



Oxford PTO Executive Board Meeting Meeting Minutes

Location: OMS Library

Date: Thursday, October 21, 2021

Time: 6:30 pm

I. Call to order

- a) 6:33 pm

I. Roll call

- a) Lisa Kurjiaka, Amanda Burlinson, Kate Brough, Deb Sherman, Dr. Miller, Rachel Criscuolo, Heidi Roddy, Kate Bittner (Proxy – Amanda Burlinson), Keith Somers (Proxy – Heidi Roddy), Courtney Upton, Melissa DiPola, Mrs. Yaccovelli,

II. Approval of minutes from last meeting

- a) Approved – Lisa Kurjiaka, second Kate Brough, all in favor

III. Audience of Citizens

- a) Dr. Miller addressed the group. He is happy to join and looking forward to working with the PTO.

IV. Sponsorships

- a) Stephanie Kinkel – sponsoring – already on the website
- b) Page Launcher – sponsoring – on website

V. Correspondence

- a) Nothing to report

VI. Officer's Reports

- a) President's Report – Amanda Burlinson
 - i) Dues are due for the year for those who hold a position
 - ii) We need volunteers!!

- (1) Maybe some sort of open house at QFS
 - (a) Pick up line
 - (b) Halloween parade
- iii) Halloween Costume Sale
 - (1) Donate costumes they do not need and then we sell the costumes for \$5
 - (2) Hand out flyers at QFS Halloween Parade
- b) Vice President's Report (Membership) – Brudnell Bowen
 - i) Not present
- c) Treasurer's Report – Heidi Roddy
 - i) Amount in checkbook – \$22,490.64
 - (1) Minus outstanding items \$1,447.39
 - (2) PTO Balance to allocate \$21,043.25
 - ii) Approved – Kate Brough, Second Deb Sherman, all approved
 - iii) OCS – requesting \$1500 for 3rd grade field trip. This leads to allocating an additional \$100 to QFS, OMS
 - (1) Approved – Lisa Kurjiaka, Second Kate Brough, All approved

VII. Funding Requests

- a) OCS 3rd grade field trip - \$1500. Only covering the cost of the program. Parents will be covering the bus fees.
 - i) Approved – Lisa Kurjiaka, Second Melissa Dipola, all approved
 - ii) This is pending approval by the Superintendents office

VIII. Principal's Report

- a) Rachel Cacace – QFS
 - i) Mrs. Yaccovelli present for QFS
 - (1) Finishing up iReady, about 8 more students to finish. Going well, very long diagnostic test for the students. Kids are taking it in stride.
 - (2) Kindergarteners will be introduced next week to the chromebooks
 - (3) Scarecrow contest going on
 - (4) It's been a good year and everyone is very happy they are not hybrid
 - (5) 2nd grade went on a field day

- (6) Unity day on Wednesday 10/20 and everyone wore orange
- (7) Pumpkin patch next week
 - (a) Mrs. Yaccovelli will ask teachers to submit some pictures for our Facebook page
- b) Heath Hendershot – OCS
 - i) Not present
- c) Silvia Oullette/Ellen Knapp– OMS
 - i) Not present

IX. Old Business

- a) Nothing to report

X. Committee Reports

- a) Fundraising: Main chair is open
 - i) Box Tops – Melissa DiPaola
 - (1) \$19.60 this past month. Total of \$60 since July
 - ii) Auction – Andrew Sullivan / Sandra Mangan
 - (1) Nothing to report
 - iii) School Supply Kits
 - (1) Nothing new to report
- b) Adult Programs – Keith Somers
 - i) Nothing new to report
- c) BOE Liaison – Debbie Sherman
 - i) At the last two board meetings the schools presented their school improvement plans
 - ii) Lots of staff changes with Dr. McKinnon leaving
 - (1) Happy with the changes and where people have landed
 - iii) Planning a 5 year plan for the district
 - iv) Start preliminary planning on the budget in November
- d) Book Fair – Kate Bittner
 - i) Occurred 10/18 – 10/21/2021
 - ii) Policy no checks, pushed e-wallet and cash.
 - (1) Worked very well
 - iii) Huge success
 - iv) Kids were so happy to be back

- v) Gross sales – QFS \$6489.49, OCS - \$6850.45, OMS \$4248.49
 - (1) Will report back next month with our profit
- e) Clothing Drive/Shred – Brudnell Bowen
 - i) Shred day 10/16
 - (1) Sponsored by Newtown Savings Bank
 - (2) Truck was paid for by the bank - \$600
 - (a) Profit = \$925
 - ii) Clothing drive going all year long
 - (1) Sign about Halloween Costumes
- f) Hospitality/Sunshine – Lisa Kurjiaka
 - i) Nothing new to report
- g) Plant Sale – Stephanie Kinkel
 - i) Nothing new to report
- h) Publicity/Newsletter – Rachel Criscuolo
 - i) First one was sent out, will continue
- i) Website/ Student Directory – Kate Brough
 - i) Everything going well
 - ii) Sponsorship bar added to homepage today
 - iii) Will contact Jim, from the schools IT to get our website linked
 - iv) Kate asked if it is ok for her hosting the website and running it be her sponsorship. Amanda (President) and Lisa (Secretary) both agreed that this was ok.
 - v) Talked about adding our forms to the website so administrators can find them easily

XI. New business

- a) Mentioned in the President's report
- b) Not going to attempt a holiday shop this year
- c) ?maybe look into wrapping paper fundraiser or an online shop. Meadow Farms, Charleston Wrap,

XII. Announcement of Meeting and Adjournment

- a) November 11, 2021 at 6:30 at OMS
- b) Meeting adjourned at 7:37 pm