

**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, September 17, 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.

**ATTENDING WERE:**

Joseph E. Tighe, President  
Mark V. Patterson, Vice President  
Robert F. Tenga, Treasurer  
Kristen E. Dean, Member  
Gary E. Olson, Member  
Eric W. Owens, Member  
Howard S. Robinson, Member  
Jenifer A. Warren, Member

**ROLL CALL**

**ABSENT WAS:**

Stephen R. Gaspar, Member

**ALSO ATTENDING WERE:**

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

On motion by Mr. Tenga, seconded by Mrs. Warren, BE IT RESOLVED,  
That the Oxford Area Board of School Directors hereby tables item  
5F on the September 17, 2019 agenda.

**AMENDMENT OF  
AGENDA**

Aye: 8      Nay: 0

On motion by Mr. Tenga, seconded by Mrs. Warren, BE IT RESOLVED,  
That the Oxford Area Board of School Directors hereby approves  
the September 17, 2019 agenda as amended.

**APPROVAL OF  
AGENDA**

Aye: 8      Nay: 0

On motion by Mr. Tenga, seconded by Mrs. Dean, BE IT RESOLVED,  
That the Oxford Area Board of School Directors hereby approves the  
minutes of the August 13, 2019 Work Session and the August 20, 2019  
Regular Meeting as presented.

**APPROVAL OF  
MINUTES**

Aye: 8      Nay: 0

Mr. Woods introduced Principal, James Canaday and Athletic Director,  
Mike Price. Both attended the PIAA award banquet and received the  
Sportsmanship Award on behalf of Oxford Area High School Sports  
Teams. They displayed the banner which will now hang in the  
gymnasium at the high school.

**SUPERINTENDENT'S  
REPORT**

Michael Lilys from RBC and Tim Frey from Saul Ewing presented the  
most recent financial outlook for the refinancing of the 2013 and

2017 bonds. The Maximum Parameters Resolution for this refinance is on the agenda this evening.

Dr. Margaret Billings-Jones presented her report for the month of September. School board members and administrative staff welcomed back Teachers and support staff with a breakfast on August 22, 2019.

The Class of 2032 arrived for the first day of school at Jordan Bank. There are 226 kindergarteners enrolled for the 2019-2020 school year.

Total enrollment of all students in the district for the 2019-2020 school year is 3,701.

On October 9, 2019 there will be a Title Parent Meeting at 5 p.m. and Family Read Night at 6 p.m. Both events will be held at Hopewell School.

Professional Development continues with October 14 & 15, 2019 meetings focusing on Stewards of Children, Fire Safety, Math in Focus, Exact Path and Curriculum Resources.

Graduation requirements have changed. There are now five options for students to demonstrate postsecondary readiness.

1. Keystone Proficiency Pathway
2. Keystone Composite Pathway
3. Alternate Assessment Pathway
4. Evidence Based Pathway
5. Career and Technical Education

Scores for the Keystone Exams were presented and Oxford hovers around the state average in most areas.

Scores for the PSSA ELA show by grade eight, even with fourteen percent of our students being English Language Learners, Oxford hovers around the state average in ELA and about seven percent below the state average in math.

Dual enrollment with Cecil County College is up to ninety-three students and students attending Technical College High School total two hundred fourteen for the 2019-2020 school year.

On motion by Mr. Patterson, 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: 8      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 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: 8      Nay: 0

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

**PAYMENT OF  
BILLS**

**September 2019**

General Fund	\$5,789,788.78
Cafeteria Fund	\$50,960.36
Capital Projects Fund	\$98,171.96
Payroll Distribution	\$1,285,679.05

Aye: 8      Nay: 0

**REPORTS**

Mr. Robinson reported that the CCIU Board met on August 21, 2019 at the Educational Service Center in Downingtown, PA.

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

This was the first meeting for Executive Director, Dr. George Fiore. Dr. Fiore gave an update on his Entry Plan. The theme of his entry Plan is *Listen, Learn and Lead: The First 100 Days*.

Several TCHS students received silver medals at the SkillsUSA National convention held in Louisville, Kentucky.

Future Farmers of America awarded a silver medal to a Kennett Consolidated student for her work in the Wildlife CDE.

Brandywine Virtual Academy finished the summer session with 696 students enrolled in the three summer sessions offered by BVA.

On July 30 and 31, 2019 the CCIU hosted over sixty educators for a Grading and Reporting Institute with Dr. Thomas Guskey. This educational meeting focused on reframing ways we communicate information about student learning

On motion by Dr. Owens, seconded by Mr. Patterson, 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: 8      Nay: 0

## REPORTS

Lisa Palitas who is the secretary of the PTO spoke of upcoming events. There will be a family game night in January. PTO sponsored a parent breakfast at Jordan Bank, and a Story Teller.

