



P. O. Box 63
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Meeting Minutes
PTO Meeting
March 31, 2026, 7:00 PM
Nottingham School

- I. Call to Order was made by Hannah Kilchenstein
All people introduced themselves and where their children attended school.
There were 14 people in attendance at this meeting
- II. Meeting Leadership was Chosen by those present (Chair & Secretary)
Hannah Kilchenstein was chosen by unanimous vote to chair the meeting.
Jo Anne Norris was chosen by unanimous vote to take the minutes of the meeting.
- III. Approval of Meeting Agenda (which was given to all those in attendance)
Lauren Quesenberry moved to approve agenda
Maria Bednarz seconded the motion.
Unanimous approval
- IV. PTO Status Update
There was a brief update on the current status of the PTO so that everyone present has a shared understanding moving forward. There was a discussion about the resignations of the previous board and the statement that Dr. Woods made at the March 17 School Board Meeting. It was shared that moving forward with the organization, there will be a need to transfer key systems, such as financial accounts, communication platforms (Facebook, website, and email), and operational tools.

It was stated that the purpose of tonight's meeting was to reestablish structure, ensure transparency, and put the necessary safeguards and leadership in place so the PTO can responsibly resume operations and continue supporting students, staff, and school programs.
- V. Electing Temporary (Pro Tem) Officers and Responsibilities
Discussion ensued about what the Pro Tem officers will do until the PTO holds formal elections in May. The president will lead meetings and the PTO direction, the Vice

President will support the President and fills in as needed, the secretary will record meeting minutes and maintain official records, and the treasurer will oversee finances and provide financial reports.

VI. Nominations for Pro Tem Officers only and Voting

Open Nominations were held. The only nomination for President was for Hannah Kilchenstein. Jo Anne Norris moved to accept the nomination and Vanessa Magenheimer seconded the nomination. Vote was held – 13 in favor; 0 opposed

The only nomination for Vice President was for Vanessa Magenheimer. Jo Anne Norris moved to accept the nomination and Lauren Quesenberry seconded the nomination. Vote was held – 13 in favor; no opposed.

The only nomination for Secretary was Jo Anne Norris. Hannah Kilchenstein moved to accept the nomination and Vanessa Magenheimer seconded the nomination. Vote was held – 13 in favor; no opposed.

The only nomination for Treasurer was for Colleen Boroughs. Lauren Quesenberry moved to accept the nomination and Emily Hernandez seconded the nomination. Vote was held – 13 in favor; no opposed.

There was also a call for a motion to authorize the Pro Tem officers to conduct the business of the PTO including financial oversight, event planning, and organization decisions until formal elections are held in May as approved by the membership present.

Vanessa Magenheimer moved; Lauren Quesenberry seconded. Vote was 14 in favor; 0 opposed.

VII. School Coordinator Roles and Discussion

The role of the school coordinator was discussed, and the membership was told to think about if they would like to do the role in the future, but that it was a little late in this school year to take on the role of school coordinator.

Current school coordinators are: Jordan Bank – Anita Bolton, Elk Ridge – Hannah Kilchenstein and Lauren Quesenberry, Nottingham – open, Hopewell – Tia Williams, Penns Grove – open, High School – open.

VIII. Financial Overview and Financial Safeguards (Best Practices)

There was a review of what was thought to be in the treasury and a discussion of the need to obtain access to financial accounts and historical records.

Then moved to a discussion of what are best practices to maintain financial safeguards, e.g. prior approval for all expenditures, two signatures on all checks, treasurer oversight of funds and payments, documentation for all funds collected, dual counting of event/fundraiser money, PTO approval for all funding requests,

annual budget planning, regular/monthly treasurer reports, controlled and approved debit card use.

Motion called for the financial safeguards: Vanessa Magenheimer moved; Tracy Taylor seconded. Vote was 14 in favor, 0 opposed.

IX. Financial Review (Audit)

A proposal was made to engage an independent third party professional to review all the financial records from the past 7 to 8 years. Budget for this review not to exceed \$3000.

Maria Bednarz made the motion; Angela DiMonte seconded the motion. Vote was 13 in favor; 0 opposed. (One person had left the meeting at this point)

X. Sub-Committees (By-Laws and Budget Committees)

Discussion ensued about why these two committees were needed at this time.

A motion was made to approve a By-laws Committee of 3 to 5 people to review the By-laws. Emily Taylor moved to approve this committee, Vanessa Magenheimer seconded the motion. 13 in favor; 0 opposed.

Five people volunteered for the Bylaws Committee: Jo Anne Norris, Colleen Boroughs, Vanessa Magenheimer, Angela DiMonte, and Hannah Kilchenstein.

A motion was made to approve a Budget Committee of up to 4 people. The motion was made by Emily Warren and seconded by Tracy Taylor. 13 in favor; 0 opposed.

Four people volunteered for the committee: Michelle Denson, Colleen Boroughs, Lauren Quesenberry, and Emily Hernandez.

XI. Operations & Communication

An email and website domain were chosen. The PTO email will be OxfordasdPTO@gmail.com and the website (once built) will be oxfordasdpto.org. We have been given permission by Dr. Woods to use Blackboard. We have a new PTO logo that the membership voted to approve. A GroupMe communication tool has been created for current PTO members and anyone is welcome to join.

Other forms of communication we are looking into are creating a new Facebook page, an Instagram page, event tools and payment platforms.

XII. Events and Programs

Lots of discussion surrounding events that the group and others would like to continue to see occur such as the Father/Daughter and Mother/Son events. Many things need to occur before we can commit to these events but will continue to plan them just in case. Will continue to discuss these on GroupMe.

Other things that were discussed we still want to happen are Teacher Appreciation and vote was held to approve a request for assistance with the 4th grade picnic at Nottingham School for no more than \$200. 13 in favor, 0 opposed.

The Senior Bus Ride is being taken care of by the high school this year according to Mr. Canaday.

XIII. Volunteer Partnerships (External Support)

We were told that Helping Hands have enough opportunities this year, however we have reached out to Volunteer City for assistance. They will be informed that to assist with events they will need volunteer clearances.

XIV. PTO Parent Volunteers needed

- Nottingham School Picture Day – Thursday, April 16

Two or three volunteers needed to assist with event support

Reminder PTO parent volunteers must have required school clearances completed

XV. New Business

None

XVI. Adjournment

Colleen Boroughs moved to adjourn

Vanessa Magenheimer seconded the motion

13 in favor; 0 opposed

These minutes are subject to approval at the next PTO meeting on April 27 at 7:00 PM at Nottingham School in the Library

Respectfully submitted,

Jo Anne W. Norris

Jo Anne W. Norris
Secretary Pro Tem

Motion to accept the minutes as written. Emily Hernandez

Seconded Colleen Burroughs All in favor 14 Nay 0 Date: April 27, 2026