

**MINUTES OF THE REGULAR MEETING  
OF THE  
OXFORD AREA BOARD OF SCHOOL DIRECTORS**

The regular meeting of the Oxford Area Board of School Directors was held on Tuesday, February 18, 2020, in the District Board Room. The meeting was called to order at 7:06 p.m. by President Joseph E. Tighe followed by the Pledge of Allegiance, led by Mr. Tony Pelligrini.

**ATTENDING WERE:**

- Joseph E. Tighe, President
- Robert F. Tenga, Treasurer
- Kristen E. Dean, Member
- Stephen R. Gaspar, Member
- Jennifer M. Harrison, Member
- Eric W. Owens, Member
- Mark V. Patterson, Vice President
- Howard S. Robinson, Member
- Jenifer A. Warren, Member

**ROLL CALL**

**ALSO ATTENDING WERE:**

- David A. Woods, Superintendent
- Brian P. Cooney, Business Administrator

On motion by Mr. Gaspar, seconded by Dr. Owens, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the February 18, 2020 agenda as presented.

**APPROVAL OF  
AGENDA**

Aye: 9      Nay: 0

On motion by Mr. Tenga, seconded by Mr. Gaspar, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the minutes of the January 14, 2020 Work Session and the January 21, 2020 Regular Meeting as presented.

**APPROVAL OF  
MINUTES**

Aye: 9      Nay: 0

Mr. Woods yielded his time to Mr. Canaday who presented the following students, all of whom qualified to compete at the State FBLA Leadership Conference this April in Hershey, PA: Bailee Mallon, Justin Neskie, Sydney Herrera, Abby Oliver, Samantha Dunlap, Daniel Nowland, Cade Pearson, Gabrielle Burton, Cassidy Tower, Ashley Andrikanich, Christopher Goodrich and Anna Hershey.

**SUPERINTENDENT'S  
REPORT**

The students all received certificates of achievement.

Mr. Canaday introduced Diane Miller, faculty adviser for Future Farmers of America. Mrs. Miller presented certificates to Gavrielle Goldie and David Bell. Mr. Canaday made a special presentation of a replacement class ring to Gavra. Hers was lost in a recent house fire.

Mr. Robert Russell, Vice Chair of Oxford Robotics, LTD. thanked the board for supporting the Robotics program along with Oxford Education

Foundation and Boeing Corp. The continued support helps to keep cost low for the participants. Through generous donations from OEF, the group has been able to purchase a 3-D printer, new laptops and engineering software.

Alumni of this program have gone on to earn degrees and jobs in several engineering and medical fields as well as becoming members of the military.

Team Sirius, one of Oxford's FIRST Lego League teams, gave their presentation to the board explaining how they measured noise levels in several establishments in Oxford. They went on to describe how this noise might be reduced using various materials.

On motion by Mr. Patterson, seconded by Mr. Gaspar, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the following financial reports as presented:

**FINANCIAL REPORTS**

- 1. General Fund
  - a. Treasurer's Report
  - b. Revenue Report
  - c. Expenditure Report
- 2. Cafeteria Fund Treasurer's Report
- 3. Capital Projects Fund Treasurer's Report

Aye: 9      Nay: 0

On motion by Mr. Patterson, seconded by Mrs. Warren, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the student activities and athletic officials accounts as presented.

**STUDENT ACTIVITY AND ATHLETIC OFFICIALS ACCOUNTS**

Penn's Grove School  
Oxford Area High School  
Athletic Officials Account

Aye: 9      Nay: 0

On motion by Mr. Gaspar, seconded by Dr. Owens, BE IT RESOLVED That the Oxford Area Board of School Directors hereby approves the following bill lists for payment:

**PAYMENT OF BILLS**

**February 2020**

General Fund	\$3,170,881.96
Cafeteria Fund	\$100,985.34
Capital Projects Fund	\$9,686.28
Payroll Distribution	\$2,694,043.57

Aye: 9      Nay: 0

**REPORTS**

Mr. Robinson reported the CCIU Board of Directors held its monthly meeting on Wednesday, January 15, 2020 at the Educational Service Center, Downingtown, PA.

**INTERMEDIATE UNIT AND TECHNICAL COLLEGE HIGH SCHOOL**

In honor of School Director Recognition Month, administration recognized CCIU Board members for their continued support of the CCIU and its programs.

New board members were appointed to the CCIU Board of Directors: Stephen Dittman-Great Valley; Victoria Gehrt-Kennett Consolidated; David Kring-Downingtown Area; Jennifer Munson-Owen J. Roberts; Michelle Schamis-Phoenixville Area; Stacy Stone-Tredyffrin/Easttown.

