



## Oxford PTO Executive Board Meeting Meeting Minutes

**Location:** QFS Cafeteria

**Date:** Thursday, September 19, 2024

**Time:** 6:30PM

### **I. Call to order** 6:33 Millie Callahan

### **II. Roll call**

**In Person** - Millie Callahan; Vicky Siemieniewicz; Leslie Alldredge; Kelly Blake; Linda Lenahan; Deb Sherman; Allyson Danso; Amanda Burlinson; Ryan Gemat; Aimee Misset; Isabella Keane; Ellen Knapp; Melissa Darazio; Jill Botelho; Alice Fletcher; Leidy Rvia; Bonnie Solis; Stephan Sasnowitz; Robert Miller  
**By Proxy** – Samantha lucci & Beth Drost

### **Approval of minutes from last meeting**

- Allyson Danso noted an error on the May 2024 minutes - year is labeled as 2023. Millie Callahan asked that the minutes be amended to read May 2024. Kelly Blake made a motion to approve amended minutes. Allyson Danso seconded; motion to approve amended minutes PASSED.

### **III. Audience of Citizens** - n/a

### **IV. Sponsorships** - n/a

### **V. Correspondence** - n/a

## VI. Officer's Reports

- a) **President's Report** – Introductions of the main board - it's an entirely new board and they're excited to work with the PTO members and build on the foundation of the last board.

Kindergarten Orientation at QFS - there were a lot of parents excited to get their kids started in school!

Meet the Teacher night at various schools went well. Members of the PTO spoke to many parents.

Newtown Savings Bank Shred Drive was held on 9/14 - it was a great event and exciting to be there.

The Halloween Costume Sale will be held this week 9/21, Saturday from 10-2 at Tommy K's plaza. We're accepting donations from 8:45-9:50. Contact members of the PTO Board for donations. We are still looking for volunteers. We are working with Cub Scout Pack 14, who are having a mum sale across the street to cross promote.

Stating a summary from Samantha - Fundraiser Chair she is gearing up for Boograms and may contact members for help.

A reminder to parents new and old that we do have the clothing drive bin in the QFS parking lot - profits from the donations go to the PTO.

- b) **First Vice President's Report (Membership)** - there's a lot going on, but we are all still very new. Regarding memberships – at the end of last year, we were around 123 members. She's happy to report that, as of today, we are standing at 100 members. There was great activity at Meet the Teachers' nights - pleasantly surprised at the middle school especially. Thank you to the Administration for promoting the PTO during these events. We did something different this year - anyone who signed up during Meet the Teachers was entered to win a drawing to win a \$50 gift card to an Oxford restaurant of their choice. Winners below:

QFS winner - Alicia Moody-Marchetti chose Volo

GOES winner - Betheney Norton chose Char and Lemon

MS winner - Karen Knepler chose Char and Lemon

- c) **Treasurer's Report** – We have a starting balance of \$51,173.25

Three funding requests were introduced, which would leave us with \$45,173.25 remaining after allocations.

Motion to approve the treasurer's report - Allyson Danso / Seconded by Leslie Alldredge. Motion PASSED

#### Oxford PTO Treasurer's Report

Amount in checkbook (per online account)	\$51,173.25
Outstanding Items	\$0.00
Amount available to Allocate	\$51,173.25

9/19/2024

Allocations	
Quaker Farms School	\$2,000.00
Great Oak Elementary School	\$2,000.00
Oxford Middle School	\$2,000.00
Total Allocations	\$6,000.00

PTO Balance after Allocation	\$45,173.25
------------------------------	-------------

Report as of 09/18/2024

	Total Start	Total \$ Requested	Sep-24 Total Allocated	Ending Balance
QFS	\$0.00	\$1,417.50	\$2,000.00	\$582.50
GOES	\$0.00	\$1,965.00	\$2,000.00	\$35.00
OMS	\$0.00	\$2,000.00	\$2,000.00	\$0.00

## VII. Funding Requests

Two additional funding requests were received within the last week. Vicky Siemieniewicz introduced all three applications, detailed below (images in appendix).

