



Oxford PTO Executive Board Meeting Meeting Minutes

Location: Zoom

Date: Thursday, November 19, 2020

Attendees:

Time: 6:30 pm

I. Call to order

- a) 6:36 called to order

II. Roll call

- a) Amanda Burlinson, Lisa Kurjiaka, Kate Brough, Courtney Schwartz, Mary Ellen Haussler, Heidi Roddy, Melissa DiPaola, Christine Bavone, Brudnell Bowen, Ron Monticone, Keith Somers, Debbie Sherman

III. Approval of minutes from last meeting

- a) Lisa K motions to approve, Kate Brough seconds, all approve

IV. Audience of Citizens

- a) Nothing

V. Sponsorships

- a) Powerplant said we could keep sponsorship for auction for the next one.

VI. Correspondence

- a) Thank you email from Clare Deptula for pumpkin patch for QFS

VII. Officer's Reports

- a) President's Report – Amanda Burlinson
 - i) NA
- b) First Vice President's Report (Membership) – Brudnell Bowen

- i) NA
- c) Treasurer's Report – Heidi Roddy
 - i) Amount in checkbook – \$45,708.714
 - ii) Outstanding items - \$1215
 - iii) Club balances - \$18146.52
 - iv) PTO Balance to allocate - \$26347.19
 - v) Lisa K motions to approve, Courtney S seconds, all approve

VIII. Funding Requests

- a) None

IX. Fundraising Requests

- a) None

X. Principal's Report

- a) Rachel Cacace – QFS
 - i) Update from Mrs. Haussler – Kids enjoyed the pumpkin patch and kids were able to dress up and play games. Kids are doing great with distance learning and adapting well.
- b) Heath Hendershot – OCS
 - i) Not present
- c) Anthony Hibbert – OMS
 - i) Not present

XI. Old Business

- a) Approval of new bylaws
 - i) Christine asked if this were to be enacted in this school year or next year. Amanda stated we would like to enact these when they are approved
 - ii) Heidi motions to approve bylaws, Lisa K seconds, all approve

XII. Committee Reports

- a) Fundraising:
 - i) Olives and Oils update
 - (1) \$1700 in orders
 - ii) Art Fundraiser
 - (1) Ongoing, 11/20 last day for free shipping

- iii) Box Tops – Melissa DiPaola
 - (1) \$47.90 in box tops from the fall
- iv) Auction – Andrew Sullivan / Sandra Mangan
 - (1) Not present
- b) Adult Programs – Keith Somers
 - i) No updates
- c) Adult Trips – Lisa Suttle
 - i) Not present
- d) BOE Liaison – Debbie Sherman
 - i) Board is working on capital plan. Starting to work on budget, working on a new plan on how to present it to the public. 160+ cases in Oxford.
- e) Book Fair – Kate Bittner
 - i) No updates
- f) Children's Programs –
 - i) No updates
- g) Clothing Drive/Shred – Brudnell Bowen
 - i) They picked up the clothes on Monday and we should receive a check within the next 30 days.
- h) Hospitality/Sunshine – Christine Bavone
 - i) Card sent to Sandra
 - ii) Get Well card 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) Adding items as received

XIII. New business

- a) Spoon Read digital read-a-thon
 - i) Online digital reading platform. This will encourage the kids to read. Fee for downloading the books, PTO will get a small portion. People can also donate.
- b) Next meeting December 17

XIV. Announcement of Meeting and Adjournment

Facilitator Name adjourned the meeting at 7:00 pm

Minutes submitted by: Lisa Kurjiaka

Minutes approved by: Name