

**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 21, 2020, in the District Board Room. The meeting was called to order at 7:02 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
Jennifer M. Harrison, Member
Eric W. Owens, Member
Howard S. Robinson, Member
Jennifer 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 approves the April 21, 2020 agenda as presented.

**APPROVAL OF
AGENDA**

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 approves the minutes of the February 11, 2020 Work Session and the February 18, 2020 Regular Meeting and the March 10, 2020 Work Session as presented.

**APPROVAL OF
MINUTES**

Aye: 8 Nay: 0

Mr. Woods yielded his time to Dr. Margaret Billings-Jones who reported on the online education project for our students. She thanked everyone involved.

**SUPERINTENDENT'S
REPORT**

Microsoft Teams is the platform which is being used for online instruction.

Students who did not have access to Wi-Fi were sent paper packets to be completed and returned.

The Pennsylvania Commission on Crime and Delinquency awarded Oxford Area School District a \$45,000 grant to be used for school safety.

A Farm to School Grant was awarded to Oxford Area School District in the amount of \$12,000. This grant is to provide proper education and nutrition and to highlight agriculture in our area.

On motion by Mr. Robinson, seconded by Mr. Patterson, 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- **March/April**
 Oxford Area High School- **March/April**
 Athletic Officials Account- **March/April**

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**

March/April 2020

General Fund	\$7,656,849.45 / \$ 3,680,490.69
Cafeteria Fund	\$ 98,385.13 / \$ 79,085.56
Capital Projects Fund	\$ 35,625.00 / \$ 9,140.95
Payroll Distribution	\$1,846,512.46 / \$ 1,882,019.81

Aye: 8 Nay: 0

REPORTS

Mr. Robinson reported that Project CURE, located in West Grove, Together with TCHS Pennock's Bridge sent thousands of pieces of PPE to hospitals in need during this pandemic.

**INTERMEDIATE UNIT
AND TECHNICAL
COLLEGE HIGH SCHOOL**

Karen Hornberger organized a panel of three students with visual impairment. They held a panel discussion on what it was like going to college and navigating the workforce.

An Oxford graduate enrolled in the Aspire program, was named Miss West Chester University. She is one of many students on West Chester University's campus who are homeless. She is also part of the West Chester promise program.

A dog named Yukon, worked as an explosive sniffing dog for the Sheriff's department. Yukon and his owner are now retired. Yukon seemed depressed so his owner took him to visit the kids at the CCIU. Yukon responded well and is more energetic now that he has new purpose.

On motion by Mr. Tenga, seconded by Dr. Owens, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby accepts the report from Mr. Robinson, Intermediate Unit and Technical College High School Representative.

Aye: 8 Nay: 0

Dr. Owens reported that the last meeting was March 25, 2020. This meeting focused on Act 13 which allows the district to utilize distance learning; waived the 180 days instructional requirement; required that employees be paid through the end of the year; set guidelines for cleaning schools and federal testing requirements.

**CHESTER COUNTY
SCHOOL BOARDS
LEGISLATIVE
COUNCIL**

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 Dr. Owens, Chester County School Boards Legislative Council Representative.

Aye: 8 Nay: 0

The Budget and Finance Committee met on Tuesday, April 14, 2020. The preliminary budget numbers point to a larger increase than in past years. An increase of 1.75 percent was recommended.

**BUDGET AND FINANCE
COMMITTEE**

Elena Roe presented her report stating that the following students from Penn's Grove represented Oxford Area School District at the PMEA District Chorus on Friday, March 1, 2020: Molly Friel; Emilie Harrison; Erin Marie Judge; Angelica Leon; Christian Martinez; Brooklyn Roberts and Jackson Shover.

**STUDENT
REPRESENTATIVE'S**

Oxford Area High School students from the National Honor Society went to Jordan Bank, Elk Ridge and Nottingham to read to students during Read Across America. Students enjoyed several Dr. Seuss books and participated in making crafts.

