

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

A regular meeting of the Oxford Area Board of School Directors was held on Tuesday, March 18, 2025, in the Board Room. The meeting was called to order at 7:02 p.m. by Vice President Jenifer A. Warren, followed by the Pledge of Allegiance.

ATTENDING WERE:

ROLL CALL

Jenifer A. Warren, Vice President
Andrew Atkinson, Member
William C. Kloss, Treasurer
Michael P. Blessington, Member
Kristen Dean, Member
Tenille E. Dewees, Member
Jennifer L. Kehs, Member.
Debbie K. Vendrick,

ABSENT WAS:

Mark V. Patterson, President

ALSO ATTENDING WERE:

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

On motion by Mr. Atkinson, seconded by Mr. Kloss, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the March 18, 2025, agenda as presented.

**APPROVAL OF
AGENDA**

Aye: 8 Nay: 0

Mrs. Warren allowed time for persons who requested to address the Board concerning items on the agenda.

**PUBLIC COMMENT
CONCERNING ITEMS
ON THE AGENDA**

Ronnie Lutz, East Nottingham-Sunshine Act, and the Assistant Superintendent's Contract.

On motion by, Mrs. Dewees, seconded by Mr. Atkinson, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the minutes of the February 18, 2025, Work Session, and the February 25, 2025, Regular Meeting.

**APPROVAL OF
MINUTES**

Aye: 8 Nay: 0

Dr. Woods acknowledged Mr. Canaday, Oxford Area High School Principal who introduced Logan Spano and Ryan Fay. Both have earned the status of National Merit Finalists. They are two out of fifteen thousand seniors who hold this status out of 1.5 million students who took the PSAT in October.

**SUPERINTENDENT'S
REPORT**

Mr. Canaday introduced Amber Sterling who presented certificates of achievement to the following athletes:

Grace McDermott qualified for states swimming the 50 freestyle and finished 6th in her event; Jace McKinney placed 5th at regionals in wrestling and secured a spot at states; Blake Hostetter finished 1st in wrestling at regionals and 7th in the state in his weight class;

and Johathan Smith placed 2nd in wrestling at regionals and placed 4th in the state in his weight class.

Congratulations! All these athletes will be returning next year, and we look forward to their continued participation.

Dr. Billings-Jones stated the Comprehensive Plan is on the agenda tonight for approval.

Dr. Billings-Jones thanked Mrs. Vendrick for her report on the rich history of our district during the Education Committee.

Our wrestlers qualified at regionals and went on to states. We are incredibly pleased with their accomplishments.

Member of our National English Honor Society participated in Read Across America by visiting Jordan Bank and Elk Ridge schools and reading to the student.

Career Day 2025 at Hopewell took place on March 7, 2025. Students in Hopewell took a trip to TCHS to experience career opportunities available through the Technical College High School programs.

The High School performance of Beetlejuice was well attended. Congratulations to the performers, staff, and volunteers.

PSSA's will be given in April.

On motion by Mrs. Dewees, seconded by Mrs. Vendrick, BE IT RESOLVED That the Oxford Area Board of School Directors hereby approves the following:

**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: 8 Nay: 0

On motion by Mrs. Dewees, seconded by Mrs. Dean, 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
Oxford Area High School
Athletic Officials Account

Aye: 8 Nay: 0

On motion by Mrs. Dewees, seconded by Mrs. Kehs, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approve the following: bill lists for payment:

PAYMENT OF BILLS

March 2025

General Fund	\$	2,116,876.26
Cafeteria Fund	\$	78,521.19
Capital Projects Fund	\$.00
Payroll Distribution	\$	2,135,215.04

Aye: 8 Nay: 0

Mr. Kloss stated that the committee met on February 19, 2025. Mr. Joseph Lubitsky gave a budget update. The HVAC program has grown to twenty-one students. The partnership with the CCIU and the community is excellent. Former students attended the meeting and spoke of their experience with their co-op through TCHS and the CCIU. It is impressive that the students and programs continue to excel.

