

**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, November 19, 2019, in the District Board Room. The meeting was called to order at 7:08 p.m. by President Joseph E. Tighe followed by the Pledge of Allegiance, led by Mr. Ralph Wroten.

ATTENDING WERE:

Joseph E. Tighe, President
Robert F. Tenga, Treasurer
Kristen E. Dean, Member
Stephen R. Gaspar, Member
Eric W. Owens, Member
Jenifer A. Warren, Member

ROLL CALL

ABSENT WAS:

Gary E. Olson, Member
Howard S. Robinson, Member
Mark V. Patterson, Vice President

ALSO ATTENDING WERE:

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

On motion by Dr. Owens, seconded by Mr. Gaspar, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the October 15, 2019 agenda as presented.

**APPROVAL OF
AGENDA**

Aye: 6 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 September 19, 2019 Work Session and the September 17, 2019 Regular Meeting as presented.

**APPROVAL OF
MINUTES**

Aye: 6 Nay: 0

Karen Devine, Director of Member Services, PSBA spoke to the board about school director training services available online and live through PSBA.

SUPERINTENDENT'S

The following school board members were presented with certificates for years of service: Howard Robinson, 12 years; Joseph Tighe, 8 years; Stephen Gaspar, 8 years; Gary Olsen, 8 years.

Dr. Margaret Billings-Jones presented the district report for the month of November.

Dr. Billings-Jones presented PVAAS data for grades 4, 5, 6, 7, and 8. Also presented was the PVAAS data for the high school Keystone Exams.

The state just released the building level scores called School Performance Profiles (SPP). The SPP based upon assessment measures show scores of over 70 percent for Hopewell, the Oxford Area High School and Nottingham. Penn's Grove also advanced this year to 56.6% while Elk Ridge fell to 55.6%. It is expected that the changes made this year in Penn's Grove will continue to advance student achievement and growth levels. The district will continue to work toward the advancement of all students.

Nottingham hosted the Oxford Reading Club this month and it was enjoyed by parents and students. Thank you to Nottingham for hosting this wonderful night and to Hopewell for assisting.

Elk Ridge hosted First Friday, promoting our title services for families in the community.

We continue our work in our curriculum cycle, looking at ELA and Math before the holiday break. Teachers in grades K-12 will be reviewing data with district administration and providing analysis and evaluation.

On motion by Mr. Gaspar, seconded by Mrs. Dean, 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: 6 Nay: 0

On motion by Dr. Owens, seconded by Mr. Gaspar, 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: 6 Nay: 0

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

PAYMENT OF BILLS

November 2019	
General Fund	\$2,795,694.10
Cafeteria Fund	\$93,555.76
Capital Projects Fund	\$189,590.66
Payroll Distribution	\$1,805,879.43

Aye: 6 Nay: 0

REPORTS

A copy of Mr. Robinsons report was provided to the board members

**INTERMEDIATE UNIT
AND TECHNICAL
COLLEGE HIGH SCHOOL**

Dr. Owens reported the Council met on, October 23, 2019.

**CHESTER COUNTY
SCHOOL BOARDS
LEGISLATIVE
COUNCIL**

HB 1897-requires school districts to establish full time cyber education programs.

HB 434-requires department of education to implement professional development on cultural awareness in schools.

HB 1315-would allow career and technical education certificates on transcripts.

SB 49-would allow personal finance courses to be used for graduation.

The next meeting of the School Boards Legislative Council will be held on January 27, 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 Dr. Owens, Chester County School Boards Legislative Council Representative.

Aye: 6 Nay: 0

The Facilities Committee met on November 12, 2019 and discussed preparations for winter and replacing bleachers in gym.

FACILITIES COMMITTEE

The Athletics and Student Activities Committee met on November 12, 2019. Discussion revolved around this season's success in cross country, field hockey and football.

**ATHLETICS AND
STUDENT ACTIVITIES
COMMITTEE**

The Budget and Finance Committee met on November 19, 2019. The 2021 Budget Calendar was discussed. The committee is deciding the Act 1 index base. Oxford's base is 3.6 while other schools in the area have a base of 2.6.