### PTO LIAISON

At Hopewell, the class with the highest number of parents attending back to school night will be rewarded with a pizza party.

Tonight was the Old Ice Cream Factory fundraiser and the Yankee Candle fundraiser is currently in progress.

The Policy Committee met on September 10, 2019 and continue with policy review of the 6000 Series. Policies in the 4000 Series are on the agenda for revision approval along with the 5000 Series for re-adoption.

### POLICY COMMITTEE

Elena Roe reported that Jordan Bank kindergarteners are off to a great start this year, and are currently undergoing baseline testing to assess skills before beginning content. They are also working to represent school values on a day to day basis, and earning rewards for demonstrations of those values as they go.

### STUDENT REPRESENTATIVE'S REPORT

Elk Ridge students are currently practicing safety drills, & would ask for parent support in teaching why we practice.

Picture Day is September 24, 2019; Principal's coffee is September 26, 2019; Field trips, to Milburn Orchards will be October 9 and 10, 2019.

Nottingham began the year with the Student Wide Positive Behavior Assembly and will be hosting the Book Fair this week.

Additionally, with the help of OEF, Mr. Woods, Dr. Fischer, Mr. Maule and Mrs. Summers, Nottingham is adding their 3rd grade strings program under the direction of Ms. Abby Hudson. More information to follow on this exciting program that accompanies the great success of the band in reaching 100 members.

Hopewell hosted their 9/11 tribute to honor the heroes of September 11th, 2001 with the help of the scouts, choir, and the Massimo/Norris Dyad.

Students are currently taking benchmarks to assess baseline scores, and PSSA results are in. These results are being sent to parents via mail. If parents are having issues with snap codes, Hopewell's main office is happy to be of assistance.

Penn's Grove Picture day and student council elections are Friday, Sept. 20, 2019 and School safety meetings will be held Thursday September 19, 2019.

The Oxford Area High School held their annual 9/11 tribute in the rotunda to honor the fallen heroes of 9/11/01.

Oxford Area High School seniors, Miranda Nilan and Mason Clark, participated in the CCIU's Constitution Day today, September 17,

2019. Mason gave a speech on the meaning of the Constitution to today's students, and Miranda sang "America the Beautiful".

Homecoming week will be held September 29 - October 5, 2019. The Powderpuff football game will be September 29, 2019, senior tailgate, pep rally, and homecoming game will be held October 4, 2019, and homecoming dance will be October 5, 2019.

The PSAT will be held October 30, 2019 for all juniors. Freshmen and sophomores may register in the guidance office for a fee of \$25. All those wishing to take the ASVAB on November 12, 2019 may also register through guidance.

For the Class of 2020, guidance is hosting a variety of college and university information sessions at the high school. There will be a FASFA workshop on October 9, 2019. All those interested may see Mary Humphreys in guidance to sign up.

Mr. Woods reported that FBLA will be holding a golf fundraiser on October 14, 2019 at Wyncote Golf Club. See website for more information.

**REPORT OF  
SCHOOL  
PROGRAMS**

Chester County Health Department will hold a Flu Vaccination Clinic on Friday, October 4, 2019, 5 p.m. to 7 p.m. at the Oxford Fire Company.

## **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 Mr. Patterson, seconded by Mr. Tenga, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the following professional personnel items.

**PERSONNEL-  
PROFESSIONAL**

### **Resignation**

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

### **Supplemental Resignations**

Name: George Hildebran  
Position: .5 Football Assistant Coach, Oxford Area High School  
Effective: August 12, 2019

Name: Joseph Martinelli  
Position: .5 Football Assistant Coach, Oxford Area High School  
Effective: August 12, 2019

Name: John Winters  
Position: Girls Soccer Coach, Penn's Grove School  
Effective: August 12, 2019

## Appointments

Name: Haley Fleming  
 Position: Mathematics Teacher, Oxford Area High School  
 Appointment: Temporary Professional Employee  
 Salary: Step 2 M, \$54,671  
 Effective: September 18, 2019  
 Replacing: George Hildebran, Resigned

Name: Abigail Hudson  
 Position: .5 Music Teacher, Nottingham School  
 Appointment: Temporary Professional Employee  
 Salary: Step 1 B, \$24,867.50  
 Effective: September 10, 2019  
 Replacing: New Position

