OXFORD AREA SCHOOL DISTRICT

Parent Teacher Organization

P. O. Box 63
Oxford, PA 19363
OxfordasdPTO@gmail.com
www.oxfordasdpto.org

Meeting Details

Meeting Title	September PTO Meeting	**Meeting Date**	September 22, 2026 7:00PM – 8:50PM
Meeting Location	Nottingham Elementary School 736 Garfield Street Oxford, PA. 19363	**Meeting Organizer**	Hannah Kilchenstein

Attendees

OASD PTO Board
- Hannah Kilchenstein, President
- Vanessa Magenheimer, VP
- Kelsey Mahala, Treasurer
- Shannon Tumolo, Secretary

All Other Attendees (12 Total)
- Emily Robison (School Rep)
- Jessica Rodriguez (Volunteer Chair)
- Emileigh Rodriguez (Student Representative)
- Michelle Denson (Fundraising Chair)
- Jo Anne Norris (Volunteer)
- Emily Hernandez (Volunteer)
- Linda Famigletti (Teacher)
- Danielle Roy (Community Member)

Minutes Contact	• Shannon Tumolo, Secretary	**Status**	Pending approval

About the Meeting

This was our first monthly PTO meeting of the 2026/2027 school year! Total attendance was 12, including PTO members.

Meeting Resources or Handouts

- May 26th Meeting Minutes
- Current version of the OASD 2026/2027 PTO Calendar
- Meeting Agenda
- Monthly Treasurer Report: July – September 22, 2026
- Proposed Budget

Meeting Notes

Following a brief icebreaker activity where all 12 attendees introduced themselves and their PTO roles (if applicable), the session was formally called to order by Hannah Kilchenstein, PTO President, at 7:22PM.

Agenda Approval (Hannah Kilchenstein, President)
Motion to approve the agenda was made by Emily Robison and seconded by Kelsey Mahala.
- All voted to approve
- No oppositions

Approval of Previous Meeting Minutes (Hannah Kilchenstein, President)
Motion to approve minutes from May 26th meeting made by Vanessa Magenheimer and seconded by Kelsey Mahala.
- All voted to approve
- No oppositions

Non-Profit Status Update (Kelsey Mahala, Treasurer)
Kelsey Mahala shared that the PTO officially applied for nonprofit status. Kelsey further advised that this could take up to one year, though we are hopeful the status will be approved sooner than that. The cost for the application was $600.

Notable questions or conversation
- Hannah Kilchenstein asked if we lost or had an existing status that was revoked?
  Kelsey Mahala responded that no existing records were found, however moving forward we will need to file a 990-N form annually.

School Representative Share-Outs
- **Jordan Bank (Vacant)**
- **Elk Ridge + Nottingham (Emily Robison)**
  - We will be keeping our bulletin board at Elk Ridge again this year

OXFORD AREA SCHOOL DISTRICT
Parent Teacher Organization
P. O. Box 63
Oxford, PA 19363
OxfordasdPTO@gmail.com
www.oxfordasdpto.org

  - There is an ask for two volunteers to support the Elk Ridge School Store 10/6 and 10/7 between the hours of 11:00 – 1:30 (likely monthly)
  - Emily is working to get a bulletin board at Nottingham (in the front entry)
  - We expect to see a Funding Request from the Nottingham School Store
- **Hopewell (Vacant)**
- **Penn's Grove (Vacant)**
- **OAHS (Jess Rodriguez)**
  - The High School will be submitting a Funding Request
  - Need 2 Homecoming volunteers for Saturday's dance (needs to have clearances)
  - Looking to see if any parents or groups could potentially donate sodas or waters

Fundraising Update (Michelle Denson, Fundraising Chair)