Seniors at Oxford Area High School were sent an email with Information pertaining to the end of the year. There was also a survey attached regarding options for graduation. Please fill this out as soon as possible.

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

**PERSONNEL-
PROFESSIONAL**

Resignation

Name: Shelby Sayer
Position: School Psychologist, District
Effective: June 11, 2020

Transfer

Name: Kristen Kilcur
Position: English Teacher, Penn's Grove School
Appointment: From: Long Term Substitute
To: Temporary Professional Employee
Salary: Step 4 M, \$56,805
Effective: April 15, 2020
Replacing: Megan Meyer, Resigned

Leaves of Absence

Name: Nedra Heeter
Position: Grade 3 Teacher, Nottingham School
Type: Excess Family Illness
of Days: Up to 10 excess family illness days
Effective: March 18, 2020 until the end of the 2019-2020 school year

Name: Maryanne Lamont
Position: IST Teacher, Elk Ridge School
Type: Excess Family Illness
of Days: Up to 10 excess family illness days
Effective: March 18, 2020 until the end of the 2019-2020 school year

Name: Shirley Pituch
Position: Grade 1 Teacher, Elk Ridge School
Type: Excess Family Illness
of Days: Up to 10 excess family illness days
Effective: March 18, 2020 until the end of the 2019-2020 school year

Salary Change-Professional

Barnas, Joshua, from 6 M + 15, \$59,696 to 6 M + 30, \$60,574 effective February 1, 2020

Aye: 8 Nay: 0

On motion by Mrs. Dean, 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: Kari Quinones
Position: Food Service 5.75, Elk Ridge School
Effective: February 21, 2020

Appointment

Name: Gwendolyn Byers
Position: Library Clerk, Penn's Grove School
Salary: \$11.32 per hour
Effective: To Be Determined
Replacing: Beatriz Gliem, Transferred

Transfers

Name: Constance Degler
 Position: From: Food Service 5.75 General Worker, Hopewell School
 To: Food Service 5.75 Cook, Elk Ridge School
 Salary: From: \$12.31 per hour
 To: \$13.81 per hour
 Effective: To Be Determined
 Replacing: Kari Quinones, Resigned

Name: Danielle Dougherty
 Position: From: Food Service 3.75 General Worker, Hopewell School
 To: Food Service 5.75 General Worker, Hopewell School
 Effective: To Be Determined
 Replacing: Constance Degler, Resigned

Name: Nicole Wood
 Position: From: Food Service 3.50 General Worker, Hopewell School
 To: Food Service 3.75 General Worker, Hopewell School
 Effective: To Be Determined
 Replacing: Danielle Dougherty, Transferred

Salary Changes

Name: Jennifer Buckley
 Position: From: Instructional Aide-Special Education without Cert., Nottingham School
 To: Instructional Aide-Special Education with Cert., Nottingham School
 Salary: From: \$11.32 per hour
 To: \$11.93 per hour
 Effective: March 11, 2020

Name: Amanda Harris
 Position: From: Instructional Aide-Special Education without Cert., Nottingham School
 To: Instructional Aide-Special Education with Cert., Nottingham School
 Salary: From: \$11.32 per hour
 To: \$11.93 per hour
 Effective: February 11, 2020

Aye: 8 Nay: 0

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

VOLUNTEERS

ELIZABETH ADRIAANSE, CHRISTINE DEHAVEN-TAYLOR, STEPHANIE DEMOTT, MERISA DIROCCO, ROBERT FARRINGTON, JENNIFER HARRISON, ELSA HONMA, CHELSEA RONEE HUGHES, MICHAEL HUGHES, EDWARD KELLEHER, PATIE JEWELL MULLINS, JULIE PENDERGRASS, KRISTIN REPH, CHRISTY ANN ROBINSON REBECCA SHINE, LAUREL SMYTH, SHANNON SWEARER, ALLISON VERBANAS, DANIELLE WHITE, ALAN WILLIAMS

Aye: 8 Nay: 0

On motion by Mr. Robinson, seconded by Mrs. Harrison, 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.
Final approval of the Course Supplemental Technology (APP) as per the
attached list.