Name: Kristen Kilcur  
 Position: Language Arts Teacher, Penn's Grove School  
 Appointment: Long Term Substitute  
 Salary: Step 1 M, \$53,844  
 Effective: October 18, 2019 until the end of the 2019-2020 school year  
 Replacing: Elizabeth Pratt, Leave of Absence

## Change in Effective Date

Name: Matthew Grandinetti  
 Position: Physical Education Teacher, Penn's Grove School  
 Effective: From: To Be Determined  
 To: August 21, 2019  
 Replacing: Mark Meyers, Resigned

## Salary Changes-Professional

Duncan, Danielle, from 2 B, \$50,562 to 2 B + 24, \$51,933 effective August 21, 2019  
Paugh, Jacqueline, from 2 B, \$50,562 to 2 B + 24, \$51,933 effective August 21, 2019  
Swierczek, Jamie, from 7 M, \$59,663 to 7 M + 15, \$60,551 effective August 21, 2019

Aye: 8      Nay: 0

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

**PERSONNEL-NON-  
 PROFESSIONAL**

## Resignation

Name: Maria Guzman  
 Position: Cafeteria Aide, Elk Ridge School  
 Effective: September 20, 2019

## Appointment

Name: Beatriz Gliem  
 Position: Library Clerk 5.5/186, Penn's Grove School  
 Salary: \$11.32 per hour  
 Effective: September 16, 2019  
 Replacing: Michelle Sapp, Resigned

Name: Stevie Kell  
Position: Special Education Secretary, Administration Building  
Salary: \$ 13.72 per hour  
Effective: To Be Determined  
Replacing: Julie Wentzel, Transferred

**Substitute Appointment**

Name: Maria Guzman  
Position: Service & Support Substitute, District  
Effective: September 23, 2019

Name: Kathleen Murphy  
Position: Service & Support Substitute, District  
Effective: September 3, 2019

**Leaves of Absence**

Name: Nancy Berkowich  
Position: Food Service, Oxford Area High School  
Type: Unpaid Leave of Absence  
Effective: October 18, 2019 through December 2, 2019

Name: Lisa Kell  
Position: Confidential Secretary, Administration Building  
Type: Excess Family Illness  
# days: Up to 5 days  
Effective: September 3, 2019 until end of the 2019-2020 school year

Aye: 8      Nay: 0

On motion by Dr. Owens, seconded by Mr. Tenga, BE IT RESOLVED,  
That the Oxford Area Board of School Directors hereby approve the  
following supplemental personnel items per the attached list.

**SUPPLEMENTALS**

Aye: 8      Nay: 0

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

**VOLUNTEERS**

**ROSA DIAZ, STACI FERRARIO, LEANN GOGEL, PATRICIA HANNON, SUSANA PEREZ**

Aye: 8      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

**AWARDING  
PROFESSIONAL  
CONTRACTS**

in the minutes as having attained the status of Professional Employee:

Kelly Bray, Michelle Drager, Mackenzie Mojica, Mallory Moran,  
Isabel Ocampo, Wendy Peterson, Jessica Rodriguez,  
Hayley Williamson

On motion by Mr. Olson, seconded by Mr. Tenga, 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.

**Section 1302 Students**

Students named on the attached list to be considered residents of the school district for the 2019-2020 school year in accordance with Section 1302 of the Public School Code.

**Memorandum of Agreement - Oxford Education Foundation**

Memorandum of Agreement with the Oxford Educational Foundation for the recruitment, training, placement and supervision of volunteers in the schools for the 2019-2020 school year.

**Special Education Contract**

Contract between The Oxford Area School District and The Timothy School for the 2019-2020 school year, regarding student ID#xxx-xxx-4706 as per attached.

Aye: 8            Nay: 0

On motion by Mr. Olson, seconded by Mrs. Dean, BE IT RESOLVED, That the Oxford Area Board of School Directors Superintendent's Goals hereby approves the Superintendent's Goals for the 2019-2020 school year.

**SUPERINTENDENT'S  
GOALS**

Aye: 8            Nay: 0

On motion by Mr. Olson, seconded by Mrs. Dean, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby authorizes for the incurrence of nonelectoral indebtedness and the issuance of General Obligation Bonds, Series A of 2019 in a maximum aggregate principal amount of up to twenty million, two hundred fifty thousand dollars (\$20,250,000.00); providing for maximum interest rates, maximum maturity amounts and place of payment in respect to the bonds; setting forth the parameters for acceptance of a proposal and September 17, 2019 Page 6 authorizing acceptance of a proposal for the purchase of the bonds; 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 bonds and

**MAXIMUM  
PARAMETERS  
RESOLUTION**



pledging the full faith, credit and taxing power of the school district for the prompt and full payment of the bonds; authorizing the proper officers to execute and deliver the bonds; finding that a private negotiated sale of the bonds is in the best financial interest of the school district and accepting a proposal for the purchase of the bonds; appointing a paying agent and sinking fund depository; authorizing and directing the preparation, certification and filing of the proceedings with the Department of Community and Economic Development; and setting forth a form of bond; and authorizing other necessary action.

