

**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 15, 2020, via Microsoft Teams Platform. The meeting was called to order at 7:04 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  
Stephen R. Gaspar, Member  
Jenifer M. Harrison, Member  
Eric W. Owens, Member  
Howard S. Robinson, Member  
Jenifer A. Warren, Member

**ROLL CALL**

**ABSENT WAS:**

None

**ALSO ATTENDING WERE:**

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

On motion by Mr. Gaspar, seconded by Mr. Patterson, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the September 15, 2020 agenda as amended.

**APPROVAL OF  
AGENDA**

Aye: 9      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 minutes of the August 11, 2020 Work Session and the August 18, 2020 Regular Meeting as presented.

**APPROVAL OF  
MINUTES**

Aye: 9      Nay: 0

Dr. Billings-Jones presented her report for the month of September. She thanked the Oxford Public Library for their assistance in circulating the required reading books for students.

**SUPERINTENDENT'S  
REPORT**

Professional development is being offered virtually on Friday afternoons through September.

Meet and greet sessions were held virtually this year but with the same enthusiasm by teachers and student.

Please complete the Teacher/Parent survey so concerns may be addressed.

Dr. Billing-Jones thanked the members of our technology department. Shawn Mellinger, Linda Morse, Keith Riener, Michelle LeFever and Holly Darhower who have distributed close to 4,000 ipads and 300 laptops while responding to helpdesk requests on software and hardware. Most of the requests have been for software assistance.

Oxford had nearly 300 new registrations this year. There are over 3,000 students enrolled.

Attendance in this virtual environment has been good at over 90% for the K-8 and 74% at the High School.

PA's school safety program Safe 2 Say is an anonymous tip line and is available at [www.safe2saypa.org](http://www.safe2saypa.org).

Counselors are meeting with students via a virtual platform called Gaggle. Career counseling sessions are set up by appointment.

Food distribution for students under the age of 18 is provided on Fridays 11-12:30 and 3-4:30 at the High School. Eleven thousand meals are expected to be given out this week. Meals include an entrée, milk, juice fresh fruit and vegetables. See Food Service Department on the district website for more information.

The first meeting for the Comprehensive Plan for 2022-2025 will be held September 29, 2020 at 6:30 p.m.

Mr. Woods stated that the Chester County Department of Health has backed away from their guidance on 9-12 athletics. The District can now move forward with mandatory practices **IF** our numbers of COVID cases stay low.

It is required that athletes have 3 weeks of mandatory practices before they may participate in competitive games. This would begin September 28, 2020.

This means that the Oxford athletes could be ready to participate in ChesMont League games beginning around October 16, 2020.

Mr. Woods requested that all parents respond to the Parent Survey on virtual instruction.

There were none.

#### **RECOGNITION OF VISITORS**

On motion by Mr. Tenga, seconded by Mrs. Harrison, 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 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: 9      Nay: 0

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

**PAYMENT OF BILLS**

**September 2020**

General Fund	\$2,907,662.42
Cafeteria Fund	\$9,404.25
Capital Projects Fund	\$31,914.66
Payroll Distribution	\$1,210,553.03

Aye: 9      Nay: 0

**REPORTS**

Mr. Robinson reported that the CCIU held its Board of Directors  
meeting on Wednesday August 19, 2020 via Zoom.

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

The Information Technology division presented a report of the CCIU's  
Technology plan for the reopening of schools. Dr Fiore stated that  
the health and safety of students and staff is the top priority for  
the CCIU.

Chester County Health Department Director Dr. Jeanne Casner spoke  
at the meeting. She stated the recommendation of the CCHD is for  
all public and private schools in Chester County to begin their  
academic year virtually. The exceptions are special education,  
early childhood development programs and career and technical  
education.

Dr. Jacalyn Auris was recognized and congratulated on her retirement  
after 28 years of service at the CCIU.

The next CCIU Board of Directors meeting will be held on Wednesday,  
September 16, 2020.

