

**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, January 15, 2019, in the District Board Room. The meeting was called to order at 7:05 p.m. by President Joseph E. Tighe followed by the Pledge of Allegiance.

ATTENDING WERE:

- Joseph E. Tighe, President
- Mark V. Patterson, Vice President
- Robert F. Tenga, Treasurer
- Stephen R. Gaspar, Member
- Kristen E. Dean, Member
- Gary E. Olson, Member
- Eric W. Owens, Member
- 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 Mr. Tenga, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the January 15, 2019 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 November 13, 2018 Work Session and the November 20, 2018 Regular Meeting and the December 4, 2018 Reorganization Meeting as presented.

**APPROVAL OF
MINUTES**

Aye: 9 Nay: 0

Mr. Woods yielded his time to Dr. Margaret Billings-Jones who gave the report for the month of January. There are 15 weeks remaining before the ECA students graduate.

**SUPERINTENDENT'S
REPORT**

The last Family Read of 2018 was held at Elk Ridge prior to the holiday break.

In late December, PDE released the School Performance Profile(SPP). This is part of the Educator Effectiveness System. The SPP provides an academic score based on PSSA and other state tests. A building level academic score is calculated. Fifteen percent of this score is used in the Educator Effectiveness System for each teacher's evaluation.

Scores for each school were presented.

Dr. Billings Jones explained that the district has moved up two percentage points in Penn's Grove and Elk Ridge. There was a five percent drop in Hopewell and a significant increase in Nottingham over last year. She also stated that even if we are not meeting the standard in percentage in some buildings, we are exceeding the growth.

Curriculum review four year cycle meetings continue with guidance counselors meeting tomorrow.

A parent and student meeting will be held on February 5, 2019, 6:30 p.m. at Penn's Grove. This meeting will present the many career pathways available to students as they enter high school.

The Safe to Say program is in place. The team of administrators received training on taking tips. Students at High School, Penn's Grove and Hopewell will all receive training on January 24 and 25, 2019.

A twenty-five thousand dollar grant was received from the PA Commission on Crime and Delinquency. These funds will be used to train our "Hive" team and for security.

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. Gaspar, 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 School
Oxford Area High School
Athletic Officials Account

Aye: 9 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

<u>January 2019</u>	
General Fund	\$5,523,486.05
Cafeteria Fund	\$126,119.09
Capital Projects Fund	\$67,844.81
Payroll Distribution	\$3,616,120.27

Aye: 9 Nay: 0

REPORTS

Mr. Robinson distributed a list of Chester County Legislators so people may know who their legislators are and may contact them. There are twenty-one legislators in Chester County, three of whom serve the Oxford community.

REPORT OF CHESTER COUNTY INTERMEDIATE UNIT AND TECHNICAL COLLEGE HIGH SCHOOL

Mr. Robinson stated that the Chester County Intermediate Unit began in 1972 with one building in Coatesville and twenty-four employees. It is now comprised of fifty different Intermediate Unit buildings and with one thousand, eight hundred employees is one of the largest employers in Chester County

In other IU news, Dr. Joe O'Brien will be retiring June 30, 2019. Dr. O'Brien has served as the CCIU's Executive Director for the past twelve years.

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 Mr. Robinson, Chester County Intermediate Unit and Technical High School Representative.

Aye: 9 Nay: 0

Mr. Tenga reported that the committee met prior to the board meeting and discussed the budget calendar for the upcoming year.

FINANCE AND BUDGET COMMITTEE

The Act 1 Index for the next year was discussed. It was determined that there is no reason to raise the Act 1 index above the 3.2 percent.

The preliminary revenue report shows an increase in state funding but not as much as in the previous two years.

Our unassigned general fund balance is below the eight percent, so there is no need to transfer money.

Ms. Watkins was not in attendance however her report follows:

STUDENT REPRESENTATIVE'S REPORT

Jordan Bank reports that the students are in the process of taking mid-year benchmark assessments and that the Lancaster Children's Museum Hands-on-House will be visiting on January 29, 30 and 31, 2019 to present lessons on the topic of science.

Electronic reports of student progress will be available for parents through PowerSchool after January 30, 2019. A Parent University has been scheduled for Friday, January 31, 2019 for anyone needing assistance is getting into the online system or understanding how to read the report.

