



## Oxford PTO Executive Board Meeting Meeting Minutes

**Location:** QFS Cafeteria

**Date:** Thursday, September 21, 2023

**Time:** 6:30 pm

**I. Call to order** 6:35pm by Amanda Burlinson

**II. Roll call**

In Person: Linda Lenahan, Stephanie Kinkel, Charlene Yacavelli, Vicky Siemieniewicz, Leslie Aldredge, Jennifer Goodman, Silvia Oulette, Beth Drost, Millie Callahan, Amanda Wandishion, Aimee Misset, Alice Fletcher, Brudnell Bowen, Kate Bittner, Kate Brough, Amanda Burlinson, Lisa Kurjiaka, Kelly Blake

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

**IV. Audience of Citizens** Introduction of Officers & Principals

**V. Sponsorships** n/a

**VI. Correspondence** Thank you cards from scholarship recipients

**VII. Officer's Reports**

- a) President's Report – We meet monthly to serve K-8 students of Oxford. We fund assemblies, field trips, and programs to enrich the lives of the kids.
- b) First Vice President's Report (Membership) n/a

- c) Treasurer's Report – Lisa Kurjiaka – PASSED 1 Brudnell / 2 Steph

**Oxford PTO Treasurer's Report**

Amount in checkbook (per online account)	\$40,751.01
Outstanding Items	\$0.00
Amount available to Allocate	\$40,751.01

9/18/2023

Allocations	
Quaker Farms School	\$0.00
Great Oak Elementary School	\$0.00
Oxford Middle School	\$0.00
Total Allocations	\$0.00

**PTO Balance after Allocation \$40,751.01**

Report as of 9/18/2023

	Total Start	Total \$ Requested	Sep-23 Total Allocated	Ending Balance
QFS		\$1,651.00	\$1,651.00	\$0.00
GOES		\$0.00	\$1,651.00	\$1,651.00
OMS		\$0.00	\$1,651.00	\$1,651.00

Motion made at meeting to adjust allocations of \$1725 to each school to include request from GOES.

Motion made by Brudnell, seconded by Steph. All in favor.

**VIII. Funding Requests**

- a) QFS – Jones Farm Kindergarten trip October 18<sup>th</sup> and 19<sup>th</sup> – Amount requested \$1,651 – PASSED (application in appendices)
- b) Greak Oak Elementary – Native American Reservation Trip PASSED – Voted added to agenda 1 Brudnell / 1 Steph (application in appendices)
- c) Allocation \$1725 to each school 1 Steph / 2 Brudnell PASSED

**IX. Principal/Superintendent's Report**

- a) QFS - Rachel Cacace – Loved teacher pizza truck at end of last year. Everyone is settling in.
- b) GOES – Aimee Misset – Great turnout on Meet Teacher Night. Off to a good start. Beginning of the year testing going on.
- c) OMS - Silvia Ouellette/Ellen Knapp – New schedule this year A/B days. WIN (Whatever I Need) is a new class to community and character building. We had an internet safety day. Picture day next week. iReady starts next week. Cross country team started this year with 24 students.
- d) District - Dr Miller – n/a

**X. Old Business – N/A**

## XI. Committee Reports

- a) Fundraising:
  - i) Box Tops – Melissa DiPaola – You don't clip anymore. You get an app and scan your receipts.
  - ii) Auction – Brudnell – We don't do auctions anymore.
  - iii) Shred Drive – Oct 7<sup>th</sup> at Newtown Savings Bank in Quarry Walk from 9-12 – Sponsored by Newtown Savings Bank
  - iv) Boosterthon – February 15 QFS and GOES / 16 OMS. Looking to do Tshirts with sponsorships.
- b) Adult Programs – n/a
- c) BOE Liaison – Debbie Sherman – Opening of school went well. Waiting for QFS playground. GOES swing set has arrived and will be installed. Tomorrow is half day for PD.
- d) Book Fair – Kate Bittner – We had hired a new book fair resource, but they went out of business. We went back to Scholastic for the resource. Setting up Fri 13 October at all 3 schools. 16/17/18 at OMS during lunch waves. 16/17/18/19 during library specials at GOES/QFS. Setup Genius is coming. QFS \$850 GOES \$675 OMS \$280
- e) Clothing Drive – Bin moved to QFS over the summer.
- f) Hospitality/Sunshine – Millie Callahan – Reached out to admins to get birthday lists for teachers. OMS and GOES replied. Aug / Sept going out soon.
- g) Plant Sale – Stephanie Kinkel – We work with Gazys to do a sale every spring. Nothing new to report
- h) Publicity/Newsletter – Rachel Criscuolo – We don't have newsletters much anymore we use FB posts more now.
- i) Website / Student Directory – Kate Brough – We removed the directory as it was not being used often. We also added on-site credit card processing instead of going to PayPal for that, as it created an issue during school open houses.