Dr. George Fiore gave an update on this Entry Plan. Dr. Fiore has been with the CCIU for five months.

The CCIU Board of Directors approved the 2020-21 Calendars

The next CCIU Board of Directors meeting will be held on Wednesday, February 19, 2020.

On motion by Mr. Tenga, seconded by Mrs. Dean, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby accepts the report from Mr. Robinson, Intermediate Unit and Technical College High School Representative.

Aye: 9      Nay: 0

Dr. Owens reported that three pieces of legislation were discussed at the last meeting.

**CHESTER COUNTY  
SCHOOL BOARDS  
LEGISLATIVE  
COUNCIL**

**HB 714** would freeze property taxes for senior citizens on their primary residence.

**SB 76** would eliminate school property taxes and allow school districts to levee personal income tax.

**HB 76** would eliminate school property taxes and replace it with funding from the state with an increase on personal income tax.

The annual legislative breakfast is coming up and all are encouraged to attend.

Cyber charter school funding reform was also discussed and there will be a resolution on the agenda for March.

On motion by Mr. Gaspar seconded by Mr. Tenga, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby accepts the report from Dr. Owens, Chester County School Boards Legislative Council Representative.

Aye: 9      Nay: 0

The Budget and Finance Committee will meet on Tuesday, March 10, 2020.

**BUDGET AND FINANCE  
COMMITTEE**

Mrs. Warren reported that the Policy Committee met February 11, 2020. The 3000 Series was discussed and will be on the agenda for re-adoption at the March meeting.

**POLICY COMMITTEE**

**STUDENT  
REPRESENTATIVE'S  
REPORT**

Jordan Bank is continuing work with the Special Education Department to transition students to kindergarten through the Early Intervention process.

Jordan Bank will be hosting a book fair from Thursday, February 20th through Friday, February 28th.

Silly Seuss Day will be celebrated on Monday, March 2, 2020 as we recognize Dr. Seuss' birthday and Read Across America. Additionally, on Thursday, March 5th, we will kick off Rocky's Reading Challenge with a special assembly featuring Wilmington Bluerock's Rocky Bluewinkle.

Jordan Bank staff will participate in several days of math coaching through Math Solutions to further support best instructional practices to deliver math content and concepts to our students.

At Elk Ridge, the PTO Book Fair is March 9th to the 13, 2020 and Spring Picture Day is Tuesday March 10, 2020.

TCHS Ambassadors visited Elk Ridge recently for career awareness activities.

Thank you to all our parents who came out for our winter conferences.

Nottingham Grade 4 has teamed up with the Land Conservancy of Southern Chester County by participating in their Environmental programs. Kriss Given, Environmental Outreach Coordinator, has been presenting lessons to Grade 4 students on natural resources/sustainability. Lesson are aligned to the Pennsylvania Science Standards.

Nottingham will be continuing this educational partnership with additional programs being offered to Grades 3 starting this March. They are also in the pre-planning stages with the Conservancy on starting their own vegetable gardens.

Art Goes to School, (a non-profit organization) is teaming up with Nottingham Grade 3 & 4 classrooms to present art awareness. AGTS primary purpose is to help children discover an enjoyment and understanding of art. Each classroom participated in this program and is organized entirely by volunteers.

Teachers completed the second round of Parent Teacher Conferences on February 13, 2020.

Hopewell School hosted their STEM Expo on January 28, 2020. Thanks to Mr. Barcus for coordinating this event.

Hopewell hosted Dads and Doughnuts on February 7, 2020. There were over four hundred in attendance.

Early Act Club raised over two hundred dollars and collected over one hundred pairs of eyeglasses for children and adults in Guatemala.

Oxford Area High School Course Selection Night is February 25, 2020 at 6:30 p.m. in the High School Auditorium.

Oxford Mini Thon, a fund raiser to combat childhood cancer, is seeking sponsors and donors.