**REPORT OF CHESTER
COUNTY INTERMEDIATE
UNIT AND TECHNICAL
COLLEGE HIGH SCHOOL
REPRESENTATIVE**

Mrs. Dewees stated that the committee met on February 26, 2025. There may be a vacancy in the Senate when the Senator from Lancaster leaves to join Senator McCormick's office. The budget was discussed, specifically, the cap on Cyber Charter School tuition rates.

**REPORT OF CHESTER
COUNTY SCHOOL BOARDS
LEGISLATIVE COUNCIL
REPRESENTATIVE**

HB 201 passed the House and is now in the Senate committee allowing IUs to purchase land and building.

HB 190 required annual eating disorder awareness information to be sent out to parents, guardians, and students.

The following bills are in committee:

HR 196-regarding school transportation consolidation and considers county lead bussing versus district lead bussing.

HB 725 would temporarily raise the max school age to 22 years for special education students who were impacted by the Covid shutdown.

HB 727 replaces the Keystone Exam with the ACT.

The Legislative Breakfast is scheduled for Friday, May 9, 2025, at TCHS Brandywine.

Ms. Kinkus reported that the PTO board appreciates the feedback about their website. It is up-to-date, and we continue to add any pertinent information. Our next meeting is tomorrow, Wednesday, March 19, 2025, at 7 p.m. at the High School, 705 Waterway Road.

LIAISON WITH PTO

The April meeting will be held on Wednesday, April 2, 2025. All are welcome to attend!

This past Sunday was the Mother & Son Movie Matinee at the High School Auditorium. We had over 350 plus participants attend the movie. We received great feedback, and the students had a very enjoyable afternoon with their loved ones. Thank you to the fifteen plus student volunteers and great group of adult volunteers who helped make the day a success!

Our Gertrude Hawk Candy sales are now over. Delivery is expected the week of April 7, 2025. A message will go out to everyone who ordered. Thank you to all who supported the fundraiser!

Hershey Park tickets are on sale right now. All orders are due by March 28, 2025. The tickets will be distributed around the second week of May.

The Father & Daughter Dance date is quickly approaching. The dance is on Saturday, April 5, 2025. All forms and payment were due this past Friday. Anyone who missed purchasing the tickets through the schools may purchase tickets at the front door on the evening of the dance. Tickets and information related to the early ticket orders will be coming home with the students shortly. We do need some more adult volunteers that evening. If you are interested in helping make the evening a success, please reach out to Mrs. Lester at llester@oxfordasd.org.

We have had funding requests from the schools over the past month and a half. The PTO funded the Dads and Donuts at Hopewell School, and purchased all of the supplies at Jordan Bank for the New Student Kindergarten Registration. Each student who registers will receive a bag full of supplies to help prepare for kindergarten this up-coming school year.

The PTO helped support the High School Drama students who gave an awesome performance in Beetlejuice by purchasing a \$300.00 ad in the Playbook, and, Penns Grove has requested that the PTO purchase water for the students during the PSSA's which is estimated to be around \$535.00.

Future dates to add to your calendar are:

- April 7 through April 11, 2025 - National Assistant Principals Week.
- May 27, 2025, at 9:30 AM - The Final Bus Ride.
- April 4, 2025, is National School Librarian's Day.
- April 23, 2025, is National School Bus Driver's Day & Administrative Professional Day!
- May 1, 2025, is National Principals Day.
- May 5 through May 7, 2025 is National Teacher Appreciation Week.

If you would like additional information related to the PTO, visit our website on the district web page, or reach out to the PTO at pto@oxfordasd.org.

Mr. Atkinson reported that the committee met on March 11, 2025. We are very proud of our student athletes. Spring sports are starting including the beginning of the Unified Sports Program.

**ATHLETICS AND
STUDENT
ACTIVITIES**

Mr. Atkinson reported that the committee met on March 11, 2025, and discussed correspondence from a Hopewell teacher regarding appreciation to the facilities department. Items in need of repair were also discussed.

