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Meeting Minutes
PTO Meeting
April 27, 2026, 7:00 PM
Nottingham School

- I. Call to Order by Hannah Kilchenstein, President Pro Tem.
All people present (14 of 15 present at the start of the meeting) and where their children attended school and what was their favorite candy or snack.
- II. Agenda for the meeting was reviewed and the minutes from the previous meeting were read and approved. Emily Hernandez moved to approve the agenda and meeting minutes from previous meeting and Colleen Buroughs seconded the motion. 14 in favor; 0 opposed.
- III. The financial report was given to those members present by the Treasurer Pro Tem, Colleen Buroughs. Comments following the report were made about appreciation of the completeness of the report and knowing the viability of the finances of the organization.
- IV. Following the financial report, the Treasurer Pro Tem, Colleen Buroughs, also made a report from the Budget Committee that had met last week and prepared a budget for the balance of this school year and the beginning of next school year. Generally, the PTO earns about \$15,000 per year through our major fundraisers, e.g., Joe Corbi's, Gertrude Hawk, etc. So, the budget was developed based on income and any profit made from other events that are held. The budget will be posted on the website when it goes live. Priority will be given to finding a Fundraising Chair for new ideas to increase our fundraising to increase our support to students and teachers. In addition, some local organizations have offered to donate things to the PTO. Further discussion will occur on this.
- V. Audit Search – There was a great deal of discussion about the issue of an audit of the current financial situation of the PTO. In many cases, there are no receipts or descriptions on the receipts to know what was purchased or for what purpose something was purchased. Also, in some cases there are no receipts for purchases.

The Pro Tem Treasurer researched a variety of people and companies that can do an audit and discovered that it is cost prohibitive at this time. Discussion ensued about the purpose of the audit and the cost of the audit. There was a motion made to table the discussion of the audit to another meeting. The motion was made by Hannah Kilchenstein and seconded by Vanessa Magenheimer. 14 in favor; 0 opposed.

VI. A suggestion was made that teachers encourage parents to attend PTO meetings and events through incentives to students in their own newsletters to parents.

VII. Teacher Funding Requests

\$50 to Hopewell for Arts Appreciation Night Refreshments

15 opposed; 0 in favor

Motion denied

\$290 to Hopewell for pretzels for snack for students for PSSA

15 opposed; 0 in favor

Motion denied

\$2,000 to OAHS for FBLA to fund National Leadership Conference in San Antonio TX

Tabled

15 in favor; 0 opposed

Referred to OEF; Kim Lewin took a picture of request to take to OEF for their consideration.

VIII. Teacher Appreciation Week

Planning in place for lunches for teachers and staff at all schools and the district administration building. Hannah has contacted Chik-Fil-A in Parkesburg to supply the sandwiches. She has also contacted all the buildings in the district for staff count. Setup and sandwich delivery will occur on May 5 and 6. There are 3 and 4 volunteers for each day.

IX. Mother/Son Event – May 16

Sign-up Genius is available for volunteers for this event and Cheddar Up is the app being used to sign up for the event. Lauren Quesenberry will be calling places for pizza.

X. Father/Daughter Event – June 6

Volunteers for the event will begin setup at 9:00 am and be available at the high school at 5:15 pm to finish setup the night of the event.

There was a suggestion to ask churches for their decorations from their VBS and to ask a retire art teacher associated with the Oxford United Methodist Church for assistance.

Mayra Lopez has volunteered to do the balloon arch for photographs.

There was also discussion about having name tags and ideas for a decorating committee. Beth Baity moved that we have a decorating committee and Shannon Tumolo seconded. 15 in favor; 0 opposed.

The decorating committee will be comprised of:

Vanessa Magenheimer
Shannon Tumolo
Emily Hernandez
Anita Bolton - remotely
Kim Lewin – remotely

The budget committee advised that the budget for the Father/Daughter Dance is \$2,500

XI. Questions and Comments

None

XII. Announcements

Next Meeting – May 26, 2026, at 7:00 at Nottingham Elementary Library
Elections and final Bylaws vote will be held.

XIII. Adjournment

Emily Warren moved that meeting be adjourned.
Lauren Quesenberry seconded the motion.

15 approved; 0 opposed.

Respectfully submitted,

Jo Anne W. Norris

Jo Anne W. Norris
Secretary Pro Tem

Motion to accept the minutes as written. _____

Seconded _____ All in favor _____ Nay _____ Date: _____