# 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, April 16, 2019, in the District Board Room. The meeting was called to order at 7:01 p.m. by President Joseph E. Tighe followed by the Pledge of Allegiance.

ATTENDING WERE:

ROLL CALL

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

#### ALSO ATTENDING WERE:

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

On motion by Mr. Olson, seconded by Mr. Gaspar, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the April 16, 2019 agenda as presented.

APPROVAL OF AGENDA

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 minutes of the March 19, 2019 Work Session and the March 19, 2019 Regular Meeting as presented.

APPROVAL OF MINUTES

Aye: 9 Nay: 0

Mr. Woods introduced Athletic Director, Mike Price, and Principal, James Canaday. Mr. Price introduced four student athletes and who qualified for states in their sport.

SUPERINTENDENT'S REPORT

Sophomore, Taj Lanier qualified for PIAA girls' cross-country state championship meet and was named to the All Ches-Mont League First Team.

Junior Bruce Trimmer qualified for the PIAA boys' cross-country state championships meet.

Senior Sam Blevins qualified for the PIAA wrestling state championships as a heavyweight and was named to the All Ches-Mont League First Team and received the District 1 Academic Award. Sam was also named to the All-Area Second Team for football, and earned All-Eastern Pennsylvania Honorable Mention. He is also a recipient of the National Scholar-Athlete Award and will participate in the annual Chester County Valor Bowl charity game in May.

Senior Michael Fazio qualified for the PIAA swimming state championships for the third year. Michael will graduate holding school records in the 50, 100 and 200 freestyle events, the 100 backstroke and the 200 individual medley.

Mr. Woods yielded the balance of his time to Dr. Billings-Jones who updated the board on current curriculum review and the Federal Programs Community Engagement initiative.

Family Read will be held at Hopewell on May 8, 2019.

Oxford Reading Club was held on April 10, 2019 at Elk Ridge. Students are writing and illustrating their own books. These will be presented in May.

First Friday in May will be held May 3, 2019 and will celebrate Cinco de Mayo. Nottingham and Hopewell staff will be providing activities for the community.

Cyclical Monitoring was completed on April 3, 2019. Thanks to Jordan Bank, Elk Ridge, Nottingham and Hopewell schools.

PA Assessments are coming:

#### **PSSA**

ELA: Wednesday, April 24 - Friday, April 26, 2019 Nottingham, Hopewell and Penn's Grove (3-8)

Math: Monday, April 29 - Tuesday, April 30, 2019, Nottingham and Penn's Grove

Tuesday, April 30 - Wednesday, May 1, 2019, Hopewell Science: Wednesday, April 1, 2019, Nottingham (4) and Penn's Grove (8)

## Keystone (end of course)

Algebra I: Tuesday, May 14 and Wednesday, May 15, 2019, High School Wednesday, May 22 and Thursday, May 23, 2019, Penn's Grove

Biology: Thursday, May 16 and Friday, May 17, High School Literature: Tuesday, May 21 and Wednesday, May 22, High School

Summer School will be held July 8, 2019 through August 1, 2019, 8:15 a.m. to 12:45p.m. at Hopewell School. Please complete paperwork and return by May 1, 2019.

Academies will be held again this year as well as Young Scholars hosted by the YMCA. Please see website for more details.

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: 9 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: 9 Nay: 0

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

PAYMENT OF BILLS

## April 2019

 General Fund
 \$1,439,940.18

 Cafeteria Fund
 \$81,556.00

 Capital Projects Fund
 \$14,273.70

 Payroll Distribution
 \$2,712,557.11

Aye: 9 Nay: 0

#### REPORTS

Mr. Robinson reported that the Chester County Intermediate Unit Board of Directors reviewed, in the first reading, the draft of the 2019-20 Marketplace budgets. Joe O'Brien, executive director and Joe Lubitsky, director of administrative services, presented the 2019-20 budgets to the Board. The CCIU Board will vote on the Marketplace budgets on April 17, 2019. A key point made by Joe Lubitsky was that the cost of marketplace programs for purchase by Chester County school districts would increase 1.56 percent, which is below the Act 1 Statewide Index of 2.3 percent.

REPORT OF CHESTER COUNTY INTERMEDIATE UNIT AND TECHNICAL COLLEGE HIGH SCHOOL

Dr. Kirk Williard, director of career, technical and customized education, Dr. Noreen O'Neill, director of innovative educational serviced, Dr. Danielle Schoeninger, assistant director of human resources, and Ms. Melissa Smith, assistant director of communications and learning solutions gave a follow-up presentation regarding our CCIU Leadership Development Program.