**FACILITIES AND
SAFETY
COMMITTEE**

Mrs. Vendrick stated that the committee met on March 18, 2025, prior to the Board meeting. There were two items on the agenda. First Dr. Billings-Jones presented the goal setting and action plan components for the 2025-2028 Comprehensive Plan. The plan is now complete and is on the agenda tonight. If approved, this will go on to the state.

**EDUCATION
COMMITTEE**

Dr. Woods spoke about a proposed communication audit from the CCIU.

The next meeting for the Education Committee is April 15, 2025, at 6:30 p.m.

Mr. Kloss stated the committee met on March 3, 2025. There was a capitol project update. PFM and RBC were available via phone.

**FINANCE AND BUDGET
COMMITTEE**

The district is in a good position to pay for the projects without increasing taxes.

Mr. Lubitsky gave the budget presentation for 2025-2026. There is no net increase in the basic funding but there will be a 4% increase in the Marketplace Services. The increase in capital investments in our TCHS programs, (HVAC, Culinary etc.) and the opening of the Child and Career Development Center in Avon Grove were cited reasons for the increase in cost.

Mr. Blessington stated the Policy Committee met tonight and will meet again, on April 8, 2025, and April 15, 2025 at 6 p.m.

POLICY COMMITTEE

Jordan Bank celebrated Read Across America Week from March 3, thru March 7, 2025. During this time, National English Honor Society students from the high school visited our classes to read Dr. Seuss books and lead an art activity. On Wednesday, we were joined by local author Annette Whipple, a non-fiction writer, who visited. The week rounded out with fun spirit days.

**REPORT OF STUDENT
REPRESENTATIVE**

We are continuing our transition activities for students entering kindergarten. Dr. Hamburg is visiting local preschools, reading a book to the children, and discussing what they can expect when they start kindergarten. Registration for the 2025-2026 school year is now open. Families can register children who live in the district and will turn 5 years old on or before September 1, 2025.

Elk Ridge had a coin collection and raised \$485.45 for the Eli Seth Matthews Leukemia Foundation.

Elk Ridge students were visited by local children's author Annette Whipple and the OAHS National English Honor Society members during Read Across America week.

Elk Ridge kicked off the Kids Heart Challenge. Thanks to the American Heart Organization for sponsoring this event.

Ag Literacy Day at Elk Ridge is Friday, March 21, 2025. PA Friends of Agriculture and OAHS Future Farmers of America members will read a book and complete an activity about agriculture with each class. The PA Mobile Ag Lab and Reading Rocks Magic Show will be returning to Elk Ridge. Special thanks to the Oxford Education Foundation (OEF) for sponsoring these events.

The second-grade classes will be participating in the SPLASH aquatics safety program at the Jennersville YMCA during early April.

Elk Ridge hosts Family Read Night on Wednesday, April 9, 2025, 6-7:30 p.m. The event is open to all OASD families of elementary students.

At Nottingham, National Read Across America Week was celebrated the week of March 3, through March 7, 2025. During this week Nottingham students celebrated reading with themed days, the annual vocabulary parade, reading trivia, D.E.A.R. (Drop Everything and Read!). The Oxford Area High School National English Honor Society students served as guest readers for our students.

Nottingham also hosted the Oxford Reading Club event for the K-6 students and families on March 12, 2025.

On Friday, March 21, 2025, Nottingham will participate in celebrating World Down Syndrome Day by wearing mismatched/crazy socks for the day.

The school community is invited to Nottingham Elementary Fine Arts Night on April 3, 2025, 6-8 p.m. There will be a Student Art Exhibition: "A Walk Through the Seasons & Portraits: Our Families and Us." Nottingham's Band, Orchestra and Chorus will perform, and live music will be provided by professional musical group, Jazz Alive, sponsored by the New Holland Education Endowment Organization. Local Artists will provide live art demonstrations, and the PTO has lined up local vendor Food Trucks. Come out to enjoy this popular event.

At Hopewell, students are participating in a version of March Madness. Homerooms school-wide are calculating both their miles at the track and acts of kindness.

