



## Oxford PTO Executive Board Meeting Meeting Minutes

**Location:** QFS Library

**Date:** Thursday, March 23, 2023

**Time:** 6:30 pm

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

### **II. Roll call**

Amanda Burlinson, Lisa Kurjiaka, Silvia Oulette, Dr Miller, Heath Hendershot, Stephanie Kinkel, Millie Callahan, Kate Bittner, Vicky Siemieniewicz, Linda Lenahan, Jill Botelho, Brudnell Bowen

### **III. Approval of minutes from last meeting** 1<sup>st</sup> Lisa / 2<sup>nd</sup> Brudnell

### **IV. Audience of Citizens – N/A**

### **V. Sponsorships – Brudnell – N/A**

### **VI. Correspondence - None**

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

- a) President's Report – Amanda Burlinson
- b) First Vice President's Report (Membership) – Brudnell Bowen
- c) Treasurer's Report – Lisa Kurjiaka
  - i) Amount in checkbook \$70,286.03
  - ii) Allocations
    - (1) QFS – 0
    - (2) GOES \$4406
    - (3) OMS \$4406
    - (4) Total Allocations \$8812
    - (5) Balance after Allocations \$61,474.03



b) 3<sup>rd</sup> Grade Tree Activi



Oxford Parent-Teacher Organization

REQUESTS FOR FUNDING FROM THE PTO

Date of Request: February 22  
Amount requested 1,800  
School / Grade Level to Benefit GOES Grade 3  
No. Of Students 120  
Total Cost Program/Transportation no transportation needed

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

To support our Structures of Life Science unit, Flanders will bring on site to GOES for an experience called "A Tree to Be" where students will investigate life cycles of trees and that the contain certain traits like human and animals. Students will measure and collect data from our trees on campus! Flanders instructor will be coming to guide each group through the experience. Dates will be April 4th and 6th

Please E-mail requests to PTO Secretary, Lisa Kurjaka  
Email address: [lmkurjaka@gmail.com](mailto:lmkurjaka@gmail.com) 7 days prior to the meeting.  
Meetings are held the third Thursday of each month.

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Date \_\_\_\_\_

Revised 11/2018

c) OMS Field Day – June 2



# OXFORD PTO

Striving to further enrich the children of Oxford

## REQUESTS FOR FUNDING FROM THE OXFORD PTO

Date of Request: 3/16/23

Date of Event/Trip: 6/2/23

School Requesting Funding: Oxford Middle School

Amount Requested: \$3000

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<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>

Number of Students: 410

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 are in the works to work with a company called Grit 'N Wit to hold a field day for all students on June 2, 2023. This would be a team building end of year activity for each grade level to participate in. We also plan to have an Italian ice truck for students.

Grit 'N Wit <sup>provides</sup> an obstacle course that has both physical challenges + mental challenges (puzzles etc)

*they also provide set up, staff etc.*

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

- d) 5<sup>th</sup> grade Sturbridge Village



**REQUESTS FOR FUNDING FROM THE OXFORD PTO**

Date of Request: 3/17/2023  
Date of Event/Trip: 4-20-2023 Sturbridge Village  
Name of School Requesting Funding: GOES  
Amount Requested: \$1,950.00  
Does this amount include Transportation: Yes No No  
(Oxford PTO cannot fund requests for transportation costs that would normally be provided by the Board of Education.)  
Grade Level(s) to Benefit: 5th Grade  
Number of Students: 115  
Does this event/trip need approval by the Superintendent? Yes  
- If Yes, has approval been granted? No  
Purpose of the event/trip and the correlation to classroom curriculum:  
Make connections between classroom learning of Colonial life and real world  
Examples which include hands-on approach for students  
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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

**To fund all programs, \$1,094 needs to be allocated to each of the three schools. 1 Lisa Kurjiaka / 2 Kate Brough PASSED**

**IX. Principal's Report**

- a) Rachel Cacace – no attendance from QFS
- b) Heath Hendershot – Thank you for Parent Support. Went over what the teachers will be covered in the PD day tomorrow. Rob Surrette coming the day before vacation. Bringing back the musical – 80s throwback theme – 30<sup>th</sup> and 31<sup>st</sup> of March.
- c) Silvia Ouellette/Ellen Knapp – March 28, End of Q3. Spring sports start next week. High School Musical Junior April 21 and 22 at the high school. 8<sup>th</sup> Grade Semiformal June 1<sup>st</sup> 630-9. Field day the 2<sup>nd</sup>. Testing new beta system for hall passes.