In its third year, the program has proven to be successful and well-liked by the participants. During the 2018-19 school year. We worked with Owen J. Roberts School District, as they requested to try a pilot in their district. Overall, the district is pleased with how the program is going and their staff seems to be enjoying the experience. The hope is that more districts consider this program to train their current staff for leadership roles.

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. Gaspar reported that the committee met on April 9, 2019. He thanked those who helped with the softball fields. The committee discussed gating off the utility road at the high school.

ATHLETICS AND STUDENT ACTIVITIES COMMITTEE

Mr. Gaspar reported that the committee met on April 9, 2019 and discussed security and crossing guards with the Borough of Oxford. **FACILITIES** COMMITTEE

Mr. Tenga stated the committee met on April 16, 2019 and discussed final budget increase of 1.27 million which is a 1.83 percent increase. BUDGET COMMITTEE We may need to increase property taxes by 1 percent. This still needs to be decided. The next step is to have the PDE-2028 available for public inspection. The next meeting will be May 28, 2019 to set cafeteria pricing.

FINANCE AND

Mrs. Warren stated that the committee met April 9, 2019 and discussed the Series 1000 and 2000 policies. The majority will be recommended for re-adoption next month.

POLICY COMMITTEE

Ms. Watkins submitted the following report: Congratulations to all students of the month for April 2019. STUDENT REPRESENTATIVE'S REPORT

All schools have now started the fourth marking period which is the final marking period, happy three quarters of the way there everyone!

Jordan Bank Reports that Kindergarten Registration for the 2019-2020 school year will be Tuesday, April 23rd, Wednesday, April 24th, and Thursday, April 25th from noon until 3 PM and 4 PM until 7 PM and Friday, April 26th from 9 AM until 3 PM. Families with a child turning age 5 on or before September 1, 2019 are encouraged to enroll during these dates and times in the Jordan Bank School library.

We are continuing to complete our transition plan for children entering kindergarten next year. Dr. Hamburg has completed his visits to meet and read to all of the local pre-school students. Tours of the school are in the process of being scheduled.

Our students recently participated in Art Goes to School, a program established to provide students opportunities to further experience and appreciate well-known artists and art. Our school would like to express sincere appreciation to the three volunteers who presented the art to our students. Appreciation to our volunteers who came for Art Goes to School

On May 9th, our students will be taking a field trip to the Strasburg Railroad and Museum.

Finally, as we enter the fourth marking period, students will be completing their end-of-year benchmarks in English/Language Arts and Math

Elk Ridge March students of the month were Tyler Ruth, Bromley Martonik, Chase Buckley, Lillie Howell, Rylee Norris, Nashaly Morales Diaz, Giovanni Garduno, Hannah Kodish, Avery Urban, Jayla Johnson, Luis Escobar, Tyson Blackburn, Elfy Chun Ramirez, Iker Guzman Reyes, Taylor D'Angelo, Vianey Guzman Almanza, Carli Parry, Danyla Ortiz Corona, Zoe Maldonado, Alexander Rios-Olvera, Jenalie Colon, Baldemar Cordova-Morales, Leilany Velasquez-Mendez

Elk Ridge handed out almost 3800 Bee Tickets for positive behavior during the month of March.

Thank you to Mrs. James for coordinating the Mobile Ag Lab. It is a great learning experience for our students.

First grade is preparing for our Philadelphia Zoo trip, second grade is preparing for the Colonial Plantation trip.

The second grade SPLASH program with the Jennersville YMCA went well. The students had a great time and learned a lot about water safety.

Saturday April 28, 2019 is the Elk Ridge Rockies' Reading Challenge baseball game night with the Wilmington Blue Rocks.

Nottingham's Student Wide Positive Behavior Support team announced that for the month of April 2019, 20 students earned their Hornet Green Ticket. These students were exemplifying the characters traits that Nottingham students strive for: Respect, Honesty, Responsibility, and Effort.

Nottingham teachers had an opportunity to work directly with a Professional Apple Trainer on guided instruction and integrating the Ipad as a device to allow students to use the technology and supporting applications to produce outcomes. We would like to thank Dr. Billings-Jones for bringing this opportunity to our teachers as they all stated it was beneficial in supporting students on how to utilize technology through active engagement.

Nottingham Guidance Counselor, Mrs. Callan, organized the annual Career Day at Nottingham on April 12, 2019. Thirty-four volunteers conducted small group presentations about their professions. This was another successful event which allowed the students the opportunity to learn about various careers. A majority of the professionals were our own Nottingham parents.