Continuity of Education Plan

Approval of the Oxford Area School District Continuity of
Education Plan as attached.

CCIU Budgets

Approval of the 2020-2021 Chester County Intermediate Unit Core,
Occupational Education and Categorical Budgets

Chester County Tax Collection Delegate

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

Primary voting delegate: Brian Cooney
Secondary voting delegate: Evette Shaffer
Alternate voting delegate: Cindy Snyder

Section 1302 Students

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

Cyber Charter School Funding Reform

Approval of the attached resolution in support of cyber charter
school funding reform.

OAHS Band & Chorus Trip

Approval of the 2021 Oxford Area High School Band & Chorus trip to
Disney as discussed at the March 10th Work Session.

Aye: 8 Nay: 0

On motion by Mr. Robinson, seconded by Mr. Tenga, BE IT RESOLVED, That
the Oxford Area Board of School Directors hereby approves the attached
settlement agreement in reference to student ID# xxxxxx2576.

**SETTLEMENT
AGREEMENT**

Aye: 8 Nay: 0

On motion by Mr. Tenga, seconded by Mr. Patterson, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the tax forgiveness request for parcel # 0604 01790100 in the amount of \$1,423.83 as per the attached.

TAX FORGIVENESS

Aye: 8 Nay: 0

On motion by Mr. Tenga, seconded by Mrs. Warren, BE IT RESOLVED, the Oxford Area Board of School Directors hereby approves the Contingent Fee Agreement between the Oxford Area School and the law firms of Anapol Weiss and Rinaldi & Poveromo, as per the attached.

**CONTINGENT FEE
AGREEMENT**

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:

**2020-2021 PROPOSED
FINAL GENERAL
FUND BUDGET**

1. The proposed Final General Fund Budget of the School District for the 2020-2021 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 2020-2021 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: 8 Nay: 0

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

POLICY REVISION

Article 3 -- (Series 3000)

Policy # 3100 - Bank Accounts
Policy # 3200 - Investments
Policy # 3210 - Local Taxpayer Bill of Rights
Policy # 3220 - Taxes Discount & Penalty
Policy # 3240 - Fund Balance
Policy # 3260 - Purchasing Procedures Sales Tax
Policy # 3270 - Student Activity Accounts
Policy # 3290 - Financial Obligations, Lost or Damaged Materials
Policy # 3300 - Purchases Subject to Bidding
Policy # 3310 - Federal Programs Procurement Policy
Policy # 3330 - Reimbursement: Use of Personal Vehicle
Policy # 3400 - Contracted Services
Policy # 3500 - Employee Liability Insurance
Policy # 3600 - Transportation, Student Transportation
Policy # 3700 - Food Service: Free or Reduced Meal Price
Policy # 3710 - Food Service: Cafeteria Meal Charges and Collection of Debt
Policy # 3800 - Capital Asset Policy

Policy # 3900 - Integrated Pest Management
Policy # 3960 - Service Animals in Schools

Aye: 8 Nay: 0

A copy of the policies listed is available in the Administration Buildings, 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.

To: Board Members
From: D. Carbonara
Topic: 2020-2021 Budget

CORRESPONDENCE

Mr. Tighe announced the following upcoming meetings and events:

CALENDAR

Tuesday, May 12, 2020, Budget and Finance Committee, 6 p.m., TBD Zoom Meeting or Administration Building
Tuesday, May 12, 2020, Work Session, 7 p.m., TBD Zoom Meeting or Administration Building
Tuesday, May 19, 2020, Regular Meeting, 7 p.m., TBD Zoom Meeting or Administration Building

Mr. Tighe allowed time for recognition of visitors.

RECOGNITION OF

Amy Carbonara, requested clarification on the cancellation of the March meeting, lawsuit against vaping companies, and budget information.

VISITORS

On motion by Dr. Owens, seconded by Mr. Patterson, 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