Name: Jason Baughman  
 Position: Boys Track 1/2, Oxford Area High School  
 Effective: February 18, 2020

Name: Wendy Grasty  
 Position: Boys Track 1/2, Oxford Area High School  
 Effective: February 18, 2020

Name: Trevor Haney  
 Position: Girls Track Assistant, Oxford Area High School  
 Effective: February 18, 2020

#### **Appointment**

Name: Sylvia Cintora  
 Position: Guidance Counselor, Oxford Area High School  
 Appointment: Temporary Professional Employee  
 Salary: Step 7 M, \$59,663  
 Effective: February 19, 2020  
 Replacing: Keith Truver, Retired

#### **Supplemental Appointments**

Name: Jason Baughman  
 Position: Track Assistant Coach-Girls, Oxford Area High School  
 Salary: \$4,900.00  
 Effective: March 2, 2020

Name: John Ciotola  
 Position: Track Coach, Penn's Grove School  
 Salary: \$2,346.95  
 Effective: March 2, 2020

Name: Trevor Haney  
 Position: Track Coach-Boys, Oxford Area High School  
 Salary: \$5,500.00  
 Effective: March 2, 2020

Name: Andrea Jenkins  
 Position: Track Coach, Penn's Grove School  
 Salary: \$2,346.95  
 Effective: March 2, 2020

Name: Scott Lamborn  
 Position: Baseball Assistant Coach, Oxford Area High School  
 Salary: \$4,050.00  
 Effective: March 2, 2020

Name: Joseph Long  
 Position: Department Chair World Language 1/2, Oxford Area High School  
 Salary: \$475.00  
 Effective: January 21, 2020 until the end of the 2019-2020 school year

Name: Keith Meiler  
 Position: Baseball Coach, Penn's Grove School  
 Salary: \$2,560.00  
 Effective: March 2, 2020

Name: Allie Moffett  
 Position: Softball Assistant Coach, Oxford Area High School

February 18, 2020

Salary: \$4,050.00  
Effective: March 2, 2020

Name: Emily O'Connor  
Position: Track Coach, Penn's Grove School  
Salary: \$2,100.00  
Effective: March 2, 2020

Name: Kristopher Ortiz  
Position: Girls Lacrosse Assistant Coach, Oxford Area High School  
Salary: \$3,596.52  
Effective: March 2, 2020

Name: Robert Van Zyl  
Position: Softball Coach, Penn's Grove School  
Salary: \$2,560.00  
Effective: March 2, 2020

**Leaves of Absence**

Name: Christina Boyer  
Position: ESL Teacher, Oxford Area High School  
Type: Excess Family Illness  
# of Days: Up to 6 excess family illness days  
Effective: February 19, 2020 until the end of the 2019-2020 school year

Name: Jennifer Bartnik  
Position: FACS Teacher, Penn's Grove School  
Type: Excess Family Illness  
# of Days: Up to 1.5 excess family illness days  
Effective: February 3, 2020 through 1/2 February 4, 2020

**Salary Changes-Professional**

Sawyer, Gina, from 2 B, \$50,562 to 2 B + 24, \$51,933 effective February 1, 2020

DiSanti, Teresa, from 2 B + 24, \$51,933 to 2 M, \$54671 effective February 1, 2020

Aye: 9      Nay: 0

On motion by Mr. Patterson, seconded by Mr. Tenga, BE IT RESOLVED,  
That the Oxford Area Board of School Directors hereby approve the  
following non-professional personnel items:

**PERSONNEL-NON-  
PROFESSIONAL**

**Termination**

Name: Brandi Villa  
Position: Food Service, Hopewell School  
Effective: January 21, 2020

**Appointments**

Name: Kimberly Farrington  
Position: Cafeteria Aide, Elk Ridge School  
Salary: \$10.89 per hour  
Effective: February 19, 2020  
Replacing: Mandy Garduno, Resigned

Name: Andrea Price  
Position: Food Service 5.75/182, District  
Salary: \$11.50 per hour  
Effective: February 24, 2020  
Replacing: New position

**Substitute Appointments**

Name: Audrea Miller  
Position: Food Service Substitute, District  
Salary: \$10.75 per hour  
Effective: February 19, 2020

Name: Audrea Miller  
Position: Service & Support Substitute, District  
Effective: February 19, 2020

**Transfers**

Name: Holly Darhower  
Position: From: Health Clerk,  
To: Computer Technician, District  
Salary: \$18.62 per hour  
Effective: February 21, 2020  
Replacing: Utopia Roche, Resigned

Name: Beatriz Gliem  
Position: From: Library Clerk, Penn's Grove School  
To: Attendance Secretary, Penn's Grove School  
Salary: \$13.72 per hour  
Effective: February 19, 2020  
Replacing: Terry Hauk, Transferred

Name: Terry Hauk  
Position: From: Attendance Secretary, Penn's Grove School  
To: Health Room Assistant, District  
Effective: February 19, 2020  
Replacing: Holly Darhower, Transferred

Aye: 9      Nay: 0

On motion by Mr. Gaspar, seconded by Mr. Tenga, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the following additional volunteer personnel:

**VOLUNTEERS**

**ANTJE ARNOLD, GERALD BYRNE, WALESKA E. CAMPOS-FIGUEROA, BETH CARR, LORA CROSSWHITE, MEGGAN CURRY, EMERALD FAY, JACLYN HERR, ALISHA JOBE, ANGELA JUMPER, LORI KELLEY, DOUGLAS KNIGGE, PHILLIP LEYMAN, LOIS MARTINO, CYNTHIA SEDLAK, SHEILA SHARADIN, KRYSTAL WILTISON, DIANNA WOOD**

Aye: 9      Nay: 0

On motion by Mr. Gaspar, seconded by Mr. Tenga, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the following consent agenda items:

**CONSENT AGENDA**

**2020-2021 Calendar**

Approval of the 2020-2021 school year calendar.

**High School Course Selection Guides**

Approval of the course selection guides for Oxford Area High School for the 2020-2021 school year as per attached.

- Oxford Area High School (10-12)
- Oxford Area High School Incoming 9<sup>th</sup> grade

**Maintenance Contracts**

Contract with Carter & Son for mowing and landscaping throughout the district beginning March 15, 2020 and ending December 15, 2020 in the amount of \$80,000 with the option to renew for a second and third year.

Contract with Windview Athletic Fields for maintenance of eleven athletic fields throughout the district beginning March 2020 and ending December 2020 in the amount of \$95,000 with the option to renew a second and third year.

**Tax Penalty**

Approval for the removal of a tax penalty in the amount of \$ 55.78 for parcel #0606 00080000 as per the attached.

**Keystone Collections Group**

Renewal of the contract with Keystone Collections Group for the 2020-2021 collection of local taxes as per attached.

Aye: 9            Nay: 0

On motion by Mr. Gaspar, seconded by Mrs. Dean, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby ratifies the Administrative Organization Evaluation and Compensation Plan effective July 1, 2020 through June 30, 2024.

**ACT 93 EVALUATION  
AND COMPENSATION  
PLAN**

Aye: 9            Nay: 0

On motion by Dr. Owens, seconded by Mr. Tenga, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the revision of the following policies:

**POLICY REVISION**

**Article 1 - Community Relations - (Series 1000)**

- Policy # 1160 - School Visitors
- Policy # 1170 - Public Access to Official Records
- Policy # 1180 - Video Recording Meetings
- Policy # 1190 - District Use of Social Media
- Policy # 1225 - Public Relations: Advertising, Promotion, Distribution of Materials
- Policy # 1235 - Public Relations: Objectives
- Policy # 1245 - Publication Program

Policy # 1255 - Citizen Advisory Committee  
Policy # 1265 - Community Engagement: Community Relations  
Policy # 1275 - Public Complaints  
Policy # 1300 - Naming of District Facilities  
Policy # 1337 - Use of Facilities: Supervision by School Personnel  
Policy # 1500 - District School Report Cards

**Article 2 - Administration - (Series 2000)**

Policy # 2000 - Employment of Superintendent/Assistant Superintendent  
Policy # 2100 - Assessment of Superintendent/Assistant Superintendent  
Policy # 2126 - Business Administrator/Board Secretary  
Policy # 2500 - Equal Rights and Opportunities  
Policy # 2510 - Equal Rights and Opportunities: Compliance Officer  
Policy # 2520 - Equal Rights and Opportunities: Grievance Procedures

Aye: 9          Nay: 0

***A copy of the policies listed is available in the Administration Buildings, 125 Bell Tower Lane, Oxford PA, for examination and comment. The policies can be viewed on the website at [www.oxfordasd.org](http://www.oxfordasd.org). The public is encouraged to stop in and read these policies or visit our website.***

Mr. Tighe announced the following upcoming meetings and events:

**CALENDAR**

Tuesday, March 10, 2020, Facilities & Safety Committee, 6:30 p.m.,  
Administration Building  
Tuesday, March 10, 2020, Athletics and Student Activities Committee, 6:45 p.m.,  
Administration Building  
Tuesday, March 10, 2020, Work Session, 7:00 p.m., Administration Building  
Tuesday, March 17, 2020, Regular Meeting, 7:00 p.m., Administration Building

Mr. Tighe allowed time for recognition of visitors.  
There were none.

**RECOGNITION OF VISITORS**

On motion by Mr. Gaspar, seconded by Mrs. Dean, the regular meeting of the Oxford Area Board of School Directors adjourned at 8:08 p.m. by a unanimous vote.

**ADJOURNMENT**

Respectfully submitted,

Brian P. Cooney  
Board Secretary