Fourth grade students attended the Stroud Water Preserve in Avondale in early April 2019. Students had the opportunity to learn about watersheds and their importance through a multidisciplinary approach with hands on science activities and classroom instruction. This trip supported the science standards as well as the Trout in the Classroom Program. Mr. Schaffer's Grade 4 science students will be releasing the trout on May 14, 2019 into Big Elk Creek.

Students, teachers, and staff are decorating the Nottingham Butterfly Garden with their kindness rocks which they painted to promote a positive mindset and diversity; as well as celebrate each child's uniqueness. We would also like to thank Mr. Roger Madron and Mrs. Wendy Zook, for assisting in beautifying the garden with some much needed tree, shrubbery trimming and mulching.

Nottingham would like to thank OASD High School Senior, Colleen Burnett, and Nottingham's Art Teacher, Mrs. Karen Andress, for creating/painting a giant United States Map on the Nottingham Playground. This project was designed by Colleen to earn her Gold

Award for Girls Scouts and for her Senior Project. This will assist our students in learning the 50 states.

Save the Date - May 2, 2019, 6:00 p.m. is Nottingham's Fine Arts Night. There will be art pieces from students, music performances, the 2019 community Rock Project, PTO sponsored food trucks, and a special performance at 7:30 by the Universal African Dance and Drum Ensemble. Nottingham will be featuring the work of over 500 student artists, professional artist demonstrations, and live student music performances

Hopewell students recently attended Reading Olympics at TCHS Brandywine. Hopewell represented Oxford with two sixth grade teams. Congratulations to both teams who brought home blue ribbons and did an outstanding job.

Special thanks to our coordinator, Mrs. Gregan, Mrs. Winand who volunteered that evening, Mrs. Swisher and Pongracz who were the coaches.

The Kick Butts event was a huge success as students learned the harmful effects of smoking and vaping. Special thanks to Mrs. Seaman who coordinated this great event with the Chester County Health Department.

The Kids for a Cure Committee recently held a pretzel sale. Proceeds will go to the American Cancer Society.

Moms and Muffins is quickly approaching on May 10, 2019. We invite all of our mothers, grandmothers, aunts, and special women to join us as we celebrate Mother's Day.

PSSA slogans and posters have been submitted as we get ready for our standardized testing sessions. Congratulations to Genalyn Mason who had the winning slogan: Practice, Strive, Succeed, and Achieve. She will enjoy a pizza party with five friends.

Dr. Addis and Mr. Soule visited all classrooms and spoke with students about school-wide expectations and goals.

PSSA's will be administered for Language Arts on April 24, April 25, and April 26, 2019. The PSSA Mathematics assessment will be administered to students April 30 and May 1, 2019. The students will test in the morning on these days. The rest of the day will be a regularly scheduled day.

Students have the opportunity to attend the Phillies Weather Education Day at Citizens Bank Park sponsored by NBC 10, the Philadelphia Phillies, Citizens Bank and the Franklin Institute. Students will meet with the First Alert Weather Team members and meteorologists of NBC 10. They will have lunch and then watch a Phillies baseball game. There was a letter sent home with students today explaining this day and how students can apply to be considered for this day at Citizens Bank Park. Interested students need to submit an essay or video explaining why they feel they earned the opportunity to represent Hopewell Elementary School at Citizens Bank Park on May 16, 2019. Good luck to all of our students.

Grades from the third marking period are finalized and ready to view. We encourage parents to log in to the Parent Portal to view your child's grades.

Our fifth grade classes will be attending field trips to Hagley Museum and our sixth grade classes will be attending field trips to the Franklin Institute.

Our Shakespeare Festival and Envirothon competitions will be taking place in May.

Arts Appreciation Night will be held on May 9, 2019 from 5:30 PM until 7:00 PM. Please come out and join us to see the students' tremendous works of art.

School will not be in session Wednesday, April 17 through Monday April 22, 2019. School will resume on Tuesday, April 23, 2019.

Students will begin PSSA testing on April 24, 2019 at 8:40 AM.

Enjoy the upcoming Spring Break with your families and we thank you for your partnership in the education of our students.

Penn's Grove reports that on Saturday March 23, 2019 Mr. James along with Mr. Barcus from Hopewell took a group of girls to the annual GETT event held at Phoenixville Area Middle School. This event provided the girls the opportunity to learn about various careers in a variety of STEAM related industries. Approximately sixty different educational and corporate participants provided female representatives to give our girls information and hands-on technological experiences.

