
PTO Balance after Allocation	\$35,341.88

Report as of 01/14/25

	Total Start	Total \$ Requested	Jan-25 Total Allocated	Ending Balance
QFS	\$3,582.50	\$3,148.00	\$2,500.00	\$2,934.50
GOES	\$3,035.00	\$0.00	\$2,500.00	\$5,535.00
OMS	\$0.00	\$2,500.00	\$2,500.00	\$0.00

January Requests

QFS: (Book Week)
Laser Reader Whole School
\$1,298 04/03/25
Alan Katz Author Presentation
\$1,850 04/01/25
Total = \$3,148
OMS:
The Adventure Park at the Discovery Museum
7th Grade 06/04/2025 \$2,500

- ii) QFS has enough in their allocation to cover both requests. Beth motion to fund both QFS trips. Vicky seconded; motion PASSED
- iii) OMS currently has \$0 in allocation.
 - (1) Linda motioned to allocate \$2500 to all 3 schools to cover OMS request; Steven seconded; motion PASSED
 - (2) Motion to fund OMS trip to Adventure Park; Linda motioned; Beth seconded; motion PASSED

V. Funding Requests

- a) QFS presented 2 requests in early December. The first, for \$1298 is for pre-k (am) – 2nd grade, is to hold an assembly on April 3, 2025 featuring Laser Reading by Prismatic Magic. This event would be held during their Book Week Celebration. <https://prismaticmagic.com/laser-school-assembly-program-laser-reader/>

REQUESTS FOR FUNDING FROM THE OXFORD PTO

Date of Request: 12-3-24
Date of Event/Trip: Thursday, April 3, 2025
School Requesting Funding: QFS
Amount Requested: 1,298
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: Prek(rem) - 2nd
Number of Students: 384
Does this event/trip need approval by the Superintendent? No, approved RC
- If Yes, has approval been granted? by Rachael

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

We would like to have this assembly -
Laser Reading by Prismatic Magic for
our Book Week celebration (March 31 - April 4)

Laser Reader is an interactive show that
improves reading comprehension and fosters
imagination and logic.

- b) QFS's second request is for \$1850 to hold another event during Book Week. This one would feature local author Alan Katz, in which he would present 4, 1hr sessions on his silly songs and poetry books. <https://alankatzbooks.com/>

REQUESTS FOR FUNDING FROM THE OXFORD PTO

Date of Request: 12-3-24
Date of Event/Trip: Tuesday, April 1st, 2025
School Requesting Funding: QFS
Amount Requested: 1,850
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: Prek - 2nd
Number of Students: 384
Does this event/trip need approval by the Superintendent? No, approved by RC
- If Yes, has approval been granted? Rachael

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

We would like to have local author Alan Katz
as a presenter during book week (March 31 - April 4th)
His presentation will emphasize his lifetime
dedication to reading and writing.

He will have 4 50-60 minute sessions.

Our theme is 'Poems' this year and Mr. Katz will
share his work ranging from silly songs to poems and
chapter books.

Please e-mail all requests to PTO Secretary at secretary@oxfordpto.com no less than 7 days prior to the meeting date. Requests submitted less than 7 days prior to the meeting date will

- c) OMS is requesting \$2500 to support a 7th grade trip to the Adventure Park at the Discovery Museum in Bridgeport, CT on 6/4/2025.



REQUESTS FOR FUNDING FROM THE OXFORD PTO

Date of Request: 1/7/2025
Date of Event/Trip: Wednesday, 6/4/2025
School Requesting Funding: Oxford Middle School
Amount Requested: \$2500.00
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: 7th Grade
Number of Students: Approx. 120
Does this event/trip need approval by the Superintendent? Yes
- If Yes, has approval been granted? 11/20/2024
Purpose of the event/trip and the correlation to classroom curriculum:
please see attached document

The seventh grade end of the year trip to The Adventure Park at the Discovery Museum in Bridgeport, Connecticut, will be a culminating team-building adventure for all students. The park enhances the Attributes of a Graduate education skills, which have been a mission of the 7th grade curriculum. Specifically, 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 goal setting and collaborative skills.