**BUDGET AND FINANCE
COMMITTEE**

The 2021 per pupil allocation of \$173 per student is on the agenda for approval tonight

The transportation contract for busses was discussed. This is up for renewal in June of 2020.

Mr. Tighe reported that there were several responses received and this item is on the agenda.

**BOARD IN-SERVICE/
BOARD GOALS**

During the week of November 10, 2019, schools across the district recognized American Education Week.

**STUDENT
REPRESENTATIVE'S
REPORT**

Elk Ridge would like to thank the high school athletes that came to read to students as part of this event.

Hopewell will be holding an essay contest on the topic of "What Makes Great Public Schools". There will be a 5th grade essay selected and a 6th grade essay selected, and these students will receive a Barnes and Noble gift card compliments of our PTO.

On Wednesday, November 13, 2019, as part of their transition plan into kindergarten, Jordan Bank hosted the annual community pre-school directors for a roundtable discussion on social/emotional health of students and how to address the needs in a typical setting.

The Land Conservancy for Southern Chester County is presenting a series of lessons regarding the environment and natural resource use at both Jordan Bank and Nottingham schools over the course of the next few weeks.

Nottingham students have begun strings lessons with Mrs. Hudson, orchestra instructor.

Nottingham parent teacher conferences will be held November 13-21, 2019, the last Hopewell conference will be held on November 21, 2019, and PG conferences are on Thursday, November 21, 2019 and Monday, November 25, 2019.

Students at Hopewell will be participating in Hopewell's annual Turkey Trot. This year a Fun Run has been added to the event. If you are interested in donating a grocery gift card to a family in need during this Thanksgiving Day season, please contact the main office.

Penn's Grove and the high school will be inducting members into Early Act and Interact, respectively, on Wednesday, November 20, 2019 at 6:30 p.m.

Winter sports tryouts have begun at PG and the high school and both are currently collecting items for the food drive and Neighborhood Services.

Additionally, the Oxford Area High School Leo's Club inducted new members on November 12, 2019; Tri M held their induction November 13, 2019; the National Honor Society, NEHS, Science National Honor Society, Spanish Honor Society, and French Honor Society will be inducting new members in a collective ceremony this Thursday, November 21, 2019.

The Oxford Area High School Music Department will be holding its winter concert on Sunday, December 15, 2019 at 2 pm.

Congratulations to the high school football team for a great season and their qualification for playoffs this year. We are all thankful to the coaches; players, parents, and everyone who has helped make this an incredible 2019 season.

Lastly, PSATs were held in late October. Scores will be released in early December, at which time meetings will be scheduled to review scores and ensure easy access through College Board.

All schools wish everyone a Happy Thanksgiving!

Mr. Woods reminded all that this week is American Education Week and that the Citadel Heart of Learning Award is accepting nominations.

**REPORT OF
SCHOOL
PROGRAMS**

Oxford Area High School Student Council will host the ninth annual Holiday Festival for elementary age children and their families on Saturday, December 7, 2019 from 9 a.m. to noon in the high school cafeteria. Come out and enjoy the activities.

PTO will be sponsoring a Secret Santa Shop and Book Fair during the festival hours. Requested admission to the festival is a new, unwrapped toy for the high school's annual Toys for Tots drive.

Congratulations to three Oxford Area High School seniors who will sign national letters of intent to participate in athletics at the collegiate level. Brennan Rozich will play baseball at Kutztown University; Kevin Quin will join the wrestling team at Belmont-Abbey College; and Ryan Santangelo, will play baseball at the University of Charleston in West Virginia.

Congratulations to the students in Suzanne Lauer's creative writing class at Oxford Area High School, who entered the recent Young Writer's Survival Sagas: Mission Contamination Contest. Each of the students wrote a contamination themed survival story with a 100 word limit.

Six of the nine entries were chosen to appear in the publication *Mission Contamination-Stories from Pennsylvania*. The students who submitted entries for the contest are seniors Rachel Peak, Kevin Puckett and Justin Wentzel; junior Andrew Cahill; and sophomores Robert Peterman, Samuel Tequianes, Lillian Lemus, Jack Snock and Laura Omn. National award winners will be announced in April from over ten thousand entries.