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: 9      Nay: 0

Dr. Owens reported that the Chester County School Boards Legislative Council met on August 26, 2020.

**REPORT OF CHESTER  
COUNTY SCHOOL BOARDS  
LEGISLATIVE COUNCIL**

The following items were discussed:

**Families First Coronavirus Response Act (FFCRA)**-reviewed board responsibility under this act and emergency FMLA.

**USDA Waiver**-Extended to September 30, 2020 and allows schools to continue to distribute food.

Some pieces of legislation that have been passed since the last meeting are:

**Act 38-Stopping for School Buses**- Schools will be eligible to receive some of the fine money levied against drivers for passing busses with flashers on.

**Act 75-Delayed Tax Payments**-Schools may opt to allow extensions for payments through June 30, 2021. A resolution would be required.

**Act 73-EKG Testing** - Parents may request EKG testing in addition to regular physical for student athletes.

**Act 18-Employee Clearances**-Extended the deadline for fingerprinting and recertification to December 31, 2020.

**Keystone Exams**-Reminder that exams are back in force for this year.

The next meeting of the CCSBLC is Wednesday September 23, 2020

On motion by Mrs. Warren, seconded by Mr. Patterson, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby accepts the report from Eric W. Owens, Chester County School Boards Legislative Council Representative.

Aye: 9      Nay: 0

Mr. Tenga stated the committee will meet before next month

**BUDGET COMMITTEE**

Mrs. Warren stated that the Policy Committee met on September 15, 2020 to discuss Policy 6350-Live Streaming Video and Policy 4520-Professional Leaves of Absence. The next meeting is October 13, 2020 at 6:30.

**POLICY COMMITTEE**

Mr. Tighe stated he will email last year's goals in the next few days. These are due in October.

**BOARD IN- SERVICE/  
BOARD GOALS**

Mr. Woods stated CCHD recommends schools remain virtual until October 9, 2020. This recommendation is based on community transmission of COVID-19 over a 4-week average. Oxford's incident rate is at 60.54% and Chester County is at 69.92%. It is expected the upward trend will continue.

**REPORT OF SCHOOL  
PROGRAMS**

October 9, 2020 would be the last date to look at in determining our PCR rate. If numbers are in the moderate range, two weeks notice would be given and we could start back beginning with K-2 in a hybrid environment on October 26, 2020.

Friday numbers will be evaluated and **IF** numbers are moderate, Grades 3-6 could start back November 2, 2020 and grades 7-12 on November 9, 2020.

The health and safety of students and staff is foremost.

#### **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 Mrs. Harrison, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the following professional personnel items.

#### **PERSONNEL- PROFESSIONAL**

#### **Resignations**

Name: Geralynn Hurley  
Position: Special Education Teacher, Oxford Area High School  
Effective: October 16, 2020

Name: Eric Jackson  
Position: Special Education Teacher, Penn's Grove School  
Effective: October 16, 2020

Name: Burnell Smucker  
Position: .5 Physical Education Teacher, Jordan Bank School  
Effective: To Be Determined

#### **Supplemental Resignation**

Name: Geralynn Hurley  
Position: Department Chair, Oxford Area High School  
Effective: August 19, 2020

#### **Appointments**

Name: Angela Orloski  
Position: Reading Specialist, Elk Ridge School  
Appointment: Long Term Substitute  
Salary: Step 2 M + 45, \$57,837.00  
Effective: August 26, 2020 until the end of the 2020-2021 school year  
Replacing: Grant Funded

Name: Tyler Turpen  
Position: Music Teacher, Jordan Bank School/Nottingham School  
Appointment: Long Term Substitute  
Salary: Step 1 B, \$49,959 prorated  
Effective: August 26, 2020 until the end of the 1st semester  
Replacing: Debra McCaskey, Leave of Absence

#### **Supplemental Appointment**

Name: Courtney Greer  
Position: Department Chair, Oxford Area High School  
Salary: \$950.00  
Effective: August 26, 2020

