



Oxford PTO Executive Board Meeting Meeting Minutes

Location: Zoom

Date: Thursday, February 18, 2021

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, Debbie Sherman, Ron Monticone, Melissa Jennings, Stephanie Kinkel, Mary Ellen Haussler,

III. Approval of minutes from last meeting

- a) Minutes approved via an email vote

IV. Audience of Citizens

- a) None

V. Sponsorships

- a) None

VI. Correspondence

- a) None

VII. Officer's Reports

- a) President's Report – Amanda Burlinson
 - i) Heidi bought the new laptop, spent a little over \$1200. Also bought Quickbooks. Need to purchase MS Office as well. It will cost \$150. Amanda will send out an email vote for approval
 - ii) Standing Rules – Rules for us to follow. This is set up to cover us from issues with fundraising and other

functions of the PTO. Amanda will send out an email vote for approval

- iii) Plan to move all accounting over to Quickbooks.
- iv) Debbie Sherman suggested providing an audit to BOE annually. She will Amanda the current policy.
- b) First Vice President's Report (Membership) – Brudnell Bowen
 - i) No report
- c) Treasurer's Report – Heidi Roddy
 - i) Amount in checkbook: \$46,831.60
 - ii) Outstanding items: \$0
 - iii) Club Balances: \$18,146.52
 - iv) Balance to allocate: \$28,685.08
 - v) Goal to write checks for all MS clubs by next month
 - vi) Report approved via email vote

VIII. Funding Requests

- a) No requests

IX. Fundraising Requests

- a) None

X. Principal's Report

- a) Rachel Cacace – QFS – Mary Ellen gave report
 - i) Doing best they can. Some kids that were remote are returning and some kids that were full in that are no remote. Everyone is doing the best they can. Kids are doing great. A bunch of teachers were vaccinated today. Hopefully by March 1st most of the teachers will be vaccinated. They did do jump for heart program again. Kids did have small valentine celebrations. Window pane gallery since we cannot have our district wide art show this year.
- b) Heath Hendershot – OCS
 - i) Not present
- c) Anthony Hibbert – OMS
 - i) Not present

XI. Old Business

- a) Spoonread – not happening

XII. Committee Reports

- a) Fundraising:
 - i) Box Tops – Melissa DiPaola
 - (1) No new update
 - ii) Auction – Andrew Sullivan / Sandra Mangan
 - (1) No new update
 - iii) Display My Art
 - (1) No new update
 - iv) Olives & Oil
 - (1) No new update
 - v) School Supply Kits
 - (1) Try to run this again for next year. Rachel has reached out to the schools for their supply lists
- b) Adult Programs – Keith Somers
 - i) No new updates
- c) BOE Liaison – Debbie Sherman
 - i) Next Tuesday next board meeting. Plan to approve budget to go to board of finance
 - ii) Try to get more people involved in the budget planning process
- d) Book Fair – Kate Bittner
 - i) Kate working on Spring dates for another virtual fair
- e) Clothing Drive/Shred – Brudnell Bowen
 - i) Plan to hopefully have same as plant sale
 - ii) Will work on dates, will try to shoot for May 22-23
- f) Hospitality/Sunshine – Christine Bavone
 - i) Get well card sent to Anthony Hibbert
- g) Plant Sale – Stephanie Kinkel / Michelle Pedros
 - i) Steph working with Gazy Farms
 - ii) ? having it the same weekend as the Clothing/Shred Drive
 - iii) Volunteers needed to help Steph with bagging the plants
 - iv) Plan for the weekend of May 22-23
- h) Publicity/Newsletter – Rachel Criscuolo
 - i) No new update

i) Website/ Student Directory – Kate Brough

i) No new update

XIII. New business

a) Amazon Smile – all set up to go.

XIV. Announcement of Meeting and Adjournment

a) Meeting adjourned at 7:35

b) Next meeting March 18th at 6:30

XV. Addendum