Mr. Canaday will be attending a principals meeting in December with the Air Force Junior ROTC program. Oxford as well as neighboring districts were approached to combine with the current existing program at Coatesville Area School District.

The Nottingham strings program is flourishing. Forty students are participating. There is a need for instruments, so if you would like to donate, please contact Mr. Woods. Oxford Educational Foundation supplied the seed money to start this program.

OLD BUSINESS

On motion by Mr. Tenga, seconded by Mr. Gaspar, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the board goals as per attached.

BOARD GOALS

Aye: 6 Nay: 0

NEW BUSINESS

Mr. Tighe allowed time for persons who requested to be placed on the agenda. There were none.

RECOGNITION OF PERSONS WHO REQUESTED TO BE PLACED ON AGENDA

On motion by Dr. Owens, seconded by Mrs. Warren, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the following professional personnel items.

PERSONNEL- PROFESSIONAL

Resignations

Name: Denise Hicks
Position: Grade 6 Teacher, Hopewell School
Effective: November 22, 2019

Name: Leah Lopez
Position: Grade 2 Teacher, Elk Ridge School
Effective: December 20, 2019

Supplemental Resignations

Name: Karly Belford
Position: Girls Basketball Coach, Penn's Grove School
Effective: October 31, 2019

Name: William Fitzpatrick
Position: Wrestling Assistant Coach, Penn's Grove School
Effective: October 31, 2019

Name: Michaela Vacca
Position: Girls Basketball Assistant Coach, Penn's Grove School
Effective: October 31, 2019

Appointments

Name: Angela Orloski
Position: Reading Specialist, Elk Ridge School
Appointment: Long Term Substitute
Salary: Step 1 M + 45, \$56,640
Effective: To Be Determined
Replacing: Heather McGinn, Transferred

Name: Melissa Verikakis
Position: Special Education Teacher, Oxford Area High School
Appointment: Professional Employee
Salary: Step 7, \$59,663 + \$250
Effective: December 3, 2019
Replacing: New Position

Change in Resignation Date

Name: Erika Seaman
Position: Physical Education Teacher, Oxford Area High School
Effective: From: To Be Determined
To: November 22, 2019

Leave of Absence

Name: Gina Metanchuk
Position: Grade 2 Teacher, Elk Ridge School
Type: Excess Family Illness
of days: up to 8.5 days
Effective: November 20, 2019

Salary Changes-Professional

Encarnacion, Cortney, from 2 M, \$54,671 to 2 M + 15, \$55,553 effective August 22, 2019
Hood, Brian, from 7 M + 15, \$60,551 to 7 M + 30, \$61,442 effective August 22, 2019
Pierdomenico, Christopher, from 3 B, \$51,390 to 3 B + 24, \$52,665 effective February 1, 2020

Aye: 6 Nay: 0

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

**PERSONNEL-NON-
PROFESSIONAL**

Retirement

Name: Laura Lindsey
Position: Building Secretary, Nottingham School
Effective: November 11, 2019

Resignations

Name: Wendy Grasty
Position: Nurse, Jordan Bank School
Effective: November 25, 2019

Name: Cristina Jiminez
Position: Custodian, Penn's Grove School
Effective: November 8, 2019

Name: Ibet Ortiz Flores
Position: Instructional Aide-ESL, Penn's Grove School
Effective: November 8, 2019

Name: Cheryl Sharkey
Position: Food Service 5.75/182, Elk Ridge School
Effective: December 20, 2019

Appointment

Name: Tina Hoang
Position: Cafeteria Aide, Elk Ridge School
Salary: \$10.89 per hour
Effective: November 20, 2019
Replacing: Rosemary Bauer, Transferred

Substitute Appointments

Name: Wendy Grasty
Position: Substitute Nurse, District
Salary: \$105.00 per day
Effective: November 20, 2019

Name: Jaye Ann Hostetler
Position: Substitute Nurse, District
Salary: \$105.00 per day
Effective: November 20, 2019

Change in Resignation Date

Name: Lauren Walsh
Position: Instructional Aide-Special Education, Jordan Bank School
Effective: From: October 11, 2019
To: October 16, 2019