#### **Appointment Correction**

Name: Courtney Capurro  
Position: Mathematics Teacher, Penn's Grove School  
Appointment: From: Temporary Professional Employee  
To: Professional Employee

#### **Salary Changes-Professional**

Erickson, Mildred, from 4 B, \$52,906 + \$250 to 4 M, \$57,111 + \$250 effective August 26, 2020  
Ocampo, Isabel, from 3 B, \$51,768 to 3 B + 24, \$53,529 effective August 26, 2020  
Ruppert, Jacqueline, from 3 B, \$51,768 to 3 B + 24, \$53,529 effective August 26, 2020  
Shelley, Jennifer, from 16 M, \$83,449 + \$250 to 16 M + 15, \$84,338 + \$250 effective August 26, 2020

Aye: 9      Nay: 0

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

**PERSONNEL-NON-  
PROFESSIONAL**

#### **Retirement**

Name: Julie Culler  
Position: Instructional Aide-Reading, Nottingham School  
Effective: August 27, 2020

#### **Resignation**

Name: Charlotte Adams  
Position: Food Service, Penn's Grove School  
Effective: August 17, 2020

#### **Furloughs**

Name: Jolene Amoroso  
Position: Breakfast Aide, Jordan Bank School  
Effective: August 21, 2020

Name: Jolene Amoroso  
Position: Food Service, Penn's Grove School  
Effective: August 21, 2020

Name: Maricarmen Ayllon Bernal  
 Position: Cafeteria Aide, Nottingham School  
 Effective: August 30, 2020

Name: Nancy Berkowich  
 Position: Food Service, Oxford Area High School  
 Effective: August 21, 2020

Name: Mary Blevins  
 Position: Instructional Aide Kindergarten, Jordan Bank School  
 Effective: August 30, 2020

Name: Anita Bolton  
 Position: Instructional Aide Kindergarten, Jordan Bank School  
 Effective: August 30, 2020

Name: Maryanne Boyd  
 Position: Secretary Attendance, Jordan Bank School  
 Effective: August 30, 2020

Name: Gwendolyn Byers  
 Position: Library Clerk, Penn's Grove School  
 Effective: August 30, 2020

Name: Nichole Cardarople  
 Position: Nurse - 5.5, District  
 Effective: August 30, 2020

Name: Linda Cox  
 Position: Cafeteria Aide, Nottingham School  
 Effective: August 30, 2020

Name: Joy Davis  
 Position: Food Service, Oxford Area High School  
 Effective: August 21, 2020

Name: Constance Degler  
 Position: Food Service, Elk Ridge School  
 Effective: August 21, 2020

Name: Danielle Dougherty  
 Position: Food Service, Hopewell School  
 Effective: August 21, 2020

Name: Margaret Driscoll  
 Position: Cafeteria Aide, Nottingham School  
 Effective: August 30, 2020

Name: Joanna Dugger  
 Position: Nurse, District  
 Effective: August 30, 2020

Name: Kimberly Farrington  
 Position: Cafeteria Aide, Elk Ridge School  
 Effective: August 30, 2020

Name: Susan Gibson  
 Position: Library Clerk, Jordan Bank School  
 Effective: August 30, 2020

Name: Beatrice Gliem  
 Position: Secretary Attendance, Penn's Grove School  
 Effective: August 30, 2020

Name: Eileen Green  
 Position: Instructional Aide Kindergarten, Jordan Bank School  
 Effective: August 30, 2020

Name: Janette Griffin  
 Position: Instructional Aide Kindergarten, Jordan Bank School  
 Effective: August 30, 2020

Name: Melissa Haftl  
 Position: Food Service, Elk Ridge School  
 Effective: August 21, 2020

Name: Danielle Haight  
 Position: Food Service, Oxford Area High School  
 Effective: August 21, 2020