Students continue to earn Stingers for showing respect, responsibility and promoting a safe school environment. Students are featured on the school news program.

Spring pictures will take place tomorrow, March 19, 2025.

Hopewell students celebrated Read Across America with spirit days along with dressing as their favorite book character. Special thanks to all our guest readers including our board members Mrs. Dewees, Mrs. Vendrick, and Mrs. Warren. We also thank our Superintendent and Assistant Superintendent for supporting this great day.

Special thanks to our counselors, Mrs. Gioffre and Mrs. Bellocchio who planned a school-wide career day on March 7, 2025. On this day we welcomed many of our community members, including parents who shared their careers with our students. Thank you to all our community partners for such a special career day.

Our fifth-grade class visited TCHS on March 14, 2025, to explore future careers. Thank you to our counselors and TCHS for this opportunity. The students enjoyed traveling from class to class as they were able to enjoy firsthand experiences with the TCHS students.

Penn's Grove celebrated Read Across America with a "Drop Everything and Read" activity. Students went to Jordan Bank to read to the kindergarten students and the library sponsored a book contest.

Penn's Grove just completed the third round of Benchmark testing and enjoyed a short teaser of Oxford Area High School's production of "Beetlejuice".

Our honor roll and distinguished honor roll students celebrated with hot chocolate and donuts.

Spring sports are under way, and our third "Amazing Race" will take place March 28, 2025. Willy Wonka, Jr. will be performed at Penn's Grove Friday, March 28 and Saturday, March 29, 2025, at 7 p.m., and Sunday, March 30, 2025, at 2 p.m. in the Penn's Grove Auditorium.

On Friday, March 21, 2025, Oxford Area High School Future Farmers of America (FFA) Chapter members will be partnering with the Chester and Delaware County Farm Bureau to read and discuss the book, "The Soil in Jackie's Garden," with first and second grade students at Elk Ridge.

Additional activities are planned to show students the importance of caring for our soil resources.

Members from Oxford FFA will be attending the State Legislative Leadership Conference in Harrisburg from March 23 - 25, 2025.

SAT Day is scheduled for Thursday, March 27, 2025.

Spring mock interviews will take place on April 2-4, 2025. This event gives students the opportunity to practice their interview skills with volunteers from several local businesses and establishments.

The PA FBLA State Leadership Conference is on April 6-9, 2025, where competitors will take tests and give presentations to hopefully move onto nationals.

The Senior Awards Ceremony is set for Thursday, April 10, 2025, at 6 p.m. in our high school auditorium.

Mrs. Warren recognized persons who requested to be placed on the the agenda.

**RECOGNITION OF
PERSONS WHO
REQUESTED TO BE
PLACED ON THE**

Ronnie Lutz, East Nottingham Township, Act 65, Executive Order, DEI, Policy 6300.

On motion by Mrs. Vendrick, seconded by Mrs. Kehs, BE IT RESOLVED, the Oxford Area Board of School Directors hereby approves the following personnel items:

PERSONNEL

PROFESSIONAL

Retirements

Name: Dr. Pamela Brown
Position: Instructional Support Teacher, Hopewell School
Effective: End of 2024-2025 School Year

Name: Ronnie Darragh
Position: Reading Specialist, Hopewell School
Effective: End of 2024-2025 School Year

Name: Amanda Erb
Position: Social Studies Teacher, Penn's Grove School
Effective: End of 2024-2025 School Year

Resignation

Name: Abigail Satterthwaite
Position: Grade 6 Teacher, Hopewell School
Effective: March 3, 2025

Appointment

Name: Ashley Whiteman
Position: Speech Pathologist, District
Salary: 13 M + 45 \$81,329.00
Effective: May 7, 2025
Replacing: Lauren Haley, transferred

Supplemental Appointment

Name: Miranda Coleman
Position: Softball, Penn's Grove School
Salary: \$2,826.00
Effective: March 19, 2025

