



## Oxford PTO Executive Board Meeting Meeting Minutes

**Location:** Zoom

**Date:** Thursday, October 15, 2020

**Attendees:**

**Time:** 6:30 pm

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

### **II. Roll call**

- a) Amanda Burlinson, Kate Brough, Rachel Cacace, Heidi Roddy, Brudnell Bowen, Kate Bittner, Debbie Sherman, Melissa DiPaola, Lisa Kurjiaka

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

- a) Kate moves to approve, Lisa K seconds, all in favor

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

- a) NA

### **V. Sponsorships**

- a) NA

### **VI. Correspondence**

- a) Two thank you notes from Nicole and Christopher Monticone for scholarships in 8<sup>th</sup> grade

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

- a) President's Report – Amanda Burlinson
  - i) Art Fundraiser this fall. 100% virtual
    - (1) Kids make art work at home, parents take picture and upload it.
    - (2) Work with art teachers of OCS and OMS to see if we can incorporate graphic design
    - (3) Market it in the community

- ii) Reaching out to Olives and Oil
  - (1) Give back night every Wednesday. 10% of bill goes back to PTO
- iii) ? Direct Give back donations
- b) First Vice President's Report (Membership) – Brudnell Bowen
  - i) Working on flyer for clothing drive for 11/16
- c) Treasurer's Report – Heidi Roddy
  - i) Amount in checkbook = \$43,253.01
  - ii) Outstanding = \$650
  - iii) Club balance = \$18,146.52
  - iv) Balance of = \$24,456.49
  - v) Lisa K motions to approve, Kate Brough seconds, all in favor
  - vi) 3 checks for refunds that will be deposited

#### **VIII. Funding Requests**

- a) QFS Pumpkin Patch
  - i) 325 pumpkins for a pumpkin picking event. \$2/pumpkin = \$650
  - ii) Heidi motions to approve, Brudnell seconds, all in favor
  - iii) \$650 allocated to each school

#### **IX. Fundraising Requests**

- a) The board of directors will meet to discuss options going forward for fundraising in this climate

#### **X. Principal's Report**

- a) Rachel Cacace – QFS
  - i) Transition to 4 days was seamless
  - ii) Kids are doing great with wearing their masks
  - iii) Movement path has been added outside
  - iv) Teachers are encouraged to walk kids to specials via outside
  - v) Will be having classroom parties
    - (1) Food can be brought in
    - (2) Having school wide bingo via google meet
  - vi) Trying to incorporate fun and keeping kids safe
  - vii) Baseline testing has started

- b) Heath Hendershot – OCS
  - i) Not present
- c) Anthony Hibbert – OMS
  - i) Not present

#### **XI. Old Business**

- a) Revision of Bylaws
  - i) Amanda did an overview of the changes
  - ii) Brudnell brought up timing of a board members term
    - (1) Wording will need to be adjusted

#### **XII. Committee Reports**

- a) Fundraising:
  - i) Box Tops – Melissa DiPaola
    - (1) Everything is not set for OCS to be the main school to receive funds
    - (2) There is \$50 in the OCS fund
    - (3) There is also a second fund for QFS that has \$41
    - (4) Need to decide if we keep both accounts
  - ii) Auction – Andrew Sullivan / Sandra Mangan
    - (1) Will do a virtual auction for some of the physical items that we still have
    - (2) One table of tickets were refunding
- b) Adult Programs – Keith Somers
  - i) No updates
- c) Adult Trips – Lisa Suttle
  - i) No Updates
- d) BOE Liaison – Debbie Sherman
  - i) Next Tuesday will be another Opening School discussion with Dr. McKinnon
  - ii) Next Tuesday is a Vision meeting with Dr. McKinnon
  - iii) Concern from parents on PE days on Fridays – discussion is happening to figure it all out
  - iv) Debbie brought up the issue with bus monitors being let go
  - v) Debbie will check on the lanyards
- e) Book Fair – Kate Bittner

- i) Virtual bookfair 10/26 – 11/8
- ii) Each school will have their own links
- iii) 25% of every sale goes back to the school
- iv) Purchases of over \$25 is free shipping, excluding bookmarks
- f) Children's Programs –
  - i) NA
- g) Clothing Drive/Shred – Brudnell Bowen
  - i) Clothing drive scheduled for the weekend 11/16
- h) Hospitality/Sunshine – Christine Bavone
  - i) Card send to Mr Connolly
- 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) Membership is at 95

**XIII. New business**

- a) Discussed in Presidents report

**XIV. Announcement of Meeting and Adjournment**

- a) Meeting adjourned at 8:07 pm