Name: Anita Hallman  
 Position: Nurse, Elk Ridge School  
 Effective: August 30, 2020

Name: Mary Hildenbrand  
 Position: Cafeteria Aide, Jordan Bank School  
 Effective: August 30, 2020

Name: Charlene Hines  
 Position: Instructional Aide Title I Reading, Nottingham School  
 Effective: August 30, 2020

Name: Tina Hoang  
 Position: Cafeteria Aide, Elk Ridge School  
 Effective: August 30, 2020

Name: Madonna Hunter  
 Position: Instructional Aide Kindergarten, Jordan Bank School  
 Effective: August 30, 2020

Name: Shelby Joseph  
 Position: Attendance Secretary, Nottingham School  
 Effective: August 30, 2020

Name: Crystal Kauffman  
 Position: Food Service, Hopewell School  
 Effective: August 21, 2020

Name: Laurie Lamb  
 Position: Cafeteria Aide, Elk Ridge School  
 Effective: August 30, 2020



Name: Jessica LeChette  
 Position: Food Service, Nottingham School  
 Effective: August 21, 2020

Name: Liliana Lemus Hernandez  
 Position: Instructional Aide ESL, Hopewell School  
 Effective: August 30, 2020

Name: Melissa Locke  
 Position: Food Service, Elk Ridge School  
 Effective: August 21, 2020

Name: Jody Mabe  
 Position: Food Service, Oxford Area High School  
 Effective: August 21, 2020

Name: Kim Maculley  
 Position: Breakfast Aide, Hopewell School  
 Effective: August 21, 2020

Name: Kim Maculley  
 Position: Cafeteria Aide, Hopewell School  
 Effective: August 30, 2020

Name: Carol McMurrough  
 Position: Instructional Aide Kindergarten, Jordan Bank School  
 Effective: August 30, 2020

Name: Vicki Mendenhall  
 Position: Food Service, Nottingham School  
 Effective: August 21, 2020

Name: Carolyn Moore  
 Position: Instructional Aide Reading, Hopewell School  
 Effective: August 30, 2020

Name: Ann Morton  
 Position: Instructional Aide Kindergarten, Jordan Bank School  
 Effective: August 30, 2020

Name: Lynne Mundy  
 Position: Instructional Aide Kindergarten, Jordan Bank School  
 Effective: August 30, 2020

Name: Kathleen Murphy  
 Position: Attendance Secretary, Elk Ridge School  
 Effective: August 30, 2020

Name: Daniel Orlando  
 Position: Security Monitor, Oxford Area High School  
 Effective: August 30, 2020

Name: Jensine Palita  
 Position: Cafeteria Aide, Elk Ridge School  
 Effective: August 30, 2020

Name: Julie Pepi  
Position: Instructional Aide Kindergarten, Jordan Bank School  
Effective: August 30, 2020

Name: Julie Pepi  
Position: Instructional Aide Kindergarten, Jordan Bank School  
Effective: August 30, 2020

Name: Emily Pinkerton  
Position: Nurse, Jordan Bank School  
Effective: August 30, 2020

Name: Elizabeth Poole  
Position: Breakfast Aide, Food Service, Elk Ridge School  
Effective: August 21, 2020

Name: Elizabeth Poole  
Position: Cafeteria Aide, Jordan Bank School  
Effective: August 30, 2020

Name: Andrea Price  
Position: Food Service, District  
Effective: August 21, 2020

Name: Barbara Rochester  
Position: Food Service, Hopewell School  
Effective: August 21, 2020

Name: Karen Sanchez  
Position: Instructional Aide ESL, Jordan Bank School  
Effective: August 30, 2020

Name: Chandra Schroder  
Position: Library Clerk, Elk Ridge School  
Effective: August 30, 2020

Name: Margaret Shelley  
Position: Breakfast Aide, Nottingham School  
Effective: August 21, 2020

Name: Margaret Shelley  
Position: Cafeteria Aide, Nottingham School  
Effective: August 30, 2020