Salary Changes

Bartnik, Jennifer from 15 M + 30 \$84,967.00 to 15 M + 45 \$86,732.00 effective February 1, 2025
Gaskill, Irina from 7 M \$62,137.00 to 7 M + 15 \$66,185.00 effective February 1, 2025

NON-PROFESSIONAL

Retirements

Name: Peggy Bachman
Position: Instructional Aide Special Education, Hopewell School
Effective: End of 2024- 2025 school year

Name: Charlene Hines
Position: Instructional Aide Title I Reading, Nottingham School
Effective: May 23, 2025

Resignation

Name: Virginia Stidoms
Position: Food Service 5.5/182, Penn's Grove School
Effective: March 3, 2025

Transfer

Name: Sharon Miles
Position: From: Food Service 4.75/182, Hopewell School
To: Food Service 5.75/182, Hopewell School
Effective: March 19, 2025
Replacing: Jissel Aguilar, resignation

Change of Effective Date

Name: Jean Byrnes
Position: Food Service 5.5/182, Oxford High School
Salary: \$12.25 per hour
Effective: From March 3, 2025, to March 19, 2025
Replacing: Ashley Smith, transferred

VOLUNTEERS

Blackburn, Emily DeHart, Christopher DeHart, Gianna Delp, Molly DeMott, Stephanie Durbin, Martha (OEF) Farrington, Robert Geiling, Lorraine Iadicicco, Nicholas Jones, Kyle Kinkus, Jennifer Martin, Sarah Mullan, Caitlin Navarro-Agueros, Nahomy Pendergrass, Julie Sevilla, Elizabeth Thogersen, Jill

Aye: 7 Nay: 0 Abstain: 1 (Deweese)

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

**CONSENT
AGENDA**

CCIU Budgets

Approval of the 2025-2026 Chester County Intermediate Unit Core Occupational Education and Categorical Budgets.

Chester County Tax Collection Delegates

Appointment of the Chester County Tax Collections District Delegates as follows:

1. Primary Voting Delegate: Brian Cooney
2. Secondary Voting Delegate: Evette Shaffer
3. Alternate Voting Delegate: Lisa Kenn

Memorandum of Understanding

Memorandum of Understanding between the Oxford Area School District and the Octorara Area School District for participation in the Homeland Security, Law Enforcement, Firefighting, Emergency Medical, and Related Protective Services Program as per the attached.

Aye: 8 Nay: 0

On motion by Mrs. Dewees, seconded by Mrs. Kehs, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the Preliminary and public review of the Comprehensive Plan and state-required documents, including Professional Development, Teacher Induction and Gifted Education Plan Assurances.

**COMPREHENSIVE
PLAN**

Aye: 8 Nay: 0

On motion by Mr. Atkinson, seconded by Mrs. Vendrick, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby authorizes the incurrence of nonelectoral debt by the issuance of General Obligation Notes in a maximum aggregate principal amount not to exceed \$17,000,000.00, for the purpose of financing a Capital Improvement Program and a Refunding Program and paying the costs of issuing the notes; finding that a private negotiated sale is in the best financial interest of the school district; accepting a proposal for the purchase of the notes; authorizing the preparation and filing of a Debt Statement and other documentation; covenanting to create a sinking fund and to budget, appropriate and pay debt service on the notes and pledging the full faith, credit and taxing power of the school district for the notes; setting forth the substantial form of the notes, setting forth parameters for the maximum principal maturity amounts and dates and maximum interest rates and other details of the notes; authorizing the execution of a continuing disclosure agreement; appointing a paying agent and sinking fund depository; and authorizing other necessary action as per the attached.

CAPITAL PROJECTS

Aye: 8 Nay: 0

On motion by Mr. Atkinson, seconded by Mrs. Dewees, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby authorizes the reimbursement of prior expenditure of funds from the proceeds of Tax-Exempt Bonds to be issued for the financing of certain capital projects as per the attached.

**REIMBURSEMENT
RESOLUTION**

Aye: 8 Nay: 0

On motion by Mr. Atkinson, seconded by Mrs. Dewees, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the the contract of Dr. Margaret Billings-Jones, Assistant Superintendent, for a term of three (3) years, commencing July 1, 2025, through June 30, 2028, as per attached.