**X. Old Business – N/A**

## **XI. Committee Reports**

- a) Fundraising:
  - i) Box Tops – Melissa DiPaola – Register your receipts
  - ii) Amazon Smile – Program Cancelled got last check for \$400
  - iii) Auction – Brudnell –
  - iv) Shred Drive – not happening in the Spring. Lions club is doing the spring. Newbury Savings Bank will sponsor for us in the Fall
  - v) Boostathon next year – February 15 QFS and GOES / 16 OMS. Looking to do Tshirts with sponsorships.
- b) Adult Programs – n/a
- c) BOE Liaison – Debbie Sherman – Deb was unable to attend Miller /Budget - 4.65% budget approved. Board of Finance is deliberating. Plan to move Central Office to GOES to return \$156,000 to the kids that was spent on costs for maintaining central office. Will relocate 3 classrooms from SRBI without effecting regular classrooms. Hoping to move July 1<sup>st</sup>. Priority to renovate bathrooms at GOES.
- d) Book Fair – Kate Bittner – Set up April 21<sup>st</sup>. M-W lunch waves at Middle School 1015-1220 6<sup>th</sup>/8<sup>th</sup>/7<sup>th</sup> M-Thurs GOES / QFS Next fall 10/2 set up 10/3-10/5 QFS. 10/9 set up 10/10-10/13 GOES 10/16 17-19 OMS. Going with a local book owner - Turning the Page in Monroe. Gift Certificates instead of e-cards.
- e) Clothing Drive – \$160 last quarter
- f) Hospitality/Sunshine – Millie Callahan – We sent birthday cards 4 QFS 1 GOES 1 OMS. Get well for Mrs Stone and Mrs Cacace
- g) Plant Sale – Stephanie Kinkel – 18<sup>th</sup> and 19<sup>th</sup> of May. We will need volunteers.
- h) Publicity/Newsletter – Rachel Criscuolo – n/a
- i) Website / Student Directory – Kate Brough

## **XII. New business**

- a) Spring Fling OMS – Dance Friday the 31<sup>st</sup>. We need volunteers to chaperone. 6-8.
- b) Staff Appreciation Day – May 5<sup>th</sup> Pizza Truck Lunch Waves

- c) 8<sup>th</sup> Grade Graduation Signs – put online next month to purchase before June 1

**XIII. Announcement of Meeting and Adjournment**

- a) Next Meeting: April 20<sup>th</sup>, 2023 6:30 at QFS Library
- b) Amanda Burlinson adjourned the meeting at 7:36.
- c) Minutes submitted by: Kate Brough

**XIV. Addendum**

- a) \$500 GOES Musical



**REQUESTS FOR FUNDING FROM THE OXFORD PTO**

Date of Request: 3/17/2023

Date of Event/Trip: 3-30 and 3-31 Musical

Name of School Requesting Funding: GOES

Amount Requested: \$500.00

Does this amount include Transportation: \_\_\_\_\_ Yes \_\_\_\_\_ No No

(Oxford PTO cannot fund requests for transportation costs that would normally be provided by the Board of Education.)

Grade Level(s) to Benefit: 3,4,5

Number of Students: 351

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:

Sets, lighting rental, props, costumes

Pizza Lunch for Sunday Tech. rehearsal

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**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) 1<sup>st</sup> Grade – Beardsley Zoo



# OXFORD PTO

Striving to further enrich the children of Oxford

## REQUESTS FOR FUNDING FROM THE OXFORD PTO

Date of Request: March 21, 2023  
Date of Event/Trip: May 16, 2023 Alternative Date: May 17<sup>th</sup>  
Name of School Requesting Funding: Quaker Farms  
Amount Requested: \$1,787.50 \$12.50 per Kid  
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: First Grade  
Number of Students: 143  
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:

Students are studying different habitats in our science unit. The zoo will allow students to see the animals they have been learning about in school. The zoo will be an extension to their learning.

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



c) Grade 4



**REQUESTS FOR FUNDING FROM THE OXFORD PTO**

Date of Request: 3/20/23  
Date of Event/Trip: 4/18/23 + 4/19/23  
School Requesting Funding: GOES  
Amount Requested: \$1,755.00  
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: 4<sup>th</sup>  
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:  
Bend of the River Audubon Center - explore science  
content related to our units of study including  
erosion, soil, + environments  
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Please e-mail all requests to PTO Secretary, Lisa Kurjjaka at [Imkurjjaka@gmail.com](mailto:Imkurjjaka@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: \_\_\_\_\_

Approved change of location for this field trip from Bend of the River to Kellogg Educational Center via email.