Name: Lisa Sinex  
Position: Library Clerk, Oxford Area High School  
Effective: August 30, 2020

Name: Desiree Smith  
Position: Food Service, Hopewell School  
Effective: August 21, 2020

Name: Patricia Smyth  
Position: Instructional Aide Math, Hopewell School  
Effective: August 30, 2020

Name: Luz Tellez Rios  
Position: Instructional Aide Kindergarten, Jordan Bank School  
Effective: August 30, 2020

Name: Eileen Wells  
Position: Security Monitor, Oxford Area High School  
Effective: August 30, 2020

Name: Kristin Wells  
Position: Food Service, Jordan Bank School  
Effective: August 21, 2020

Name: Nicole Wood  
Position: Food Service, Cashier, Hopewell School  
Effective: August 21, 2020

Name: Tammy Wunderlich  
Position: Instructional Aide Kindergarten, Jordan Bank School  
Effective: August 30, 2020

Aye: 9      Nay: 0

As required by the Public-School Code, Section 1108, the Superintendent has certified to the Board Secretary that the the Temporary work of 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**

**Matthew Applebaum, Sharon Cain, Danielle Duncan,  
Cortney Encarnacion, Elyse McDevitt, Diane Miller,  
Jacqueline Paugh, Jacqueline Ruppert, Bridget Saltzburg,  
Hannah Thompson**

On motion by Mr. Patterson, seconded by Mrs. Warren, 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 2020-2021 school year in accordance with Section 1302 of the Public School Code.

**E-Rate Consulting Services**

Proposal from KSL Group for administration of the E-Rate Year 2021-2022.

**Course Approval**

Approval to take two courses at Drexel university is granted to David A. Woods, as per the superintendent contract dated July 1, 2016.

**Memorandum of Agreement-Oxford Educational Foundation**

Memorandum of Agreement with the Oxford Educational Foundation for the recruitment, training, placement and supervision of volunteers in the schools for the 2020-2021 school year.

Aye: 9      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 Superintendent's Goals for the 2020-2021 school year.

**SUPERINTENDENT'S  
GOALS**

Aye: 9      Nay: 0

On motion by Mr. Tenga, seconded by Mrs. Harrison, 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 the attached.

**MEMORANDUM OF  
UNDERSTANDING**

Aye: 9      Nay: 0

The Oxford Area Board of School Directors is considering the following new policy:

**NEW POLICY**

**Second Reading**

**Article #6 - Instruction (Series 6000)**

Policy # 6350 - Livestream Video

On motion by Mr. Patterson, seconded by Mr. Tenga, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves procedural change to the following policy.

**POLICY PROCEDURAL  
CHANGE**

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

Policy # 4520 - Professional Leaves of Absence

Aye:9      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.*

To: Oxford Area School District  
From: Waterway Church  
Topic: Tax Forgiveness

**CORRESPONDENCE**

Mr. Tighe announced the following upcoming meetings and events:

**CALENDAR**

Tuesday, October 13, 2020, Policy Committee, 6:30 p.m., TBD (Administration Building/Teams Meeting)

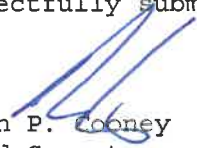
Tuesday, October 13, 2020, Work Session, 7 p.m., TBD (Administration Building/Teams Meeting)

Tuesday, October 20, 2020, AD Hoc Personnel Committee, 6:30 p.m., TBD (Administration Building/Teams Meeting)

Tuesday, October 20, 2020, Regular Meeting 7 p.m., TBD (Administration Building/ Teams Meeting)

On motion by Mr. Gaspar, seconded by Mrs. Harrison, the regular meeting **ADJOURNMENT** of the Oxford Area Board of School Directors adjourned at 8:30 p.m. by a unanimous vote.

Respectfully submitted,



Brian P. Cooney  
Board Secretary