Penn's Grove held a Career Fair for all seventh grade students this month. Our students got to experience many different local careers from fire and police, local artists, mushroom growers, architecture, and dentistry to help fulfill our 339 career readiness requirements.

The students were able to visit with all presenters and ask questions about different careers. Currently, we are getting prepared for the PSSA's and look forward to the end of the year field trips and activities.

Oxford Area High School events that already occurred in April include FBLA State Leadership Conference (students qualified for nationals), College and career night, and Junior Prom.

Upcoming events include the continuing speech contest and senior prom on May 4, 2019.

There are fifty-two days until graduation.

Mr. Woods reported that the 9<sup>th</sup> Annual Eli Seth Matthews Run will be REPORT OF held on May 4, 2019. For more information please see the website www.oxfordasd.org

SCHOOL PROGRAMS

The 2019 STING Southern Chester County Youth Football Camp for students grades 2-8, will be held June 17 through June 20, 2019. Please see our website for more information.

The Delaware County Community College will present "Transitioning to College With a Disability" on Tuesday, April 30, 2019, 6:30 p.m. at Pennock's Bridge Campus.

Congratulations to OAHS junior, Miranda Nyland who for the second year was selected as a member of the PMEA All State Chorus.

#### 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 Mr. Patterson, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the following professional personnel items. PERSONNEL-PROFESSIONAL

#### Resignation

Name: Dorothy Coldiron

Position: Social Studies Teacher, Oxford Area High School

Effective: April 3, 2019

## Supplemental Appointments

Name: Gary Ham

Position: Baseball Coach, Penn's Grove School

Salary: \$2,561.51 Effective: March 11, 2019

Name: Keith Meiler

Position: Baseball Assistant Coach, Penn's Grove School

Salary: \$2,227.40 Effective: March 11, 2019

Name: Robert VanZyl

Position: Softball Coach, Penn's Grove School

Salary: \$2,561.51 Effective: March 11, 2019

#### Change in Effective Date

Name: Kaitlin Kindig

Position: Social Studies Teacher, Oxford Area High School

Appointment: Long Term Substitute

Salary: Step 1 B, \$48,238 (prorated)

Effective: From: August 23, 2018 until April 3, 2019

To: August 23, 2018 until the end of the 2018-2019 school year

# Transfer

Name: Mark Kauppila

Position: From: Co-Director of Technology, Network and Service Management

To: Assistant Director of Technology Network Manager

Salary: From: \$85,183

To: \$70,000

Effective: April 8, 2019
Replacing: Re-Organization

## Salary Changes-Professional

Britton Kimberly, from 8 M+15, \$61,111 to 8 M+30, \$61,996 effective February 1, 2019 Meyer, Megan, from 2 B, \$50,193 to 2 B+24, \$51,933 effective February 1, 2019

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 approve the following non-professional personnel items:

PROFESSIONAL

#### Resignations

Name: Edmarie Caraballo

Position: ESL Instructional Aide, Oxford Area High School

Effective: May 17, 2019

Name: Ronda Crescenzo

Position: Instructional Aide Special Education, Nottingham School

Effective: April 5, 2019

Appointments

Name: Jennifer Buckley

Position: Instructional Aide Special Education w/o certification,

Nottingham School

Salary: \$11.04 per hour Effective: August 26, 2019

Replacing: Erika Eller, Resigned

Name: Melissa Haftl

Position: Food Service 3.50, Hopewell School

Salary: \$10.75 per hour Effective: April 23, 2019

Replacing: Margaret Kaas, Resigned

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 following additional volunteer personnel:

VOLUNTEERS

JAMES ALLEN, NICOLE ALLEN, ALISON ANDERSON, GEOFFREY ANDRIKANICH, KRISTEN BARKER, KRISTI BAUMGARDNER, SARA BOONE, JILL BUGNACKI, KAITLIN CALDWELL, KEITH CALDWELL, JESSICA COMBS, KAREN DIPRIMA, SABRINA DUNLAP, ERIKA ELLER, MICHAEL FETTEROLF, ALLISON FITCH, EDNA FRANCO, VICKY GATES, ANISSA GENDELL, DIANA GOODLEY, MICHELLE GUINA, DANIELLE HAIGHT, PATRICIA HAM, MICHAEL HANKINS, CHRISTOPHER HELLER, STEVEN HENRY, DAWN HILDENBRAND, JEANNE HILL, MEREDITH HOSTETTER, JEFFREY KAHN, STEVEN KEENAN, AUDRA KATHLEEN KING, HEATHER LEONARD, GREG LESTER, ERIN LIVEZEY, JEFFREY LIVEZEY, ARACELI LOPEZVASQUEZ, REBEKAH MARSHALL, NICOLE MCMILLAN, ADYLENE MELENDEZ, ASHLEY MILLER, JANICE MILLER, INDIRA NAVARRO, KIMBERLYANNE O'BRIEN, CAROLINA OCEGUERA, SARAH ORTON, ERIC OWENS, SANDRA PASTOR, ELIZABETH PORT, CRYSTAL PRESS, DOUGLAS REED, JANET RICKARDS, SHARICOLL RODRIGUEZ-TORRES, DAVID RUSSELL, JORGE LUIS SALINAS-BEDOLLA, ROBERTO SANTOS, JEFFREY SCHECKNER, AMANDA SMITH, ROBERT SOMMERS, HILLARY SPOTTS,