- **Spirit Wear (ends September 27, 2026)**
  - At the time of the meeting sales were ~$1,500 total or 188 total pieces
  - Confirmed that there was an additional residual check of $200 from Howett's
- **Otis Spunkmeyer & More (ends October 2, 2026)**
  - As of the meeting date, 4% of total student body registered online
  - We should expect to see a push of paper orders at the end of the event
  - The group discussed opportunities to share (via social channels and in-school news) that there was a wide variety of items available for purchase in the online catalog
  - At the time of the meeting, sales were ~$5,000 total (on par or above previous years)
- **General Giving + QR Code Update**
  - QR Code created to allow folks to donate without buying fundraising merchandise
  - Considering a launch of a "Ghost Membership" campaign where community members donate to the PTO using a QR code
  - Will place QR Code in signage at the front of the schools
- **Additional Opportunities or Considerations for Fundraising**
  - Restaurant night where teachers flip pizzas and a portion of the proceeds go to the PTO
  - Online Action where students can bid for a "day in the life of a teacher"
  - Scholastic Book Fairs
    Note: Michelle will investigate this option and report back
- The group ended this portion of the meeting echoing the sentiment that fundraising remains a continued focus for 2026/2027

Treasurer Report

Kelsey Mahala reviewed the Treasurer Report as well as the working budget for 2026/2027.

Notable questions or conversation

- Hannah Kilchenstein asked if we figured out Hershey Park?
  Kelsey Mahala responded that it made, on average, $4,000 and could be a possible spring fundraiser.
- Shannon Tumolo asked for clarity surrounding the budget vote and possibility of adjustments throughout the year.
  Hannah Kilchenstein and Kelsey Mahala clarified that we should be focusing on expenditures and expenses, that we can still add and adjust and will bring changes back for a vote/approval.
- Hannah Kilchenstein mentioned that we had obtained external Sponsors to help support Hopewell's Special Person's breakfast (the PTO is also sponsoring).

Motion to approve the budget made by Jo Anne Norris and seconded by Vanessa Magenheimer.

- All voted to approve
- No oppositions

School & Staff Fund Requests (Kelsey Mahala)

- **Elk Ridge:** Requested $300 for positive behavior program
  All voted to approve
  No oppositions
- **Nottingham:** Requested $600 for positive behavior program
  PTO countered with an offer of $300
  All voted to approve countered offer
  No oppositions

OXFORD AREA SCHOOL DISTRICT
Parent Teacher Organization
P. O. Box 63
Oxford, PA 19363
OxfordasdPTO@gmail.com
www.oxfordasdpto.org

- **Hopewell:** Requested $650 for Special Person's breakfast
  PTO already sought out sponsorship from local businesses and will support with a $130 contribution
- **Hopewell:** Requested $15 in 3 Wholly Grounds gift certificates for a pumpkin event
  All voted to approve
  No oppositions
- **Hopewell:** Requested $200 for Fitness Finder (Mileage) Program
  All voted to approve
  No oppositions
- **Hopewell:** Requested $60 for Ice Cream reward for student's meeting Title 1 goals
  PTO countered with offer to gift an existing supermarket gift card of similar value
  All voted to approve
  No oppositions

Upcoming Events + Planning (General Discussion)

- Penn's Grove Picture Day (October 8, 2026)
- Halloween Family Movie Matinee (October 10, 2026)
- Homecoming Dance Snack Table (October 17, 2026)
- Staff Appreciation Activities: Dirty Soda Bar (Tentatively October 8th and 9th)
  Cost is approximately $736
  All voted to approve
  No oppositions

Chamber of Commerce Membership (Hannah Kilchenstein + Jo Anne Norris)

- Opportunity to join the Chamber for $50 for balance of the year
  All voted to approve
  No oppositions
- Will vote whether we re-up again in advance of January 1st

Board Business/ Vacancies

- The board communicated the resignation of Bethany Kuhn (Media Chair) and Emily Hernandez (Jordan Bank School Representative – note Emily will remain as a volunteer!)
- Danielle Roy self-nominated as Penn's Grove's School Representative
  All voted to approve
  No oppositions
  Congratulations and welcome, Danielle!

General Announcements

- Next meeting will occur on Tuesday, October 13th at 7:00PM (Nottingham School Library)

The meeting ended at approximately 8:50PM with a motion from Emily Robison that was seconded by Vanessa Magenheimer.