



## Oxford PTO Executive Board Meeting Meeting Minutes

**Location:** Zoom

**Date:** Thursday, January 27, 2021

**Attendees:**

**Time:** 6:30 pm

### **I. Call to order**

- a) 6:36 pm by Amanda

### **II. Roll call**

- a) Amanda Burlinson, Lisa Kurjiaka, Debbie Sherman, Kate Brough, Mary Ellen Haussler, Melissa DiPaola, Brudnell Bowen, Christine Bavone, Heidi Roddy, Ron Monticone

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

- a) Lisa K motions to approve and Kate Brough seconds. All in favor.

### **IV. Audience of Citizens**

- a) NA

### **V. Sponsorships**

- a) NA

### **VI. Correspondence**

- a)

### **VII. Officer's Reports**

- a) President's Report – Amanda Burlinson
  - i) Donation from Newtown Savings Bank - \$250
  - ii) Plan to work on Standing Rules next
    - (1) Policies and Procedures of PTO
- b) First Vice President's Report (Membership) – Brudnell Bowen

- i) Nothing to report
- c) Treasurer's Report – Heidi Roddy
  - i) Need a new laptop – Lisa to send link on ideas
  - ii) In checkbook \$45,708.71
  - iii) Outstanding \$1000
  - iv) Club balance \$18,146.52
  - v) Balance \$26,562.19
  - vi) Melissa moves to approve, Lisa K seconds and all approve

#### **VIII. Funding Requests**

- a) None

#### **IX. Fundraising Requests**

- a) None

#### **X. Principal's Report**

- a) Rachel Cacace – QFS
  - i) Riding the wave like everyone else. Kids are doing great, very few complaints on wearing masks. Still working on social distancing. Did toy drive at the end of the year and some pajama days in. 11 or 12 new students since the end of December. Conferences just finished and report cards went out. Some teachers have received the vaccine. Planning on some safe social distancing valentine parties.
- b) Heath Hendershot – OCS
  - i) Not present.
- c) Anthony Hibbert – OMS
  - i) Not present. End of quarter. Report cards have not gone out yet. 7<sup>th</sup> grade blue team has new math teacher and 7<sup>th</sup> grade grey team math teacher is back from medical leave. Mr Hibbert is out on medical leave

#### **XI. Old Business**

- a) Spoonread – canceled this fundraiser. Company has gone down.

#### **XII. Committee Reports**

- a) Fundraising:
  - i) Box Tops – Melissa DiPaola

- (1) \$192 at OCS and \$64.30 at QFS since last Spring. Combo of clipped ones and online ones.
- (2) Only have about 51 people that scan boxtops. Need to figure out a way to get more people scanning their receipts to get more money from schools.
  - (a) Send out the flyer again, do another Facebook post
- ii) Auction – Andrew Sullivan / Sandra Mangan
  - (1) Nothing happening
- iii) Display My Art
  - (1) Virtual fundraiser Grossed \$280. Our commission was \$71
- iv) Olives & Oil
  - (1) Made - \$170
- v) School Supply Kits
  - (1) 32 kits sold
  - (2) Need to think if we want to do this again
- b) Adult Programs/Trips – Keith Somers
  - i) No update
- c) BOE Liaison – Debbie Sherman
  - i) Budget proposal 3.28% increase. Presentation is on the website
  - ii) Jason will know tomorrow if the HS will be going back full time
- d) Book Fair – Kate Bittner
  - i) No update on virtual fair – PTO doesn't receive funds but schools will receive Scholastic Bucks
  - ii) Not sure on plan for Spring fair
- e) Clothing Drive/Shred – Brudnell Bowen
  - i) \$439.34 – 2902 pounds worth of clothing
  - ii) Plan for dates in the Spring
- f) Hospitality/Sunshine – Christine Bavone
  - i) Sympathy cards to OCS and Ms. Marshak's family. Card also sent to Mr. Hibbert
- g) Plant Sale – Stephanie Kinkel / Michelle Pedros

- i) Plan to do something after school public sale. Need to preorder plants based on previous years sales
  - (1) Maybe plan to have this on same days as Shred/Clothing Drive to get more traffic
- h) Publicity/Newsletter – Rachel Criscuolo
  - i) No update
- i) Website/ Student Directory – Kate Brough
  - i) Updating as needed
  - ii) Membership is around 134 members
    - (1) Drop from last year

### **XIII. New business**

- a) Possible website sponsorship
  - i) Email from Fox Pest Control to sponsor our website
  - ii) Discussed what people's thoughts were on this. Consensus is we need to include more businesses within the town
- b) Teacher Appreciation week (first week of May)
  - i) Thoughts on what is safe to do this year.
  - ii) Virtual gratitude grams
  - iii) Need to decide on budget and what we can do
- c) Deb mentioned looking into Amazon Smile
- d) Mrs. Haussler mentioned to let her know if there is anything that teachers can help with

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

- a) Meeting adjourned at 7:23pm
- b) Next meeting February 18<sup>th</sup>

### **XV. Addendums**

- a) Scholastic Book sale updates
  - i) **OMS:** Total Sales \$105.10; Scholastic Earnings for the school to spend \$26.27
  - ii) **OCS:** Total Sales \$372.26; Scholastic Earnings for the school to spend \$93.30
  - iii) **QFS:** Total Sales \$700.80; Scholastic Earnings for the school to spend \$175.80
- b) A vote was needed to purchase a new laptop. Amanda sent an email to members to vote. Approval was asked for

\$1000-\$1200 to purchase a laptop and software needed. It was approved.