



## Oxford PTO Executive Board Meeting Meeting Minutes

**Location:** QFS Library

**Date:** Thursday, February 16, 2023

**Time:** 6:30 pm

**I. Call to order** 6:31 call to order

**II. Roll call**

Amanda Burlinson, Kate Bittner, Kate Brough, Lisa Kurjiaka, Deb Sherman, Katie Martines, Millie Callahan, Ellen Knapp, Heath Hendershot, Vicky Siemieniewicz, Linda Lenahan, Nicole Conner, Kelly Blake, Stephanie Kinkel, Charlene Yaccovelli

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

1<sup>st</sup> Lisa Kurjiaka / 2<sup>nd</sup> Stephanie Kinkel - PASSED

**IV. Audience of Citizens** n/a

**V. Sponsorships** – Brudnell n/a – Next year opportunity for Tshirt sponsorship

**VI. Correspondence** n/a

**VII. Officer's Reports**

- a) Dr Miller is proud of the results of the Boosterthon. Searching for principal for Great Oak Middle School.
- b) President's Report – Amanda Burlinson - n/a
- c) First Vice President's Report (Membership) – Brudnell Bowen – n/a

d) Treasurer's Report – Lisa Kurjiaka

**Oxford PTO Treasurer's Report**

Amount in checkbook (per online account)	\$75,836.08
Outstanding Items	\$0.00
Amount available to Allocate	\$75,836.08

2/13/2023

**Allocations**

Quaker Farms School	\$0.00
Great Oak Elementary School	\$1,161.00
Oxford Middle School	\$1,161.00
Total Allocations	\$2,322.00

**PTO Balance after Allocation \$73,514.08**

Report ast of 2/13/2023

I

	Total Start	Total \$ Requested	Feb-23 Total Allocated	Ending Balance
QFS	\$0.00	\$3,245.00	\$3,245.00	\$0.00
GOES	\$1,161.00	\$0.00	\$3,245.00	\$4,406.00
OMS	\$1,161.00	\$0.00	\$3,245.00	\$4,406.00

i) 1<sup>st</sup> Kate Brough 2<sup>nd</sup> Stephanie Kinkel - Report PASSED

## VIII. Funding Requests

- a) Norfolk Maritime Museum/Aquarium for 2<sup>nd</sup> Grade (QFS)



### REQUESTS FOR FUNDING FROM THE OXFORD PTO

Date of Request: 1/27/23

Date of Event/Trip: March 23, 2023

Name of School Requesting Funding: QFS

Amount Requested: \$819.-

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: 2

Number of Students: 117

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:

Study of: {

- growth and development of organisms
- interdependent relationships in eco-systems
- biodiversity and humans

Please e-mail all requests to PTO Secretary, Kate Brough at [kate@pagelauncher.com](mailto:kate@pagelauncher.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 9/2022

- b) The Discovery Museum in Bridgeport for Kindergarten (QFS)

**OXFORD PTO**  
Striving to further enrich the children of Oxford

**REQUESTS FOR FUNDING FROM THE OXFORD PTO**

Date of Request: Feb. 6, 2023

Date of Event/Trip: April 4, 2023 & April 25th, 2023

Name of School Requesting Funding: Quaker Farms Kindergarten

Amount Requested: \$2,426.00 (or any amount toward that)

Does this amount include Transportation: Yes  Teach  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: 112

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:  
In kindergarten, we study animals (fish and worms) and how they survive. We learn about the things living creatures need for thriving and survival. The Discovery Museum program teaches the children through lessons and hands-on learning about animals and adaptations, correlating perfectly to our curriculum. Students will have an opportunity to learn through a learning lab including movement and experimentation to learn about adapting as a living being.

Please e-mail all requests to PTO Secretary, Kate Brough at [kate@pagelauncher.com](mailto:kate@pagelauncher.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 9/2022

Allocation of \$3245 to each of the three schools.

1<sup>st</sup> Lisa Kurjiaka / 2<sup>nd</sup> Stephanie Kinkel PASSED

Funding both field trips 1<sup>st</sup> Kate Bittner / 2<sup>nd</sup> Stephanie Kinkel PASSED

## IX. Principal's Report

- a) Rachel Cacace – The GLOW RUN was GREAT. iREADY test is done. Valentine's was fun. District Art Show March 6 and 7<sup>th</sup> at OHS from 6-8PM
- b) Heath Hendershot – iREADY is done with excellent advancement. Teachers are doing walkthroughs of other teachers' classrooms to gain perspective and appreciation for styles. Town meeting next Friday. The school play is coming back on a smaller scale at the end of March. Surette is coming April 6.

- c) Silvia Ouellette/Ellen Knapp – Structural rounds were done today (teachers observing other teachers). iREADY is done. Conferences March 1 and 2. Kindness week was this week. High School Musical is underway. Career Day is tomorrow for 8<sup>th</sup> graders 8:30-10:30. 8<sup>th</sup> Grade Dance – Thursday June 1 we think.

## **X. Old Business**

- a) Boosterthon – Raised \$55,010 in profit / Very little volunteer requirement other than initial set up. Biggest fundraiser we've ever done. We hit the sliding scale where we made more than the company did. Kids enjoyed high level of energy and PBIS training from the Boosters.

## **XI. Committee Reports**

- a) Fundraising:
  - i) Box Tops – Melissa DiPaola – Download the app and make sure you scan your receipts.
  - ii) Amazon Smile – The program is ending end of February
  - iii) Auction – Brudnell – Cancelled for this year. We believe that adult events should occur to maintain bonding.
  - iv) Shred Drive – Brudnell is trying to do something in the spring
- b) Adult Programs – we don't have anyone in this position
- c) BOE Liaison – Debbie Sherman – Budget is the main focus right now. 4.65% superintendent's budget raises. Goes to the BOE and the Board of Finance. Town is going to be responsible for the fields through 2024. Interviewing GOES principals starting on the 24<sup>th</sup> of February.
- d) Book Fair – Kate Bittner – We are booked for Scholastic Fri April 21 set up. April 24-28 it will run. It is the buy one get one free. PTO doesn't make profit on this one. We are possibly changing to a new vendor in the fall to try something new.
- e) Clothing Drive – Brudnell Bowen – Please drop off
- f) Hospitality/Sunshine – Millie Callahan – 6 cards in February for birthdays. Congratulations card to Mrs Deptula for baby. Ms Abbott is out on medical leave.

- g) Plant Sale – Stephanie Kinkel – Gazy Farms is going to do more small hanging pots and sunflowers. 18-19 May or 25-26 May // We prefer 18-19.
- h) Publicity/Newsletter – Rachel Criscuolo – n/a
- i) Website / Student Directory – Kate Brough – Upgraded the server we live on to a dedicated server where only PageLauncher clients live. Faster and more secure. Dropping the Directory

## **XII. New business**

- a) Spring Fling at the Middle School 3/31 same DJ same price.
- b) Teacher Appreciation Day – Pizza Truck again this year. First week of May.

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

- a) Next Meeting: March 23, 2023 at 6:30PM QFS
- b) Amanda Burlinson adjourned the meeting at 8pm
- c) Minutes submitted by: Kate Brough

## **XIV. Addendum**

- a) Online vote passed to spend \$3,258 on Food Truck for Teacher Appreciation Day