- a) 8th grade is requesting \$2000 to visit the Boston Tea Party Museum.

From Megan Blake, an 8th grade teacher who is organizing the 8th grade field trip. She is requesting funding support from the PTO for an upcoming field trip to Boston, Massachusetts.

They are planning to visit the Boston Tea Party Museum, Quincy Market, and the Boston Museum of Science. This field trip aligns with their current curriculum and provides students with a valuable hands-on learning experience.

Our support would greatly contribute to ensuring that all students have the opportunity to participate, regardless of their financial situation.

- b) Kindergarten is requesting \$1417.50 to go to Jones Family Farm
- c) Third grade is requesting \$1965.00 to visit the Native American Museum in Washington, CT

Leslie Alldredge motioned to allocate all monies, as requested / Allyson Danso seconded - motion to allocate funds to all three trips PASSED

Vicky motioned to distribute funds, as requested / Linda seconded - Motion PASSED

## VIII. Principal's Report

- a) QFS - Charlene Yacavelli - QFS is doing great. Thanking Dr. Miller and everyone who got them back to school. Community stops worked great. They are starting testing.
- b) GOES – Aimee Misset - Have had a smooth start to the year given transportation issues. Parents and staff have been super cooperative and supportive. Staff have been working extra hard at the end and start of the day - couldn't do without them. First town hall meeting next Friday. For new parents town meetings are held the last Friday of the month - they are a good time. Picture day will be 10/23 (this will be mentioned in tomorrow's news letter).
- c) OMS - Ellen Knapp - it's been a great start. Teachers have been helping with after and before school care - they're coming in a 7 and staying to 5. Meet the teacher night was this week and it went really well. They've started iXL testing this week - picture day is 9/24 and next week is also an assembly on bullying in collaboration with HS - students from the HS will be coming in on Friday
- d) Dr. Miller - thanks all parents, staff and family for their patience during this difficult time. He is also thankful to the town for restoring the roads. We couldn't get busses on the roads because they weren't passable. He has made a request to the state of CT to ask about the 5 days we had to miss. Typically, the state requires schools to tack missed days on to June. Currently, the last day is June 13. We will monitor Winter and may have to take days off from April vacation if there are a lot of snow days in January and February. We had a smooth opening thanking staff, teachers, and Administration, working overtime - it was an all-out effort from all four schools to make it work.

Tomorrow we are back to regular bus - anticipating delays that are consistent with hiccups and this is typical on a first day. Asking parents to try to be patient tomorrow and early next week as we work out kinks. There are still some roads that are impassable - they have alternatives for now and will revisit routes as roads open. A parent asked how we can see new bus routes and Dr. Miller answered that they are not posted for security reasons. They have sent pickup places and times but not a whole route to avoid giving too much info publicly due to potential security issues.

## IX. Old Business n/a

## X. Committee Reports

- a) Fundraising - Samantha lucci - Millie gave summary in her President's report.
  - i) Box Tops – Melissa DiPaola - n/a
  - ii) Shred Drive – Kelly Blake – Shred Drive was held 9/14/24. We made a profit of \$1052.00, which appears to be \$340 more than last year. **IMPORTANT** for 2025 they will flip a coin to decide between us and the Lions and alternate between PTO and Lions from that point forward.
  - iii) Boosterthon – February 13/14 is our week for this year.
  - iv) Halloween Costumes – Costume sale is this Saturday, 9/21/24 10am-2pm at Tommy K's Plaza. We're still looking for volunteers. An email was sent out with a signup. Costumes will be collected the morning of the sale and then during the month of November for next year's sale.
- b) Adult Programs – Beth Drost - n/a
- c) BOE Liaison – Debbie Sherman – it's been an adventure for last few weeks. She thanked everyone for their patience and cooperation as well as staff and everyone responsible for bringing us back to school. Thankful for Public Works and Allstar Transportation, as well as everyone who's been working on this. At last night's Town Meeting they approved the roof for GOES. Work can now begin on the HVAC program for the cafeteria and gym. The two projects - GOES cafe/gym and QFS are still pending. The plans are drawn up but need to go to town hall for approval. There is concern that with the flood damage it may get delayed. The grant will be gone by December 2025 so we must use the money before then. The project at GOES went really well, it's much nicer and quieter now. She encourages parents to attend any meetings where the HVAC project is being discussed. The Town Committee is working on planning the project and they meet tomorrow night.  
  