Congratulations to Elk Ridge December students of the month; John Shoremount, Bobby Prettyman, Charles Kneis, Daisy Gonzalez Salas, Auriana Combs, Faith Hughes, Natalie Bell, Tucker laughinghouse, Alyssa Sivels, Shiamme Walton, Ruby Tohrer, Aaliyah heron, Matthew Gilbert, Shirley Chavez-Garcia, Riley Kluge, Emily Smith, Peyton Sanford, Ashlyn Phillippe, Alexis Caulfield, Antonio Lopez Lopez, Samantha Smoker, Gabriela Beltran and Christian Andrade Santiago.

Thank you to the students and parents who attended the Elk Ridge Family Read and to Mr. Maule, Mrs. Hannum and all of Hopewell band and chorus students that came to Elk Ridge to sing and play holiday songs to the students.

Thank you to the Technical College High School students who spent a few days at Elk Ridge presenting career options to our students and to the high school administration, faculty and staff for hosting our first grade Polar Express trip.

Eighty-five Nottingham students earned Hornet Green Tickets for the month of December and as of January 14, 2019, forty-five students had earned their Hornet Green Tickets for the month of January.

The annual Nottingham holiday food drive resulted in the donation of six hundred thirty cans and boxes of food to the Oxford Presbyterian Church food cupboard.

Nottingham announces the 2018-19 Grade 3 and 4 Envirothon Team has been selected. The team will be training afterschool until the county wide competition in May. This past year over one hundred Grade 3 and Grade 4 students tried out for the team.

National Assessment of Educational Progress NAEP is coming to Nottingham on February 6, 2019. A group of fifty Grade 4 students have been randomly selected to participate in the assessment. This is the largest nationally represented and continuing assessment of what America's students know and can do in various subject areas. The Nottingham students who participated in February 2017 had a 98% participation rate and this earned recognition from the organization.

Nottingham will hold their Winter Concert on January 16, 2019 at 7:00 p.m. at Penn's Grove Auditorium. This year's band consists of one hundred ten musicians and a chorus of forty singers.

Hopewell congratulates their band and chorus students along with Mr. Maule and Mrs. Hannum. The winter concert was magical and we are very proud of everyone who participated in some way to make this a great evening. The band and chorus visited many community sites for caroling.

Hopewell students presented research reports on a variety of countries during the week of December 17, 2018. These reports were featured on iPads and students also shared food from their designated country. The reports were impressive and students' families joined the celebration in this Country Symposium. Special thanks to our sixth grade students and teachers who coordinated this event, and to the Library Media Specialist, Mrs. Pongracz who worked with teachers and students to develop this project.

Fifth grade students visited the Chester County Technical College High School (CCTCHS) on January 11, 2019. Students were able to see what career opportunities are available there. As part of the PDE 339 plan, Hopewell Elementary has partnered with CCTCHS at Pennock's Bridge in West Grove. Thanks to Mrs. Gioffre for her assistance in planning this day.

Congratulations to sixth grader Joseph Hill who is the Geography Bee champion and to Hopewell students of the month for January.

Hopewell's Early Act Club sponsored the annual Hopewell Holiday Shop. Items were generously donated by district staff and the community. A wide variety of choices were available for students to purchase for family and friends. The Early Act Club raised over \$1,100.00 which will benefit Oxford Neighborhood Services.

Hopewell's STEM Fair will be held on January 30, 2019; a Principal's Breakfast Coffee will be held on January 25, 2019; and Hopewell will host Dads and Donuts on Friday, February 8, 2019.

Penn's Grove School reports that Oxford Center for Dance held another great assembly to kick off the holiday season.

The November and December Students of the Month were recognized and congratulated.

Congratulations to our new Early Act Inductees who were welcomed in a ceremony on November 28, 2018.

Penn's Grove ran a food drive and collected socks for the homeless in Philadelphia during the month of December. They have also collected items for our Holiday Room such as pajamas, board games, puzzles, slippers, action figures, and craft kits to give to Neighborhood Services on December 17, 2018.

Student Council held their first dance of the year on Friday, January 11, 2019 and Penn's Grove Parent/Teacher conference dates are now available on the Penn's Grove website.

Oxford Area High School reports that the Holiday Festival, put on by Student Council, was a success with a packed house.