VI. Administrator Reports

Dr. Miller: Updates on a meeting to discuss the HVAC project with BOS and both projects passed. There are two final steps that will take place on the 27th and 29th at town hall. First is town meeting when anyone can come and ask questions (1/27). The second will be a vote (1/29) – hoping that parents will attend this meeting to vote YES. They sensed some angst from the BOS to approve the QFS HVAC project – Dr. Miller advocated during the meeting using examples and reinforced that it's too hot or too cold for an effective learning environment. The GOES project will be completed before Sept. QFS has two phase – one is work within building, second is power by Eversource. Eversource must increase capacity of power into the building. Hoping that these phases will be done simultaneously. Both projects must be completed by 12/31/2025. The state is giving us 42% towards this project and the

money will be withdrawn if we do not make the deadline. We could apply for a one-time extension if absolutely necessary.

A budget workshop will be held on 1/28 at 5:30. Each principal will have 7-10 min to talk about their budget proposals along with highlights. Individual budgets will be presented, and the entire budget will be unveiled to general public. The BOE will debate whether to approve or make reductions. The BOE budget is due to the BOF by March. They are anticipating cuts by the BOF. The BOE has done a good job of making cuts that avoid "kids". As a result, cuts generally relate to staff. PTO's support last year (e.g., child sitting during the meetings) had been helpful in getting the budget passed. The BOF also commented at their meeting that they read all of the letters sent by parents supporting the budget.

VII. Principal's Report

- a) QFS – via Charlene Yacavelli – Everything's good at QFS. The kids are looking forward to Valentine's day. Happy to be here! Business as usual. Candy bar was such a big hit!
- b) GOES – Aimee Misset – A lot of fun in Dec leading up to the holidays. The teachers really appreciated the candy bar – thank you. No funding requests currently, but 3 at the next meeting for fieldtrips in 3, 4, and 5 grade. The drama club is putting on their musical on 1/23-24. QFS will come to watch it during the day. Encouraging parents to purchase tickets for the evening. Notice of the event will be in tomorrow's newsletter.
- c) OMS - Silvia Oulette/Ellen Knapp– via Millie. Chorus concert is tonight. They are ending Q1S1 so unified arts will change. "Souped" Bowl Canned Drive coming up as well as a Valentine's day fundraiser from her 8th grade class. Winter sports underway and the girls BB team to host a basketball tournament next week at OMS.

VIII. Old Business

- a) Update on Bike path (updated to Wetlands Project) – Joe Lanier will join us next month to talk about the work being done and what he's asking for in terms of support. Look forward to that!

IX. Committee Reports

- a) Fundraising - Samantha Lucci – Boosterthon on the 13 and 14 of February. It's been smooth sailing. There was one hiccup with flyers, but they (Boosterthon) resolved this. Flyers were distributed yesterday and will be in Dr. Miller's mail tomorrow. One outstanding thing for principals, which they will receive notice of. Millie has already started

making Facebook and other social media postings. The themes this year are "bravery and castles". We use their full service event, which means that Boosterthon will set everything up and supply each school with the necessary materials. She did inform them that the flood may reduce the amount of donations that we receive.