## **XII. New business**

- a) Kindergarten Orientation in August – We had a table and gave out goodie bags with stuff in it.
- b) Halloween Costume Sale Saturday Oct 1, 2023 at Tommy K's Plaza – 144 Oxford Road. – Looking for volunteers to set up / run it. Amanda is going. Millie can help store items. Millie has a pop up to use.
- c) Babysitting course. \$90/person Springtime. 10-12 kids. 7/8 grades.
- d) We will not be holding dances this year.
- e) Valley Nutrition brought us samples from VN. Brianna.

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

- a) Next Meeting: October 26, 2023
- b) Adjourned meeting at 7:41 by Amanda Burlinson
- c) Minutes submitted by: Kate Brough

## **XIV. Addendum**

- a) Online Vote for OMS \$1,200 for Ben's Bells – Passed. Application in appendices.

## XV. Appendices



### REQUESTS FOR FUNDING FROM THE OXFORD PTO

Date of Request: 9/5/23

Date of Event/Trip: October 18<sup>th</sup>+19<sup>th</sup> to Jones Farm in Swanton

Name of School Requesting Funding: OES

Amount Requested: \$1,651

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: Kindergarten

Number of Students: 127

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

- If Yes, has approval been granted? Form sent in, but not yet granted

Purpose of the event/trip and the correlation to classroom curriculum:  
Yes it correlates to our Science curriculum

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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



### Educator-Guided Fall Harvest Program Invoice

Quaker Farms School  
Attn: Rebecca Rydz

August 17, 2023

Scheduled Program:  
Total Number of Participants: 165

Participants	Number	Cost	Total
Students	127	\$13.00	\$1,651.00
Chaperones	28		
Head Teachers	7		
Teaching Assistants	3		
Total Cost			\$1,651.00

**Fall Harvest Policy Highlights:**

**Payment:** required per school (not per class) on the first date the school visits the farm at the beginning of the tour. Payment by check is appreciated, but credit cards can be accepted. If paying by cash, please organize cash in one envelope and sort the bills so the registrar can quickly process your payment, and we can get started with the program!

**Enrollment:** you do not need to notify us ahead if there are absent or new students in your classroom, as long as your group size stays within our hayride capacity (45 total people). If more participants arrive than expected and we cannot accommodate them safely, they will not be able to ride the hay wagon.

**Chaperone Policy:** the maximum chaperone ratio for our program is 1 adult per 5 students (not including the classroom teachers). Extra chaperones may not ride the hay wagon or walk out to the fields. After the field program, additional parents may join the class in the Harvest Yard if classroom teachers wish to include a self-guided tour of the yard during their visit. Please note we cannot accommodate younger siblings on our tours, so other childcare arrangements should be made.

**Cancellations:** if looking to cancel or reschedule, we ask that you contact us at least 5 days before your scheduled visit. When a group cancels its reservation, we try to offer open dates to our waiting list, which requires enough time to schedule the field trip, so letting us know as early as possible is appreciated.

Visit [www.jonesfamilyfarms.com/learn](http://www.jonesfamilyfarms.com/learn) for further information on school tour policies.  
If looking to contact us, emails are best: [education@jonesfamilyfarms.com](mailto:education@jonesfamilyfarms.com)  
Messages can be left at our farm office: 203-929-6237



**REQUESTS FOR FUNDING FROM THE OXFORD PTO**

Date of Request: September 11, 2023

Date of Event/Trip: October 25 & 27th

Name of School Requesting Funding: Great Oak Elementary Gr. 3

Amount Requested: \$1725.00

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: Grade 3

Number of Students: 115

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

- If Yes, has approval been granted? pending

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

To enhance our studies of the Native American culture and indigenous people. Students will be provided with hands on activities and experiences at the Institute of American Indian Studies. We will learn the history and present ways of this culture.

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



# OXFORD PTO

Striving to further enrich the children of Oxford

## REQUESTS FOR FUNDING FROM THE OXFORD PTO

Date of Request: September 22, 2023

Date of Event/Trip: November 15, 2023

School Requesting Funding: Oxford Middle School

Amount Requested: \$1,200

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: 385

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:

Oxford Middle School has asked Ben's Bells to come and present on November 15<sup>th</sup> to coincide with our schoolwide kindness initiative. In addition we would like to have the students paint Ben's Bells Kindness Coins during their WIN period. These coins will be returned to the Ben's Bells studio in Bethel to be fired in their kiln and sold in their Shop Kind store.

Please e-mail all requests to PTO Secretary, Lisa Kurjiaka at [Imkurjiaka@gmail.com](mailto:Imkurjiaka@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