On January 14-17, 2019 students will be taking mid-term exams.

January 15, 2019 Oxford Area High School will host an informational night for current eleventh grade families who may be interested in Early Enrollment through Thaddeus Stevens.

Mr. Woods congratulated the members of the high school varsity football and field hockey teams who recently received the Daily Local News 2018 All Area Honors. In football, senior Sam Blevins All-Area Offensive Second Team and seniors Brett Kochmansky, and Nate Rodriguez along with junior Tim Faber received All-Area Honorable Mention.

**REPORT OF
SCHOOL
PROGRAMS**

In field hockey, senior Reese Canaday was named to the All-Area Second Team and Julie Gunzel and Abby Harsh received All-Area Honorable Mention.

Reese Canaday was also named to Philadelphia Field Hockey 2018 Senior All-Star Team, and competed in the annual Philadelphia area all-star game in November at Bryn Mawr College. Reese will continue her athletic career this fall at Liberty University.

Congratulations also to Class of 2016 graduate Ryan Snowden, who recently earned a scholarship to play ice hockey at Ohio State University. For the past two years Ryan has played junior hockey

with the Central Illinois Flying Aces of the United States Hockey League, and will join the team at Ohio State this fall.

Thirty members of the Oxford Area High School chapter of Future Farmers of America attended the Midwinter FFA Convention on January 7, 2019 at the Harrisburg Farm Show complex. The students learned about the scope and impact of Pennsylvania agriculture. At the February meeting there will be a presentation by students who earned awards.

NEW BUSINESS

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

RECOGNITION OF PERSONS WHO REQUESTED TO BE PLACED ON AGENDA

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

PERSONNEL- PROFESSIONAL

Supplemental Resignation

Name: Stephen Cahill
Position: Stage Technical Student Production, Oxford Area High School
Effective: January 14, 2019

Appointments

Name: Christopher Garchinsky
Position: Supervisor of Special Education, District
Salary: \$91,500 (prorated)
Effective: To Be Determined
Replacing: Rachel Bixler, Resigned

Name: Kevin Karabin
Position: Social Studies, Penn's Grove School
Appointment: Long Term Substitute
Salary: Step 1 B, \$49,461 (prorated)
Effective: January 22, 2019 until the end of the 2018-2019 school year
Replacing: David Sample, Leave of Absence

Name: Kathryn Rappold
Position: Guidance Counselor, Oxford Area High School
Appointment: Long Term Substitute
Salary: Step 1 M, \$53,490 (prorated)
Effective: January 16, 2019 until the end of the 2018-2019 school year
Replacing: Grant Funded

Supplemental Appointment

Name: Daniel O'Brien
Position: Shakespeare, Hopewell School
Salary: \$2,227.40
Effective: January 16, 2019

Leaves of Absence

Name: Kristen Adams
Position: Grade 4 Teacher, Nottingham School
Type: Parental Leave
Effective: December 7, 2018 until the end of the 2018-2019 school year

Name: Stephanie Intonato
Position: Special Education Teacher, Elk Ridge School
Type: Excess Family Illness
of Days: Up to 8.5 excess family illness days
Effective: January 15, 2019 until the end of the 2018-2019 school year

Change in Leave of Absence

Name: David Sample
Position: Social Studies Teacher, Penn's Grove School
Type: Leave of Absence
Effective: From: August 22, 2018 until the end of the first semester of the 2018-2019 school year
To: August 22, 2018 until the end of the 2018-2019 school year

Changes in Effective Date

Name: Kaitlyn Kindig
Position: Social Studies Teacher, Oxford Area High School
Appointment: Long Term Substitute
Effective: From: August 23, 2018 until the end of the first semester of the 2018-2019 school year
To: August 23, 2018 until April 3, 2019

Name: Susan Sumner
Position: Grade 2 Teacher, Elk Ridge School
Appointment: Long Term Substitute
Effective: From: August 22, 2018 until the end of the first semester of the 2018-2019 school year
To: August 22, 2018 until the end of the 2018-2019 School year

Name: Michele Fleming
Position: .5 Business Teacher, Oxford Area High School
Appointment: Long Term Substitute
Effective: From: October 17, 2018 until the end of the first semester of the 2018-2019 school year
To: October 17, 2018 until the end of the 2018-2019 School year

Salary Changes-Professional

Hostetter, Justin, from 2 B + 24, \$51,933 to 2 M, \$54,222 effective August 22, 2018
Robinson, Alyssa, from 2 B, \$50,193 + \$250 to 2 M, \$54,222 + \$250 effective February 1, 2019
Shoop, Alicia, from 2 B + 24, \$51,933 + \$250 to 2 M, \$54,222 + \$250 effective February 1, 2019.

