



Oxford PTO Executive Board Meeting Meeting Minutes

Location: QFS Library

Date: Thursday, May 25, 2023

Time: 6:30 pm

I. Call to order 6:33PM by Amanda Burlinson

II. Roll call

In Person: Lisa Kurjiaka, Kate Brough, Amanda Burlinson, Deb Sherman, Vicky Siemieniewicz, Millie Callahan, Jill Botelho, Dr Miller, Kelly Blake

Proxy: Brudnell Bowen, Kate Bittner

III. Approval of minutes from last meeting 1 Lisa / 2 Deb PASSED

IV. Audience of Citizens – n/a

V. Sponsorships – Brudnell n/a

VI. Correspondence – Got a thank you card from 1st grade for Beardsley Zoo trip contribution, Lots of thank you letters for the Pizza Truck

VII. Officer's Reports

a) President's Report –

i) Meet and Greet 4:30-6 on Tuesday the 30th of May for new GOES principal

ii) Officer elections – Our board is outgrowing their positions

b) First Vice President's Report (Membership) – Brudnell Bowen

c) Treasurer's Report – Lisa Kurjiaka

Oxford PTO Treasurer's Report

Amount in checkbook (per online account)	\$45,354.60
Outstanding Items	\$0.00
Amount available to Allocate	\$45,354.60

5/20/2023

Allocations

Quaker Farms School	\$228.07
Great Oak Elementary School	\$1,235.50
Oxford Middle School	\$4,193.50
Total Allocations	\$5,657.07

PTO Balance after Allocation \$39,697.53

Report as of 5/20/2023

1 Heath / 2 Kate PASSED

	Total Start	Total \$ Requested	May-23	
			Total Allocated	Ending Balance
QFS	\$228.07	\$0.00	\$0.00	\$228.07
GOES	\$1,235.50	\$0.00	\$0.00	\$1,235.50
OMS	\$4,193.50	\$0.00	\$0.00	\$4,193.50

VIII. Funding Requests



REQUESTS FOR FUNDING FROM THE OXFORD PTO

Date of Request: May 24, 2023

Date of Event/Trip: June 9, 2023

Name of School Requesting Funding: Great Oak Elementary School

Amount Requested: \$3,425.00

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 - 5

Number of Students: 352

Does this event/trip need approval by the Superintendent? _____ No _____
 - If Yes, has approval been granted? _____ No _____

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

<u>\$1000 - Bounce Houses</u>	<u>\$100 - Water Ballons</u>
<u>\$595 - DJ</u>	<u>\$100 - Face Painting</u>
<u>\$500 - Prizes</u>	<u>\$100 - Gum Bucket</u>
<u>\$380 - Snow Cones</u>	
<u>\$250 - Popcorn</u>	
<u>\$200 - Ice Cream</u>	
<u>\$200 - Drinks</u>	

End of year PBIS Hawks Celebration 4 hours of carnival like activities where kids can spend their Hawk Tickets on event games, food and beverages

Please e-mail all requests to PTO Secretary, Kate Brough at 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 \$2190 to each of the three schools 1 Lisa/ 2 Deb PASSED // 1 Lisa 2 Kate – PASSED - \$3425 given to GOES

IX. Principal's Report

- a) Rachel Cacace – n/a
- b) Heath Hendershot – Thank you for Pizza Truck and event funding support from PTO. Lots of events coming in the spring. iReady and SBAC testing has been going in May – preliminary results are as good as / better than last year. This is Heath's last PTO meeting before retiring.
- c) Silvia Ouellette/Ellen Knapp – n/a
- d) Dr Miller -

X. Old Business – N/A

- a) Book Fair Recap – Roughly \$9,000. No profit. Last one we're doing with Scholastic.
- b) Plant Sale Recap - \$9,156 gross \$1,374 profit

XI. Committee Reports

- a) Fundraising:
 - i) Box Tops – Melissa DiPaola – \$28 from GOES \$56 from QFS
 - ii) Auction – Brudnell – n/a
 - iii) Shred Drive – not happening in the Spring. Lions club is doing the spring. Newbury Savings Bank will sponsor for us in the Fall
 - iv) 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 – We have been piloting a new reading program. HMH Into Reading was selected for K-5. We have a surplus due to changing our health care insurance. We cannot use the surplus this year. 5 paraprofessionals retired early. 5 will not be renewed.
- d) Book Fair – Kate Bittner – see Old Business
- e) Clothing Drive – Finally got banner for our bin
- f) Hospitality/Sunshine – Millie Callahan – Sent 6 Birthday Cards for April 11 for May, Sent Congratulations to Mrs Deptula
- g) Plant Sale – Stephanie Kinkel – see Old Business
- h) Publicity/Newsletter – Rachel Criscuolo – n/a
- i) Website / Student Directory – Kate Brough – n/a

XII. New business

- a) Kindergarten Orientation in August

XIII. Announcement of Meeting and Adjournment

- a) Next Meeting: September 2023
- b) adjourned the meeting at 7:10 by Amanda Burlinson
- c) Minutes submitted by: Kate Brough

XIV. Addendum

- a) 5/31 PASSED BY ONLINE VOTE: We've received 3 requests from OMS totaling \$3,805 which require no allocations. They have these funds assigned to them already for their use.
 - i) A backdrop (step & repeat banner) for pictures at OMS graduation that the school will purchase and be used every year. The file attached is what it will look like (\$1,410.00)
 - ii) Italian ice for all students during field day Friday (\$895.00)
 - iii) PBIS rewards for students (\$1,500.00).