They're working on Board goals - approved Dr. Miller's goals at last meeting and are hoping to have the Board goals sent 10/8/24.
- d) Book Fair – Linda Lenahan– Kate Bittner secured dates for Fall and Spring. They plan to run the book fair the same way as Spring 2024. She's spoken with new librarian at GOES - there will be some additional planning since the library is now smaller and there's a classroom in place of where we usually run it. The October 2024 dates are: 10/18

for set up and 10/21-10/23 for the fair. They're looking to add teacher wish lists and Scholastic has a new donation program - to collect money in advance for children who don't have money at the time of sale.

- e) Clothing Drive - Kelly Blake - \$300 from last quarter
- f) Hospitality/Sunshine - Allyson Danso - has received all birthday dates and cards. She will get started on catching up on the 60 birthdays that were during July, Aug, and Sept.
- g) Plant Sale - Isabella Keane - connecting with Stephanie Kinkle in May to set up a plan. She will explore options beyond what we've used in the past. She's looking into the possibility of pre-orders and will do some research into cost and overhead and % of what other places might give us.
- h) Publicity/Newsletter - Rachel Criscuolo - n/a
- i) Website / Student Directory - Kate Brough - via Millie Callahan - up and running and accepting new members. Future meeting dates are listed on websites. We will post agendas and minutes there, too.

#### **XI. New business -**

- a) n/a

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

- a) Next Meeting - October 17th at 6:30. Following is 11/21
- b) Adjourned meeting - Millie Callahan adjourned the meeting at 7:17pm

#### **XIII. Addendum**

- a) Emailed request from S. Ouellette to support a Red Ribbon Week speaker. A vote was requested before the 10/17 meeting. A vote occurred by email - Vicky made a motion to allocate and fund \$1,400 to all 3 schools. OMS currently has \$0 in allocated funds. QFS currently has \$582.50 in allocated funds which would bring their new total to \$1,982.50. GOES currently has \$35.00 in allocated funds which would bring their new total to \$1,435.00. Linda seconded. Vote to allocate and fund PASSED. Application added to appendices.

#### **XIV. Appendices**

- a) Eighth grade funding request

**Curriculum connection:**

-Boston Tea Party Museum: The Boston Tea Party is one of the crucial events that helped spark the American Revolution. This key event is an important event not just in American History but in our curriculum in 8th Grade History. In our 8th grade curriculum we look at specific events that led to the cause of the Revolutionary War and the formation of our country. The ability to visit the Boston Tea Party museum brings to life this historically significant event to our students and provides a first hand view of the situation the colonists were in. It allows us to bring to life an event from 200 years ago as well as give the students the opportunity of a lifetime to step into the shoes of a colonist and participate in this historic event.

-Museum of Science: The Museum of Science offers many different STEM-rich exhibits that include hands-on learning, collaboration, and problem solving activities to enhance the learning that is done in the classroom. To name a few exhibits that relate to learning in 8th grade are Exploring AI, Engineering Design Workshop, Mathematica, Math Moves!, The Light House, and Science in the Park. These exhibits allow students to explore, question, imagine, and think like scientists and engineers!