Aye: 9 Nay: 0

On motion by Mrs. Warren, 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**

Resignations

Name: Jennifer Brower
Position: Attendance Secretary, Jordan Bank School
Effective: December 4, 2018

Name: Sarah McKinney
Position: Secretary 7.5/215
Effective: January 25, 2019

Appointments

Name: Maryanne Boyd
Position: Attendance Secretary, Jordan Bank School
Salary: \$13.39 per hour
Effective: January 2, 2019
Replacing: Jennifer Brower, Resigned

Name: Lisa Pilaitis
Position: Instructional Aide Special Education, Penn's Grove School
Salary: \$11.64 per hour
Effective: December 17, 2018
Replacing: Dana Webb, Resigned

Substitute Appointments

Name: Charlotte Adams
Position: Food Service Substitute, District
Effective: January 16, 2018

Name: Melissa Locke
Position: Food Service Substitute, District
Effective: January 16, 2018

Name: Melissa Locke
Position: Service and Support Substitute, District
Effective: January 16, 2018

Transfers

Name: Nancy Berkowich
Position: From: Food Service 3.50, Oxford Area High School
To: Food Service 5.25, Oxford Area High School
Effective: January 2, 2019
Replacing: Deborah Freeman, transferred

Name: Deborah Freeman
Position: From: Food Service 5.25, Oxford Area High School
To: Food Service 7.00, Oxford Area High School
Effective: January 2, 2019
Replacing: Oma Barker, Retired

Aye: 9 Nay: 0

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

VOLUNTEERS

MICHAEL LOGUE, MARIA GUADALUPE ZAVALA

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 approves the following consent agenda items:

CONSENT AGENDA

Section 1302 Students

- Students named on the attached list to be considered a resident of the school district for the 2018-2019 school year in accordance with Section 1302 of the Public School Code.

Sweigart Consulting Services Contract

- Approval of the service contract between Sweigart Consulting LLC and Oxford Area School district effective through April 3, 2020 as per the attached.

Audit Report for the Year Ended June 30, 2018

- Approval of the Report on Examination of Financial Statements and Additional Information for the Year Ended June 30, 2018, as prepared by Barbacane, Thornton & Company LLP.

Aye: 8 Nay: 0

January 2019

**SCHOOL DIRECTOR
RECOGNITION MONTH**

WHEREAS, the role of the locally elected school officials has served The Commonwealth of Pennsylvania and local communities in meeting the needs of public education since the passage of the Free School Act in 1934; and

WHEREAS, these local boards have discharged their responsibilities to public education in a manner which has placed public education in the forefront of our educational system; and

WHEREAS, locally elected officials have distinguished themselves and their communities in This nonpaid, volunteer public service commitment, and

WHEREAS, the contributions of these men and women should be recognized and appreciated by those who benefit from the workings of our public school system;

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the Pennsylvania School Boards association hereby proclaims the month of January as School Board director recognition Month in this Commonwealth; and

FURTHER RESOLVED, that this proclamation be communicated to all school districts, school officials and local communities in a planned program which brings visibility and awareness to the role of locally elected school officials to the citizenry of this Commonwealth.

On motion by Mr. Tenga, seconded by Mr. Gaspar, BE IT RESOLVED, That The Oxford Area Board of School Directors hereby authorizes the Administration to work with PFM Financial Advisors LLC as Independent Financial Advisors, RBC Capital Markets as Underwriter, Saul Ewing as Bond Counsel and the District's Solicitor, to proceed with the issuance of General Obligation Bonds in the estimated amount of five million dollars, the proceeds of which will be used towards the refinancing of the outstanding Series A of 2013 Note.

