



## **Oxford PTO Executive Board Meeting Meeting Minutes**

**Location:** Zoom

**Date:** Thursday, September 17, 2020

**Attendees:**

**Time:** 6:30 pm

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

- a) Called to order at 6:39

### **II. Roll call**

- a) Lisa Kurjiaka, Amanda Burlinson, Heidi Roddy, Brudnell Bowen, Keith Somers, Debbie Sherman, Lisa Suttile, Kate Bittner, Melissa DiPaola, Ron Monticone, Kate Brough

### **III. Approval of minutes from last meeting**

- a) Lisa K motions to approve, Ron seconds. All in favor except for Lisa S who abstains.

### **IV. Audience of Citizens**

### **V. Sponsorships**

- a) Brendan Matos sent in a thank you note for his scholarship

### **VI. Correspondence**

- a) Letter from Attorney Stephanie Cummings dated 8/6/2020
  - i) Amanda reviewed letter, background on the issue at hand and next steps
  - ii) Concern of the executive board is that the PTO would get subpoenaed and feel we should send the contract to the lawyer
  - iii) Board Lawyer is supposed to reach out to the attorney
  - iv) Debbie will follow up with Dr. McKinnon

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

- a) President's Report – Amanda Burlinson
  - i) Donation from QFS teachers of \$400
  - ii) Aetna matching grant one check for \$300 and another for \$400
- b) First Vice President's Report (Membership) – Brudnell Bowen
  - i) None
- c) Treasurer's Report – Heidi Roddy
  - i) Amount in \$43,268.03
  - ii) Outstanding \$3980
  - iii) Club balance \$18,361.52
  - iv) Balance of \$20,926.51
  - v) Lisa S motions to approve, Lisa K seconds, all approve

**VIII. Funding Requests**

- a) None at this time

**IX. Fundraising Requests**

- a) None at this time

**X. Principal's Report (Not present at this meeting)**

- a) Rachel Cacace – QFS
- b) Heath Hendershot – OCS
- c) Anthony Hibbert – OMS

**XI. Old Business**

- a) None

**XII. Committee Reports**

- a) Fundraising:
  - i) Box Tops – Melissa DiPaola
    - (1) Melissa to touch base with secretary to change address to new school
  - ii) Auction – Andrew Sullivan / Sandra Mangan
    - (1) Canceled for 2020, hope to reschedule for next year
    - (2) Refunds are being worked on
  - iii) Discussion of Ideas and Fundraising for upcoming year
    - (1) Art fundraiser, a virtual way
      - (a) This was discussed to add again

- (2) Gift card fundraiser
- b) Adult Programs – Keith Somers
  - i) Nothing to add
- c) Adult Trips – Lisa Suttile
  - i) Can't plan due to COVID
- d) BOE Liaison – Debbie Sherman
  - i) Discussed how everyone is getting into the swing of things
  - ii) Dr. McKinnon will have a discussion next week about the plan after October 1.
  - iii) BOE will hold virtual meetings and they will broadcast so others can join
  - iv) Brudnell raised a question in regards to the bus situation for Debbie to bring back to the board
  - v) Tracey Hussey – New PPS director was recently hired
  - vi) Board has moved to the old Center School.
    - (1) We can still request to use old Center School through the district
- e) Book Fair – Kate Bittner
  - i) Kate did notify scholastic that we could not do in person book fair that it would need to be virtual
    - (1) We would receive 25% of scholastic money
    - (2) If we have a fall fair we qualify for buy one get one free in Spring
    - (3) Free shipping after \$25 for books only if we do virtual
    - (4) Virtual fair runs for 2 weeks
- f) Children's Programs –
  - i) None at this time
- g) Clothing Drive/Shred – Brudnell Bowen
  - i) Clothing drive scheduled for 11/16 will not be combined with Shred day
  - ii) Hopefully in Spring we will do both
  - iii) Brudnell will work on a flyer
- h) Hospitality/Sunshine – Christine Bavone
  - i) Card sent to Karla Minichello
- i) Plant Sale – Stephanie Kinkel / Michelle Pedros

- i) Not present
- j) Publicity/Newsletter – Rachel Criscuolo
  - i) Not present
- k) Website/Student Directory – Kate Brough
  - i) Reviewed what updates that were made to the new website and how enrollment is being completed
  - ii) Kate will keep the calendar updated with current events of the school
  - iii) If you want to hold a position in the PTO you must pay your membership dues

### **XIII. New business**

- a) Discussion of Bylaws
  - i) Bylaws need to be updated. Some are ambiguous
  - ii) Discussion of umbrella we hold over OMS, all of their clubs need to ask us for funding
    - (1) We will propose a bylaw change to remove the umbrella over the OMS clubs
  - iii) Rules about how things work...
  - iv) Positions that are empty
    - (1) Remove children's programs
    - (2) 2 Adult programs – need to combine
  - v) Who can hold a position??
    - (1) Must have a child that is in the schools that we support
  - vi) Executive Board
    - (1) There was no vote for the BOE liaison. Due to how our bylaws are written we need to vote this person in as a member of the executive board
    - (2) Lisa K motions to vote Debbie in as our liaison, Heidi seconds. All approve
  - vii) Next meeting October 15 at 6:30

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

Facilitator Name adjourned the meeting at 8:17 pm.

Minutes submitted by: Lisa Kurjiaka

Minutes approved by: Name