**REQUESTS FOR FUNDING FROM THE OXFORD PTO**

Date of Request: 9/3/24

Date of Event/Trip: 11/21/24

School Requesting Funding: Oxford Middle School

Amount Requested: \$2000

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: 8th grade class

Number of Students: ~120

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:

See attached. Samuel  
9/3/24

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

b) Kindergarten request





REQUESTS FOR FUNDING FROM THE OXFORD PTO

Date of Request: 9/17/24  
Date of Event/Trip: October 17<sup>th</sup> + 18<sup>th</sup> Jones Family Farm  
School Requesting Funding: QFS  
Amount Requested: \$1,417.50  
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: 105  
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:  
Trip to Jones Farm  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Please e-mail all requests to PTO Secretary at [secretary@oxfordpto.com](mailto: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 be discussed at the next meeting thereafter.  
Approved: \_\_\_\_\_ Denied: \_\_\_\_\_  
Date: \_\_\_\_\_  
PTO Officer: \_\_\_\_\_  
Form revised 9/2024



Educator-Guided Fall Harvest Program Invoice

Quaker Farms  
Attn: Rebecca Rydz  
September 17, 2024  
Scheduled Program: Thurs 10/17 at 11am & Fri 10/18 at 11am  
Total Number of Participants: 144  

Participants	Number	Cost	Total
Students	105	\$13.50	\$1,417.50
Chaperones	24		
Head Teachers	6		
Teaching Assistants	9		
Total Cost			\$1,417.50

Fall Harvest Policy Highlights:  
Location: All programs are held at our Pumpkinseed Hill Farm, 120 Beardsley Rd. Shelton, CT  
Payment: required per school (not per class) on the first date the school visits the farm at the beginning of the tour. Payment by check is appreciated, but credit cards can be accepted. If paying by cash, please organize cash in one envelope and sort the bills so the registrar can quickly process your payment, and we can get started with the program!  
Enrollment: you do not need to notify us ahead if there are absent or new students in your classroom, as long as your group size stays within our hayride capacity (45 total people). If more participants arrive than expected and we cannot accommodate them safely, they will not be able to ride the hay wagon.  
Chaperone Policy: the maximum chaperone ratio for our program is 1 adult per 5 students (not including the classroom teachers). Extra chaperones may not ride the hay wagon or walk out to the fields. After the field program, additional parents may join the class in the Harvest Yard if classroom teachers wish to include a self-guided tour of the yard during their visit. Please note we cannot accommodate younger siblings on our tours, so other childcare arrangements should be made.  
Cancellations: if looking to cancel or reschedule, we ask that you contact us at least 5 days before your scheduled visit. When a group cancels its reservation, we try to offer open dates to our waiting list, which requires enough time to schedule the field trip, so letting us know as early as possible is appreciated.  
Visit [www.jonesfamilyfarms.com/learn](http://www.jonesfamilyfarms.com/learn) for further information on school tour policies.  
If looking to contact us, emails are best: [education@jonesfamilyfarms.com](mailto:education@jonesfamilyfarms.com)  
Messages can be left at our farm office: 203-929-6237

c) Third grade request



# OXFORD PTO

Striving to further enrich the children of Oxford

## REQUESTS FOR FUNDING FROM THE OXFORD PTO

Date of Request: 9/18/2024

Date of Event/Trip: October 15 & 18 th

School Requesting Funding: Great Oaks (third grade)

Amount Requested: \$1965.00

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: Grade 3

Number of Students: 181

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:

Native American Communities in the Eastern Woodlands: Students will learn how Native Americans have adapted to change in their environment since time immemorial. This experience will enhance students' studies and extend our curriculum of Native American Studies.

Please e-mail all requests to PTO Secretary, Lisa Kurjiaka at 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

### d) Red Ribbon Week Speaker



# OXFORD PTO

Striving to further enrich the children of Oxford

## REQUESTS FOR FUNDING FROM THE OXFORD PTO

Date of Request: 9/25/24

Date of Event/Trip: October 29, 2024

School Requesting Funding: Oxford Middle School

Amount Requested: \$1400 (total cost is \$2800)

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, 7 and 8

Number of Students: 373

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

- If Yes, has approval been granted? N/A

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

We recognize and take part in "Red Ribbon Week" every year the week of Oct 23-31st. ~~Previously~~ In the past, we have had a local Oxford resident as a speaker. He has since moved to Florida and is no longer able to present. We are asking for half of the money to find a speaker named John Morrello. His cost is \$2800 to present to all OMS students. I will attach his website as well - [www.johnmorrello.com](http://www.johnmorrello.com)

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 be discussed at the next meeting thereafter.