Aye: 8      Nay: 0

On motion by Mr. Olson, seconded by Mrs. Dean, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the Memorandum of Understanding between the Oxford Area School District and the Oxford Area Education Association as per attached

**MEMORANDUM OF UNDERSTANDING**

Aye: 8      Nay: 0

On motion by Mrs. Warren, seconded by Mr. Tenga, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby rejects the attached survey.

**SURVEY**

Aye: 0      Nay: 8 (Dean, Olson, Owens, Patterson, Robinson, Tenga, Tighe, Warren)

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

**POLICY REVISION**

**Second Reading**

**Article #4 - Personnel (Series 4000)**

Policy # 4000 - Employment of District Staff  
Policy # 4225 - Non-Professional Evaluations  
Policy # 4545 - Military Leave  
Policy # 4630 - Whistleblower Policy

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

**POLICY REVISION**

**Article #5 - Students (Series 5000)**

Policy # 5620 - District Wide Wellness

Aye: 8      Nay: 0

On motion by Dr. Owens, seconded by Mr. Olson, BE IT RESOLVED, That Area Board of School Directors hereby readopts the following policies:

**POLICY RE-ADOPTION**

Policy # 5100 - Resident  
Policy # 5110 - Nonresident  
Policy # 5120 - Foreign Exchange Students

Policy # 5140 - Attendance: Age of Admission  
Policy # 5150 - Attendance: Excuses for Absence  
Policy # 5160 - Attendance: Excused Absences  
Policy # 5200 - Suspension and Expulsion  
Policy # 5210 - Suspension: Make-up Work and Exams  
Policy # 5300 - Progress: Reporting to Parents  
Policy # 5310 - Grading Practices  
Policy # 5320 - Progress: Weighted Grading  
Policy # 5330 - Early Graduation  
Policy # 5350 - Student Records  
Policy # 5360 - Special Education Evaluations and Requests for  
Independent Evaluations  
Policy # 5370 - Supplemental Discipline Records  
Policy # 5375 - Behavior Support  
Policy # 5380 - Student Rights/Surveys  
Policy # 5400 - Conduct: Bus Conduct  
Policy # 5420 - Welfare: Smoking  
Policy # 5430 - Welfare: Drug and Alcohol Policy  
Policy # 5440 - Suicide Awareness  
Policy # 5450 - Discipline/Punishment: Assault on an Employee  
Policy # 5460 - Discipline/Punishment: Corporal Punishment  
Policy # 5470 - Searches  
Policy # 5475 - Facility Video Surveillance  
Policy # 5480 - Weapons  
Policy # 5490 - Bullying and Cyber Bullying  
Policy # 5500 - Unlawful Harassment  
Policy # 5505 - Hazing  
Policy # 5510 - Nondiscrimination in School and Classroom Practices  
Policy # 5600 - Health Examinations/Screenings  
Policy # 5605 - Communicable Diseases and Immunizations  
Policy # 5610 - Health: Administration of Medication  
Policy # 5700 - Dismissal from School for Employment  
Policy # 5710 - Management of Funds: Fundraising Activities  
Policy # 5720 - Extracurricular Activities

Aye: 8          Nay: 0

*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](http://www.oxfordasd.org). The public is encouraged to stop in and read these policies or visit our website.*

Mr. Tighe announced the following upcoming meetings and events:

**CALENDAR**

Tuesday, October 8, 2019, Policy Committee, 6:00 p.m., Administration Building  
Tuesday, October 8, 2019, Facilities & Safety Committee, 6:30 p.m., Administration Building  
Tuesday, October 8, 2019, Athletics and Student Activities Committee, 6:45 p.m., Administration Building  
Tuesday, October 8, 2019, Work Session 7 p.m., Administration Building  
Tuesday, October 15, 2019, Regular Meeting 7 p.m., Administration Building

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

**RECOGNITION OF VISITORS**

On motion by Mr. Olson, seconded by Mrs. Dean, the regular meeting of the Oxford Area Board of School Directors adjourned at 8:51 p.m. by a unanimous vote.

**ADJOURNMENT**

Respectfully submitted,



Brian P. Cooney  
Board Secretary

