

Oxford PTO Executive Board Meeting Meeting Minutes

Location: QFS Cafeteria

Date: Thursday, November 16, 2023

Time: 6:30 pm

I. Call to order 6:35 by Amanda Burlinson

II. Roll call

In Person – Stephanie Kinkel, Lisa Kurjiaka, Jill Bothelo, Linda Lenahan, Beth Drost, Vicky Siemieniewicz, Brudnell Bowen, Millie Callahan, Dr Miller, Amanda Burlinson, Ellen Knapp, Kate Brough

By Proxy – Deb Sherman, Kate Bittner

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

IV. Audience of Citizens - n/a

V. Sponsorships – Top tier big logo in the middle and everyone else gets smaller logos around it. Pass on TShirts based upon costs. Going with something glow in the darkish.

VI. Correspondence – Thank you card from Kindergarten for Jones Farm Field Trip

VII. Officer's Reports

- a) **President's Report** – Vicki and Linda are stepping up for Book Fair position next year. Suggestion for half page take home reminders.
- b) **First Vice President's Report (Membership)** - We need to increase membership, especially with the younger kids' parents. We need board members for next year. Reminders / Flyers for conferences. Paper reminder for teachers.


- c) **Treasurer's Report** – Lisa Kurjiaka –
 Amount in checkbook \$43,517.66
 Outstanding Items: \$0
 Amount available to Allocate: \$43,517.66

Allocated:
 QFS \$1,049
 GOES \$975
 OMS \$0
 Total: \$2,024

Balance after Allocation \$41,493.66
1 Brudnell. / 1 Stephanie – PASSED

For the funding request of \$2,000 to be allocated to each school. 1 Stephanie / 2 Lisa – PASSED.

VIII. Funding Requests



REQUESTS FOR FUNDING FROM THE OXFORD PTO

Date of Request: 11/7/23

Date of Event/Trip: 5/7/24

School Requesting Funding: Oxford Middle

Amount Requested: 2,000.00

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: 6th

Number of Students: ~ 120

Does this event/trip need approval by the Superintendent? Yes

- If Yes, has approval been granted? No (bc trip is in May)
Pending approval

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

- a) OMS - \$2,000 for trip in May. Full request available at:
<https://oxfordpto.com/wp-content/uploads/2023/11/November23OMSRequest.pdf>

Nature's Classroom for the 6th Grade
 1 Kate / 2 Brudnell – PASSED

IX. Principal's Report

- a) QFS - Rachel Cacace – no one in attendance
- b) GOES – Aimee Misset – Season of Gratitude is coming up. Looking for Glimmers / positivity. GOES is doing Tshirts – one for all 3 years at the school order yours larger than your 3rd grader needs. Thank you for passing the HVAC project. 3rd Grade Teacher Kelly Hovan got the Oxford Public Schools Teacher of the Year last year and got her plaque last night.
- c) OMS - Silvia Ouellette/Ellen Knapp – Ben's Bells assembly tomorrow to promote kindness. Lt Col Jacob Coons came in to talk on Veterans Day. Conferences were this week.

X. Old Business – Boo grams \$318 sold at OMS.

XI. Committee Reports

- a) Fundraising:
 - i) Box Tops – Melissa DiPaola – keep scanning your receipts
 - ii) Shred Drive – happening again in the spring
 - iii) Boosterthon – February 15 QFS and GOES / 16 OMS. Looking to do Tshirts with sponsorships.
- b) Adult Programs – N/A
- c) BOE Liaison – Debbie Sherman – Board is acknowledging the GOES School of Distinction Designation receipt. Presentation from Mr Williams, new Curriculum Director occurred.
- d) Book Fair – Kate Bittner – nothing until spring
- e) Clothing Drive – Next check coming in January.
- f) Hospitality/Sunshine – Millie Callahan – OMS 6 cards, GOES 1, QFS 6.
- g) Plant Sale – Stephanie Kinkel – We will talk in February
- h) Publicity/Newsletter – Rachel Criscuolo – n/a
- i) Website / Student Directory – Kate Brough – n/a

XII. New business

- a) We don't have a December meeting.

XIII. Announcement of Meeting and Adjournment

- a) Next Meeting: January 18, 2024 at 6:30pm
- b) Adjourned meeting at 7:32PM by Kate Brough
- c) Minutes submitted by: Kate Brough

XIV. Addendum

XV. Appendices