JOLAN SQUIRES, MEREDITH STROHMAIER, MARIAH TWYMAN, ANDREW VINES, REBECCA VINES, ANTHONY VOORHEES, ABIGAIL WHARTON

Aye: 9 Nay: 0

This has been a goal of the superintendent, to start a Navy National Defense Cadet Corps (NNDCC) program based at our high school. This program would be in place after July 1, 2020.

NAVY NATIONAL DEFENSE CADET CORPS (NNDCC)

The district will need to look at curriculum and interest in the program as well as a budget for space and staff. This is still in the exploratory phase.

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

2019-2020 PROPOSED FINAL GENERAL FUND BUDGET

- 1. The proposed Final General Fund Budget of the School District for the 2019-2020 fiscal year on form PDE 2028 as presented to the School Board shall be considered the proposed Final General Fund Budget of the School District for the 2019-2020 fiscal year and shall be made available for public inspection after this date.
- 2. At least ten (10) days before the date scheduled for adoption of the Final General Fund Budget, the Secretary shall advertise Notice of Final Budget. The Notice shall be advertised once in a newspaper of the general circulation and shall be posted conspicuously at the School District office.

Aye: 9 Nay: 0

On motion by Mr. Gaspar, seconded by Mrs. Warren, BE IT RESOLVED, That **POLICY RE-ADOPTION** the Oxford Area Board of School directors hereby approve the readoption of the following policies:

# Article 8 - Internal Board Policies (Series 8000)

Policy # 8310 - Methods of Operation: Formulation of Policy

Policy # 8320 - Methods of Operation: Adoption of Policies

Policy # 8330 - Methods of Operation: Amendment and Rescission of Policies

Policy # 8340 - Policy Review

Policy # 8400 - Organization/Reorganization: Reorganization Meeting

# Article 9 - Bylaws of the Board (Series 9000)

Policy # 9110 - Board Vacancies: New Director Selection

Policy # 9120 - Board Committees: Establishment

Policy # 9130 - Student School Board Representative

Policy # 9210 - Meeting Agenda: Preparation

Policy # 9220 - Meeting Agenda: Distribution

Policy # 9230 - Regular Business Meeting Order of Business

Policy # 9240 - Public Participation in Board Meetings

Policy # 9250 - Regular Business Meeting: Correspondence

Policy # 9300 - Order of Business: Parliamentary Procedure

Policy # 9310 - Order of Business: Meeting Conduct

Policy # 9400 - School Director Conference Attendance

Policy # 9500 - Standards for Effective School Governance

Policy # 9510 - Code of Conduct

Policy # 9520 - Use of Email Communication

Aye: 9 Nay: 0

Mr. Tighe announced the following upcoming meetings and events:

CALENDAR

Tuesday, May 14, 2019, Policy Committee, 6 p.m., Administration Building

Tuesday, May 14, 2019, Facilities & Safety Committee, 6:30 p.m., Administration Building

Tuesday, May 14, 2019, Athletics and Student Activities Committee, 6:45 p.m.,

Administration Building

Tuesday, May 14, 2019, Work Session, 7 p.m., Administration Building

Tuesday, May 28, 2019, Regular Meeting, 7 p.m., Administration Building

Mr. Tighe announced that the board will meet in executive session tonight, April 16, 2019 to discuss personnel.

ANNOUNCEMENT OF EXECUTIVE SESSION

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

RECOGNITION OF

VISITORS

On motion by Mr. Olson, seconded by Mr. Tenga, the regular meeting of the Oxford Area Board of School Directors adjourned at 7:45 p.m. by a unanimous vote.

ADJOURNMENT

Respectfully submitted,

Brian P. Cookey Board Secretary