**ASSISTANT
SUPERINTENDENT
CONTRACT**

Aye: 7 Nay: 1 (Kehs)

On motion by Mrs. Dewees, seconded by Mrs. Vendrick, BE IT RESOLVED That the Oxford Area Board of School Directors hereby complies with the requests for tax penalty relief, as per attached.

TAX PENALTIES

Aye: 8 Nay: 0

On motion by Mrs. Dewees, seconded by Mr. Blessington, BE IT RESOLVED That the Oxford Area Board of School Directors hereby authorizes the Change to the 2024-2025 calendar to add an in-service day on May 20, 2025.

**2024-2025 SCHOOL
CALENDAR**

Aye: 8 Nay: 0

On motion by Mrs. Dewees, seconded by Mr. Blessington, BE IT RESOLVED That the Oxford Area Board of School Directors hereby authorizes the Change to the 2025-2026 calendar to place in-service day on public election days.

**2025-2026 SCHOOL
CALENDAR**

Aye: 8 Nay: 0

The Oxford Area Board of School Directors is considering the revision of the following policy:

POLICY REVISION

FIRST READING

3000 Series-Business

Policy # 3950 - Safety and Health

On motion by Mrs. Dewees, seconded by Mr. Atkinson, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby readopts the following policies:

POLICY READOPTION

3000 Series-Business

Policy # 3400 - Contracted Services
Policy # 3500 - Employee Liability Insurance
Policy # 3600 - Transportation - Student Transportation
Policy # 3700 - Food Service Free or Reduced Price Meals
Policy # 3710 - Food Service Cafeteria Meal charges and Collection of Debt
Policy # 3800 - Capital Asset Policy

Policy # 3900 - Integrated Pest management
Policy # 3910 - Record Retention Policy
Policy # 3960 - Service Animals in Schools

Aye: 8 Nay: 0

On motion by Mrs. Dewees, seconded by Mr. Atkinson, BE IT RESOLVED,
That the Oxford Area Board of School Directors hereby approves the
following policy revision.

POLICY REVISION

3000 Series-Business

Policy # 3300 - Reimbursement: Use of Personal Vehicle

Aye: 8

Nay: 0

To: Board of School Directors
From: Ronnie Lutz
Topic: Executive Order Compliance

CORRESPONDENCE

To: Board of School Directors
From: Ronnie Lutz
Topic: Agenda

Mrs. Warren read the following dates and times for upcoming events.

CALENDAR

Monday, April 1, 2025, Finance & Budget Meeting, 5 p.m., Administration Building
Tuesday, April 8, 2025, Policy Committee Meeting, 6 p.m., Administration Building
Tuesday, April 8, 2025, Athletics & Student Activities Committee Meeting, 6:30 p.m.,
Administration Building
Tuesday, April 8, 2025, Facilities & Safety Committee Meeting, 6:45 p.m., Administration
Building
Tuesday, April 8, 2025, Work Session, 7 p.m., Administration Building
Tuesday, April 18, 2025, Policy Committee, 6 p.m., Administration Building
Tuesday, April 18, 2025, Education Committee Meeting, 6:30 p.m., Administration Building
Tuesday, April 18, 2025, Regular Meeting, 7 p.m., Administration Building

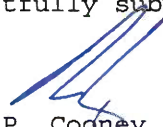
Mrs. Warren announced that the Board met in executive session on
March 11, 2025, to discuss the Assistant Superintendent's Contract.

**ANNOUNCEMENT OF
EXECUTIVE SESSION**

On motion by Mrs. Dewees, seconded by Mr. Blessington, the regular
meeting of the Oxford Area Board of School Directors adjourned at 8:22
p.m. by a unanimous vote.

ADJOURNMENT

Respectfully submitted,


Brian P. Cooney
Board Secretary

*All or a portion of this meeting may be video recorded for the purpose
of public broadcast.*