

Oxford PTO
Regular Session Meeting Minutes
OCS Library, Oxford, CT
Thursday, November 21, 2019

1. Called to Order-President Amanda Burlinson called the meeting to order at 6:35pm
2. Roll Call: Amanda Burlinson, Heidi Roddy, Lisa Suttile, Donna Morelli, Heath Hendershot, Mary Ellen Haussler, Pedro Muniz, Amanda Bonardi, Lori Hylinski, Melissa DiPaola, Millie Callahan, Heather Wilson, Kate Bittner, Ron Monticone, Christine Bavone, Meredith Hallgren, Courtney Schwartz.
3. Approval of Minutes: Minutes from Meeting of September 12, 2019, Motion to approve – Heidi Roddy, seconded by Lisa Suttile
4. Audience of Citizens: nothing
5. Sponsorships: nothing
6. Correspondence: Amanda read the following letters we received for 2 programs we funded:
 - A. Thank you note sent from Ms. DeSousa QFS Science Teacher for supporting the Bubblemania show, it was a huge success!
 - B. Thank you note from Mrs. Massamin at GOMS for funding the start up of the Companion Pet Welfare Club. 89 students have signed up so far.
7. Officer's Reports:
 - A. **President's Report** – Amanda Burlinson:
 1. GOMS Halloween Dance was a huge success with a large turnout.
 2. Halloween Fun Run didn't work out and we opted not to do it. Looking ahead to planning a Spring Fun Run Event.
 3. Book Fair went very well and evening event was extremely well attended. We made about a \$3,000 profit from OCS and QFS. GOMS only earned Scholastic Dollars to use.
 4. Display My Art Fundraiser at QFS and kids attending ice cream social went well. Online orders are due by 11/25.
 5. Believe Fundraiser has been delivered to homes and schools.
 6. Direct Donation Drive Flyer was e-mailed out this week.
 7. Holiday Shop at QFS and GOMS (OCS Student Council runs their sale): 12/10 & 12/11. In need of volunteers, let Amanda know if you can help.

8. GOMS Play Frozen Jr is 12/6 & 12/7 at OHS.
9. PTO is donating two live wreaths to the Festival of Trees on 12/13 & 12/14. Charity that will benefit from our wreaths is Oxford OASIS.

B. First Vice President's Report (Membership) – Brudnell Bowen, we have 269 members which is an increase from 2019!

C. Treasurer's Report – Lisa Suttle

1. Amount in checkbook \$41,270.48, PTO balance \$24,490.24.
2. Allocated \$4,830.00 to each school via email vote 10/25. Motion to approve – Heidi Roddy, seconded by Lisa Suttle

8. Funding Requests: We allocated \$2,321 to each school and funded the following requests. Motion to approve – Heidi, seconded by Amanda Burlinson.

A. QFS:

1. 2nd Grade: Trip to the Maritime Aquarium in March, 2020. Total amount requested \$2,338.00 for 115 students. Motion to approve by Kate Bitner, seconded by Lisa Suttle

B. GOMS:

1. 8th Grade – Boston Field Trip in June 2020 to help pay for students dinner and for t-shirts for students to wear during the trip. Total amount requested \$2,500.00 for 130 students. Motion to approve by Heidi Roddy, seconded by Lisa Suttle

9. Fundraising Requests: None

10. Principal's Reports:

A. Rachel Cacace – QFS, see report attached.

B. Heath Hendershot – OCS

- a. Parent/Teacher conferences went well
- b. Town Christmas Tree lighting the 4th & 5th grade chorus will sing.
- c. They will have a Spring concert, date tbd
- d. Week of 12/9 play auditions will be held
- e. They continue to work on the ALICE strategy training.
- f. Ruler program – Heath explained the program and that it will be rolled out to staff this year and next year to students.
- g. They are working on the planning for next year with regards to the move of the school and staff will begin to look at space. They playground is being discussed.

- i. His concern is traffic flow and they are working that out.
- h. They have a town meeting on Friday to celebrate Veterans day and have 10 families that will be attending in uniform. They will have a tribute to thank them and also celebrate Mustache Mania

C. Anthony Hibbert – GOMS – Donna Morelli

- a. Had Parent/Teacher conferences last week and they went well
- b. They had the Unified team meeting today and the kids loved it and were excited about it.
- c. Baseball & Dance tryouts are happening.
- d. They are doing a food drive to fill a bus and the incentive was to bring phones in and listen to them during lunch time.
- e. 7th grade is doing a drive for homeless shelters and are decorating bags.
- f. 8th grade wrote letters to the Veteran's.
- g. The Halloween dance was a big success.

