



## Oxford PTO Executive Board Meeting Meeting Minutes

**Location:** QFS Library

**Date:** Thursday, January 12, 2023

**Time:** 6:30 pm

**I. Call to order** at 6:35 – We have quorum

**II. Roll call**

Amanda Burlinson, Kate Brough, Charlene Yacovelli, Allyson Danso, Stephanie Kinkel, Tina Pearson, Linda Lenahan, Vicky Siemieniewicz, Jules Scheitle, Jill Botellier, Millie Callahan, Kate Bitner, Brudnell Bowen, Christine Schalich

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

1<sup>st</sup> Kate Brough / 2<sup>nd</sup> Steph Kinkel - Passed

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

**V. Sponsorships – Brudnell**

We had 10 or so people donate for us. We sent out 90 letters. 10 bad addresses.

Looking for the parent that can connect us with Quarry Walk.

**VI. Correspondence** n/a

**VII. Officer's Reports**

- a) President's Report – Amanda Burlinson
  - i) A woman that does One Hope Wine in town and we got a check for \$100.98. Amanda Forte.
  - ii) PTO serves the children, principles, teachers, Central Office, and our entire community. We have to be neutral on social media.
- b) First Vice President's Report (Membership) – Brudnell Bowen – n/a

- c) Treasurer's Report – Lisa Kurjiaka
  - i) Balance in checking account \$23,425.08
  - ii) Allocations outstanding -none \$425 already allocated to QFS
  - iii) remaining balance \$23,425.08
  - iv) 1<sup>st</sup> Brudnell – 2<sup>nd</sup> Steph - Report PASSED

**VIII. Funding Requests**



**REQUESTS FOR FUNDING FROM THE OXFORD PTO**

Date of Request: 11-14-22

Date of Event/Trip: March 22, 2023

Name of School Requesting Funding: Quaker Farms

Amount Requested: \$1,586 (1,250 for show, 336 Driving cost to farm Andover, Ma)

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: 403

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:  
QFS will be celebrating Book week during the week of March 20<sup>th</sup>  
We like to provide an experience for the students  
We like to have Rob Surffe every 3-4 years so all students can see this amazing show  
It is a grand Speed Painting show with the powerful message of resilience, equality, self-esteem, kindness and being all you can be

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: \_\_\_\_\_

If we approve, they will need an additional \$1,161 to QFS. \$1,161 would have to go to both GOES and OMS for a total of \$3,483. 1<sup>st</sup> Brudnell / 2<sup>nd</sup> Kate Brough – PASSED

Approve QFS Request – 1 Steph / 2 Brudnell PASSED

Bittner and Utechts are going to sponsor this for Great Oak Elementary School.

## **IX. Principal's Report**

- a) Rachel Cacace – First time since Covid, parents in for holiday parties. Looking forward for Valentine's Day. Running iReady.
- b) Heath Hendershot – Lots of festive holiday stuff went on in December. Running iReady. GOES got 4 School of Distinction Awards. We are getting back to preCovid focus on growth and achievement. Budget season is approaching, we will need your support.
- c) Silvia Ouellette/Ellen Knapp – Need volunteers. Feb 17<sup>th</sup> is career day. Sometime between 8am and 11am. Fill out the form on our FB page or email [FENNC@oxfordpublicschools.org](mailto:FENNC@oxfordpublicschools.org).

## **X. Old Business**

- a) Boosterthon - Email vote conducted 12/14 to approve booking costs of \$4K for QFS, GOES, and OMS. 8 vote yes, 4 no reply. We are moving forward with this booking. 9<sup>th</sup> of Feb and 10<sup>th</sup> of Feb. Sitting Duck gave a \$50 prize. Rolandos gave \$100. Silvia Ouellette offered a Cozy Winter Basket. More information coming out next week.
- b) Toy Tree Day – Busy during the day, not as much at night. Approx \$300 earned

## **XI. Committee Reports**

- a) Fundraising:
  - i) Box Tops – Melissa DiPaola – Download the app and make sure you scan your receipts. \$113 GOES \$133.60 QFS
  - ii) Amazon Smile – Sign up for Oxford PTO \$170.56 in Q3 of 2022
  - iii) Auction – Brudnell – looking to see how Boosterthon goes before we set up for 2023. Decided not this academic year.

- iv) Shred Drive – n/a Seeing if the bank will sponsor a spring one
- b) Adult Programs – we don't have anyone in this position
- c) BOE Liaison – Debbie Sherman – n/a
- d) Book Fair – Kate Bittner – Booked for April. Looking into an alternative vendor. April 21 set up. Week of April 24<sup>th</sup> event.
- e) Clothing Drive – Brudnell Bowen – \$206 for Q3 of 2022
- f) Hospitality/Sunshine – Millie Callahan – We sent out holiday cards to the schools. We sent 11 December birthday cards. We have 10 January cards going out. 2 Sympathy Cards to Lisa Kurjiaka. Mrs Deptula is expecting.
- g) Plant Sale – Stephanie Kinkel
- h) Publicity/Newsletter – Rachel Criscuolo –
- i) Website / Student Directory – Kate Brough – n/a

## **XII. New business**

- a) St Patrick's Dance at the middle school
- b) We will need to discuss Teacher Appreciation Day next month

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

- a) Next Meeting: Feb 16<sup>th</sup>, 2023 at QFS
- b) Facilitator Name adjourned the meeting at 7:40pm
- c) Minutes submitted by: Kate Brough