



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

Meeting Minutes
PTO Meeting
May 26, 2026, 7:00 PM
Nottingham School

- I. The meeting was called to order by Hannah Kilchenstein, President Pro Tem at 7:11 PM. All people present (13 present at the start of the meeting) introduced themselves and where their children attended school.
- II. Agenda was reviewed and adopted
- III. Previous meeting minutes were read and approved with two revisions. Motion made by Colleen Boroughs and seconded by Vanessa Magenheimer. 13 approved, 0 opposed.
- IV. Treasurer's Report was given by the Treasurer Pro Tem, Colleen Boroughs. The report for this month is incomplete due to having to redo the reporting system with the bookkeeper and creating subaccounts for each of the events and other fundraising activities. According to Colleen, there is approximately \$18,000 in the bank account. Funds were spent on the website domain, insurance, items for events, and \$4,200 for Chik-Fil-A for Teacher Appreciation Week.
- V. There was a conversation held with the Executive Director of the Oxford Education Foundation to determine what was needed to maintain our nonprofit status. According to that conversation, there are a lot of forms that need to be completed to keep the nonprofit designation, sales tax exemption, and articles of incorporation.
- VI. Bylaws Review and Vote. Vanessa Magenheimer reviewed all the major changes that were made to the bylaws. After some discussion about the number of people that needed to be present at a PTO meeting to meet quorum, Hannah Kilchenstein made a motion to approve the new bylaws with the change in quorum and Emily Warren seconded the motion. 12 approved, 0 opposed.
- VII. Elections for 2026 – 2027 PTO Board. Hannah Kilchenstein will be reading the roles of each of the officers and board members before any nominations.

Hannah Kilchenstein was nominated as President by Jessica Rodriguez and the nomination was seconded by Emily Warren. 11 approved, 0 opposed.

Vanessa Magenheimer was nominated as Vice President by Jo Anne Norris and the nomination was seconded by Jessica Rodriguez. 11 approved, 0 opposed.

Kelsey Mahala nominated herself as Treasurer. She has her own accounting business. Colleen Boroughs and Shannon Tumolo seconded the nomination. 11 approved, 0 opposed.

Co-treasurer position was tabled until the first PTO meeting in the fall.

Shannon Tumolo nominated herself as the Secretary. Emily Warren and Jo Anne Norris seconded the nomination. 11 approved, 0 opposed.

Michelle Denson nominated herself as the Fundraising Chair and it was seconded by Emily Hernandez. 11 approved, 0 opposed.

Jessica Rodriguez was nominated as Volunteer Chair by Vanessa Magenheimer and the nomination was seconded by Colleen Boroughs. 11 approved, 0 opposed.

Bethany Kuhn nominated herself as Media Chair. She has a lot of experience in the field. Colleen Boroughs seconded the nomination. 11 approved, 0 opposed.

School Representatives:

Jordan Bank – Emily Hernandez self-nominated, Vanessa Magenheimer seconded

Elk Ridge – Emily Warren self-nominated, Colleen Boroughs seconded

Nottingham – Emily Warren self-nominated, Colleen Boroughs seconded

Hopewell – tabled until the fall PTO meeting

Penn's Grove – tabled until the fall PTO meeting

High School – Jessica Rodriguez nominated by Hannah Kilchenstein, seconded by Michelle Denson

All School representatives were voted on separately with the vote each time being 11 approved, opposed 0.

Hannah Kilchenstein will create a Group Me just for School Representatives so they can communicate with each other about ideas and concerns.

Emileigh Rodriguez, who is a student at Oxford Area High School, will be the PTO liaison to the school board for the 2026-2027 school year.

There was a short discussion about the upcoming Father/Daughter dance and the volunteer opportunities that are available.

Congratulations to the newly elected board members.

Thank you to everyone who volunteers to help rebuild the PTO this Spring

There will be a Transition meeting with the Pro Tem Board and the New Board in June and the new Board will be planning over the summer through Group Me.

The meeting was ended at 8:20 PM with a motion from Shannon Tumolo and seconded by Colleen Boroughs.

12 approved; 0 opposed

Respectfully Submitted,

Jo Anne W. Norris

Jo Anne W. Norris
Secretary Pro Tem

Motion to accept the minutes as approved. _____

Seconded _____ All in favor _____ Opposed ____ Date: _____