Name: Lauren Walsh
Position: Instructional Aide Special Education, Jordan Bank School
Effective: From: October 11, 2019
To: October 16, 2019

Aye: 6 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 supplemental personnel:

SUPPLEMENTALS

Aye: 6 Nay: 0

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

VOLUNTEERS

JAIME ANDERSON, JENNIFER BERG, CYNTHIA CRABB, KAYLA FALLS, PAMELA GEHM, DEBORAH HOLDSWORTH, MARY KNIGGE, NEIL KRIVANEK, LIANA MARTINO, TIFFANY MCPEAK, MARYANN RIESS

Aye: 6 Nay: 0

As required by the Public School Code, Section 1108, the Superintendent has certified to the Board Secretary that the work of the Temporary Employees named below are satisfactory since they have now completed their probationary period. The Code requires the Secretary to note that they have attained Professional Employee status in the Board records. They will be notified of this fact and offered a regular contract of employment. This action is ministerial. The power of rating Temporary Professional Employees and certifying them for tenure is reserved to the Superintendent; no Board action is involved. The Secretary will place the following names in the minutes as having attained the status of Professional Employee:

AWARDING PROFESSIONAL CONTRACTS

Louise Haggerty, Karen King

On motion by Mr. Gaspar, seconded by Mrs. Warren, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the CDC National Youth Tobacco Survey for Oxford Area High School and Penn's Grove School students as per attached.

NATIONAL YOUTH TOBACCO SURVEY

Aye: 4 Nay: 2 (Dean, Tighe)

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

CONSENT AGENDA

Course Supplemental Technology (APP)

Temporary approval of the Course Supplemental Technology (APP) as per attached list.

Per Pupil Allocation

Approval of the per pupil allocation for the 2020-2021 school year general fund budget, set at \$173.00.

Aye: 6 Nay: 0

Budget Transfer

Approval of budget transfers from the 2018-2019 school year in the amount of \$3,428,792.49 as per attached.

Aye: 6 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 expulsion of Student ID xxxxxx4829.

EXPULSION

Aye: 6 Nay: 0

On motion by Mrs. Warren, seconded by Dr. Owens, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the rescinding of the following policy:

RESCISSION OF POLICY

Article #7 - Programs (Series 7000)

Policy # 7710 - Career and Technical School Admission

Aye: 6 Nay: 0

On motion by Mr. Gaspar, seconded by Mr. Tenga, BE IT RESOLVED, That Area Board of School Directors hereby approves the re-adoption of the following policies:

POLICY RE-ADOPTION

Article #1 - Community Relations (Series 1000)

Policy # 1330 - Use of School Facilities: Fee Schedule

Article #7 - Programs (Series 7000)

Policy # 7210 - Adoption of Textbooks

Aye: 6 Nay: 0

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

**POLICY
REVISION**

First Reading

Article 1 - Community Relations - (Series 1000)

Policy # 1330 - Use of School Facilities: Fee Schedule
Policy # 1400 - Use of School Facilities: Tobacco - Free Schools

Article 3 - Business - (Series 3000)

Policy # 3910 - Record Retention Policy
Policy # 3950 - Safety and Health

Article 7 - Programs - (Series 7000)

Policy # 7700 - Career and Technical School Admissions

A copy of the policies listed is available in the Administration Building, 125 Bell Tower Lane, Oxford, PA for examination and comment. The policies can be viewed on the website at 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, December 3, 2019, Reorganization Meeting, 7:00 p.m., Administration Building

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

**RECOGNITION OF
VISITORS**

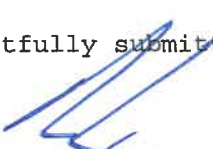
Mr. Tighe announced there will be an executive session on December 3, 2019.

**ANNOUNCEMENT
OF EXECUTIVE
SESSION**

On motion by Mr. Gaspar, seconded by Mr. Tenga, the regular meeting of the Oxford Area Board of School Directors adjourned at 8:21 p.m. by a unanimous vote.

ADJOURNMENT

Respectfully submitted,


Brian P. Cooney
Board Secretary