2019 BOND ISSUE

Aye: 9 Nay: 0

On motion by Mr. Olson, seconded by Mr. Tenga, BE IT RESOLVED, That The Oxford Area Board of School Directors hereby approves the following resolution:

**TAX RATE
CERTIFICATION
RESOLUTION**

WHEREAS, on June 27, 2006, the Pennsylvania legislature passed Act 1 of the Special Session 2006, entitled the "Taxpayer Relief Act" (hereinafter "Act 1");

WHEREAS, Act 1 requires school districts to limit tax increases to the level set by an inflation index unless the tax increase is approved by voters in a referendum or the school district obtains from the Department of Education or a court of common pleas certain referendum exceptions;

WHEREAS, Act 1 does, however, allow a board of school directors to elect to adopt a resolution indicating that it will not raise the rate of any tax for the support of the public schools for the following fiscal year by more than its index, provided this resolution must be adopted no later than 110 days prior to the date of the election immediately preceding the upcoming fiscal year;

WHEREAS, the Act 1 Index for the 2019-2020 fiscal year is 3.2%;

WHEREAS, the Oxford Area Board of School Directors has made the decision that it shall not raise the rate of any tax for the support of the General Fund Budget for the 2019-2020 fiscal year by more than its index.

AND NOW, on this 15th day of January, 2019, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby makes the following unconditional certifications:

1. The Oxford Area Board of School Directors certifies that it will not increase any school district tax for the 2019-2020 school year at a rate that exceeds the index as calculated by the Pennsylvania Department of Education.

2. The Oxford Area Board of School Directors certifies that it will comply with the procedures set forth in Section 687, of the Pennsylvania Public School Code, 24 P.S. §6-687, for the adoption of its proposed and final budget.

3. The Oxford Area Board of School Directors certifies that increasing any tax rate less than or equal to the index will be sufficient to balance its final budget of the 2019-2020 fiscal year.

4. The Administration of the Oxford Area School District will submit the District's information on a proposed increase in the rate of a tax levied for the support of the district to the Pennsylvania Department of Education no later than five days after the Board's adoption of this Resolution.

5. The Administration of the Oxford Area School District will send a copy of this Resolution to the Pennsylvania Department of Education no later than five days after the Board's adoption of this Resolution.

6. The Oxford Area Board of School Directors understands and agrees that by passing this Resolution, it is not eligible to seek referendum exceptions under Section 333 (f) of Act 1 and is not eligible to request approval from the voters through a referendum to increase a tax rate by more than the index as established for the 2019-2020 fiscal year.

7. Once this Resolution is passed, the Administration of the Oxford Area School District is not required to comply with the preliminary budget requirements set forth in paragraphs (a) and (c) of Section 311 of Act I Provided, however:

a. The Oxford Area Board of School Directors understands and agrees that, upon receipt of the information submitted by the District as set forth in paragraphs 4 and 5 above, the Pennsylvania Department of Education shall compare the District's proposed percentage increase in the rate of the tax with the index.

b. Within ten days of this information, the Pennsylvania Department of Education Shall inform the District whether its proposed tax rate increase is less than or equal to the index.

c. If the Pennsylvania Department of Education determines that the District's proposed increase in the rate of the District's tax exceeds the index, the District is subject to the preliminary budget requirements as set forth in paragraph (a) and (c) of section 311 of Act 1.

Aye: 9 Nay: 0

Mr. Tighe announced the following upcoming meetings and events:

CALENDAR

Tuesday, February 12, 2019, Athletics & Student Activities Committee, 6:30 p.m., Administration Building
Tuesday, February 12, 2019, Facilities Committee, 6:45 p.m., Administration Building
Tuesday, February 12, 2019, Work Session, 7:00 p.m., Administration Building
Tuesday, February 19, 2019, Regular Meeting, 7:00 p.m., Administration Building
Tuesday, March 12, 2019, Athletics & Student Activities Committee, 6:30 p.m., Administration Building
Tuesday, March 12, 2019, Facilities Committee, 6:45 p.m., Administration Building
Tuesday, March 12, 2019, Work Session, 7:00 p.m., Administration Building
Tuesday, March 19, 2019, 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 Mr. Tenga, the regular meeting of the Oxford Area Board of School Directors adjourned at 7:58 p.m. by a unanimous vote.

ADJOURNMENT

Respectfully submitted,



Brian P. Cooney
Board Secretary