10. Committee Reports:

- A. Fundraising/Box Tops: Melissa DiPaola is the new coordinator. \$900 Mailed end of December. Box Tops has gone digital so the need to mail in will fade over the next couple of years.
- B. Student Directory: Membership & Directory status update
- C. Adult Programs: Nothing to update
- D. Adult Trips:
 - 1. Fairfield Comedy Club – Jim Sanders – no update.
- E. BOE Liaison: No reps
- F. Book Fair: Kate Bitner is the new chair.
 - 1. Results & Spring Dates
 - GOMS- Sold \$1939.43- Scholastic dollars \$775
 - OCS- \$6212.24 – Profit \$1486.36
 - QFS- \$6947.06 – Profit \$1736.77
 - OCS/QFS – Week of April 20th (Wed/Thurs, Fri pack up)

- GOMS – Week of April 27th (Wed/Thurs)

G. Children's Programs: N/A

H. Clothing Drive/Shred: No update. Need new company

I. Hospitality/Sunshine: Mrs. Hovan- baby in October. Cards to new Music Teachers- Adams and Smith.

J. Plant Sale: Around Memorial Day

K. Publicity/Newsletter: September went out via email and website

L. Website: Jim Sanders doing things behind the scenes. Pedro will get in contact with Jim.

M. Charity Auction: Heidi provided a brief update:

1. Date is set for May 9th at Oxford Greens at 5pm. Theme is we're all one team, Tailgating/Sports, wear Oxford gear or your favorite sports apparel.
2. Committee needs help seeking donations and sponsors. Please email Andrew Sullivan (asullivanpto@gmail.com) or Sandra Mangan (smanganpto@gmail.com) if you can help. Most things can be done at home at your leisure. Thank you Millie Callahan who has offered to help the committee!

11. Old Business:

- Display My Art Fundraiser: Brochures for ordering went out 11/13, ordering closes 11/25. Possibly add to OCS IN CLASS next year.
- GOMS Dance (10/25) Results 260 students attended. \$2289 Gross. Cost \$856. Profit \$1433
- Halloween Fun Run: We opted not to do. Need to start planning Spring Fun Run 5K – Kristin Grasso and Courtney Schwartz will help plan. Possibly do in Market 32/Quarry Walk Plaza

12. New Business:

- Believe Fundraiser – Status – QFS most items shipped home but some ended up at OCS. \$2500 profit.
- Ariston Specialties Fundraiser at GOMS: Started during parent/teacher conferences. Judy McInnis will continue to sell at GOMS until 11/22. Not the best set up. Amanda made order forms and now brochures available.

- Direct Donation Drive Flyer coming out soon. Waiting for approval from Central Office.
- Festival of Trees – PTO will donate two live wreaths. Charity will be Oxford OASIS. December 14th at OHS- organized by the Booster Club. 12/13 Pizza with Santa.
- Holiday Shop at QFS and GOMS. Lisa has it all set it up but unable to run it. QFS set up 12/9, sale dates 12/10 – 12/11 at QFS & GOMS. Need volunteers.
- Valentine Chocolates – Do the same Dove Chocolate Hearts as last year or something different? Keep the same

13. Announcement of Meeting and Adjournment

- Next Meeting is 12/19 @ 6:30, OCS Library
- Adjourned at 7:48pm.

November 21, 2019

QFS PTO Report

- QFS participated in the district wide Thanksgiving Food Drive which was a huge success. Each classroom was assigned a specific item to donate.
- QFS students participated in Look For The Good which is a two week gratitude campaign to foster gratitude and kindness.
- QFS celebrated Veteran's Day on Monday, November 11. Students engaged in various activities learning about the meaning of Veteran's Day. Students also created letters/cards/pictures to send to the Veterans. Students were invited to wear red, white and blue on this day!
- The science show Bubblemania came to QFS on November 14. A special thank you to the PTO for funding this program.
- First graders visited the Yale Art Gallery on November 21 and 22. A special thank you to the PTO for funding this program.
- Beginning the week of November 25 – December 6, students and staff will participate in a project known as “The Pajama Program” which collects new pajamas and books for children who are less fortunate. On Friday, December 6 all students and staff are encouraged to wear their pajamas to school to recognize the importance of this program.
- Our monthly STAR assembly will be held on November 25th with a focus on Veteran's Day and Gratitude. Mrs. Belmont and Mrs. Deptula's classrooms will be showcased.
- Parent Teacher Conferences will be held on December 4 and 5 and report cards will be distributed at conferences.
- Teachers continue to email families to keep them updated on both school and classroom news. Weekly office emails are sent providing new information and reminders to all families. Weekly updates are sent home by building administrator on Friday.
- A scheduled fire drill was held this month.

On behalf of Quaker Farms School, I would like to wish everyone a very Happy Thanksgiving!