- i) Boogram -
- ii) Box Tops – Melissa DiPaola – a \$87.10 check arrived today!
- iii) Boosterthon – see above
- iv) Halloween Costumes - Melissa Dorazio – no updates
- b) Shred / Clothing Drive – Stephen Sasnowitz – Kelly will provide contact information for both and updated Stephen on process. Vicky stated that we received a PayPal deposit for \$315.28 from the clothing drive.
- c) Adult Programs – Beth Drost – some ideas are bingo and ice skating. She's looked at Milford Ice Pavilion and Shelton. Milford is a bit further but more affordable (\$550 for an hour and a half and includes rental). Shelton is closer but quite expensive (\$20-30pp). The next available date at Milford is March 22nd. She will gather more information and send an update via email. A second event is Movie Night in collaboration with Robyn at the Library. Thinking May on a Friday evening. Other discussions included: dancing under the stars and Bingo night. Questions about the latter - can it be hosted at GOES café/gym? Will PTO fund prizes? Maybe March.
- d) BOE Liaison – **OPEN** –
- e) Book Fair – Linda Lenahan – Bookfairs are scheduled for April 28 – May 2, 2025 – MTW. Vicky and she discussed the OMS fair – considering a night visit at GOES with OMS students and other ideas to reduce our costs. Maybe an ice cream social held at the same time.
- f) Hospitality/Sunshine - Allyson Danso – via Millie. Allyson sent 30 January birthday cards. She's thinking of having a teacher's breakfast sometime in March and has made a mock flyer to advertise this and is working with Leslie on the details. She would need help setting up the breakfast and will ask for assistance at a later date.
- g) Plant Sale – Isabella Keane – creating a list from other organizations who hold a similar fundraiser. She's looking for vendors outside of what we've used in the past. Unhappy with the flat rate at the current seller (i.e., PTO makes a flat

rate, regardless of the amount sold – noting here that it's rather low given what sells).

- h) Publicity/Newsletter – Arleny Lopez-Cordero – via Millie. She's working hard on the Q1 newsletter and has a draft of this. They're hoping to add this to the newsletter and distribute it through school summaries and reports.
- i) Website / Student Directory – Vendor - Kate Brough - **OPEN**
- j) Auction - **OPEN** –

X. New business –

- a)

XI. Announcement of Meeting and Adjournment

- a) Next Meeting – February 20, 2025
- b) Adjourned meeting – 7:50

XII. Addendum

- a) We received an additional funding request from QFS just a few days before our January meeting. Vote was conducted via email. As QFS already had enough money in their allocation to cover the request, we voted on funding. Allyson motioned; Linda seconded. Motion to fund the QFS trip to the Discovery Center PASSED.

Date of Request: January 14, 2025
Date of Event/Trip: March 5th & 6th
School Requesting Funding: Quaker Farms School
Amount Requested: \$ 2,512.00
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: Kindergarten
Number of Students: 104
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:
For this trip, the Kindergarteners will be visiting the Discovery Science Center and Planetarium. During our trip the students will take part in a learning lab focused around motion. This is aligned with our push and pull unit in Science and it's a great way for them to apply and expand on their skills. Students will then have the opportunity to explore the hands-on learning exhibits throughout the Science Center!

Quaker Farms School 03/05/2025 and 03/06/2025

Product or Service	Quantity	Price	Line Total
Learning Lab - K-2 Lab Title: Motion Correlation; Location: At Discovery;	6	\$250.00	\$1,500.00
Add-Ons Options: Exhibit Admission;	104	\$8.00	\$832.00
Additional Chaperones Chaperones in excess of a 1 to 10 ratio will be charged a fee, 1 to 10 ratio for K and up to 5 ratio for Pre-K;	18	\$10.00	\$180.00
Total One-on-Ones	8	\$0.00	\$0.00
Total Adults	30	\$0.00	\$0.00
Total Children	104	\$0.00	\$0.00

Subtotal	\$2,512.00
Taxes	\$0.00
Invoice Total	\$2,512.00
Amount Paid	\$0.00
Balance Due	\$2,512.00

b) Updated Treasurers report following the emailed vote.

January Requests

QFS:
Discovery Museum
Total - \$2,512

Great Oak Elementary School	\$5,535.00
Oxford Middle School	\$0.00
Total Allocations	\$5,957.50
PTO Balance after Allocation	\$29,322.84

Report as of 01/26/25

15

	Total Start	Total \$ Requested	Jan-25 Total Allocated	Ending Balance
QFS	\$2,934.50	\$2,512.00	\$0.00	\$422.50
GOES	\$5,535.00	\$0.00	\$0.00	\$5,535.00
OMS	\$0.00	\$0.00	\$0.00	\$0.00

XIII. Appendices