

**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 19, 2021, via Microsoft Teams Platform. The meeting was called to order at 7:03 p.m. by President Joseph E. Tighe followed by the Pledge of Allegiance. A moment of silence was observed for Jayden Thompson, a student at Hopewell Elementary, who passed on December 28, 2020.

ATTENDING WERE:

Joseph E. Tighe, President
Jenifer A. Warren, Vice President
Robert F. Tenga, Treasurer
Kristen E. Dean, Member
Stephen R. Gaspar, Member
Jenifer M. Harrison, Member
Eric W. Owens, Member
Mark V. Patterson, Member
Howard S. Robinson, Member

ROLL CALL

ABSENT WAS:

None

ALSO ATTENDING WERE:

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

On motion by Mr. Tenga, seconded by Dr. Owens, BE IT RESOLVED,
That the Oxford Area Board of School Directors hereby approves the
January 19, 2021 agenda as presented.

**APPROVAL OF
AGENDA**

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
minutes of the November 10, 2020 Work Session the November 17, 2020
Regular Meeting and the December 8, 2020 Reorganization meeting as
presented.

**APPROVAL OF
MINUTES**

Aye: 9 Nay: 0

Dr. Billings-Jones presented the District Report for the month of
January.

**SUPERINTENDENT'S
REPORT**

Help desk tickets have increased in the area of software. The website
has been updated with a new template to make it more user friendly.

Our Visitor Management System, Raptor, has been updated and there is a
projector project underway to improve our virtual presentations.

Attendance for the month of December was at 90% or higher at all levels.
Our social worker, administrators, and resource officers continue to
conduct home visits to improve family engagement in virtual instruction.

Access Assessments for English Language Learners are being administered and the completion date has been extended in order to reach all students in a face to face format.

There are several district-wide supports that are in place for students and community. The Food Service Staff, under the direction of Alison Weir provide 1000 breakfasts and lunches weekly to students who are totally virtual and 5000 meals monthly to those who are hybrid.

Nurses are on site and help support the students and teachers during this pandemic; monitoring wellness and serving as liaison with Chester County Department of Health.

School Counselors provide academic, social-emotional and career planning support for all our students. As a district we have increased our services through Holcomb and Devereux for additional mental health support.

School Psychologists along with Speech and Language Therapists and our Administrative Team continue to keep our students safe by responding to student concerns day or night.

There were none.

**RECOGNITION OF
VISITORS**

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

PAYMENT OF BILLS**December 2020/January 2021**

General Fund	\$5,675,704.14
Cafeteria Fund	\$98,075.90
Capital Projects Fund	\$0
Payroll Distribution	\$4,393,687.79

Aye: 9 Nay: 0

REPORTS

Mr. Robinson reported that CCIU Board met on November 18, 2020.

Andy Dinniman was honored by the CCIU in a virtual event.

Joe Lubitsky presented the \$281,829,611.00 budget for the CCIU.

Chesconet began in 1995 and is now a 500-mile fiber optic network in several counties.

On motion by Mr. Patterson, 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

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

Mr. Gaspar reported that the committee met on January 12, 2021.
Mr. Price is keeping everyone current on the status of sports.

**ATHLETICS AND
STUDENT ACTIVITIES**

Mr. Gaspar stated the committee met, January 12, 2021.

FACILITIES COMMITTEE

Mr. Tenga stated the committee will meet on February 16, 2021.

BUDGET COMMITTEE

Dr. Owens stated the committee met on January 12, 2021 and discussed
drafting Policy 5340 Graduation Requirements. Suspending the
graduation project requirement is on this evening's agenda.

POLICY COMMITTEE

Mrs. Warren stated the committee met on December 8, 2020 and discussed
evaluation document revisions.

AD HOC PERSONNEL

Mr. Woods stated that grades 7-12 will return to a hybrid model
beginning Monday, January 25, 2021. Athletics will be reviewed
after hybrid has returned. Oxford Area School District will
continue to follow the Chester County Department of Health and
Pennsylvania Health Department guidelines

REPORT OF SCHOOL

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

PERSONNEL- PROFESSIONAL

Retirements

Name: Monica Brown
Position: Family & Consumer Science Teacher, Oxford Area High School
Effective: January 25, 2021
Name: Janice Lasak
Position: Mathematics Teacher, Penn's Grove School
Effective: February 1, 2021

Appointments

Name: Jeremy Hammer
Position: Music Teacher, Jordan Bank School/Nottingham School
Appointment: Long Term Substitute
Salary: 1 B, \$49,959 (prorated)
Effective: January 4, 2021 until the end of the 2020-2021 school year
Replacing: Debra McCaskey, LOA

Name: Robert Miller
Position: Social Studies Teacher, Penn's Grove School
Appointment: Long Term Substitute
Salary: 1 B, \$49,959 (prorated)
Effective: January 4, 2021 until the end of the 2020-2021 school year
Replacing: Christian Riess, LOA

Name: Kristen Myers
Position: Mathematics Teacher, Penn's Grove School
Appointment: Long Term Substitute
Salary: 1 B, \$49,959 (prorated)
Effective: January 25, 2021 until the end of the 2020-2021 school year
Replacing: Janice Lasak, retired

Name: Mollie Steigerwalt
Position: .5 Physical Education Teacher, Jordan Bank School
Appointment: Professional Employee
Salary: 4 M, \$28,555.50
Effective: To Be Determined
Replacing: Burnell Smucker, Resigned

Name: Nicole Swain
Position: Grade 4 Teacher, Nottingham School
Appointment: Long Term Substitute
Salary: 1 B, \$49,959 (prorated)
Effective: January 4, 2021 until the end of the 2020-2021 school year
Replacing: Laura Stoltzfus, Transfer

Supplemental Appointments

Name: Craig Carlough
 Position: Envirothon, Oxford Area High School
 Salary: \$1773.67
 Effective: August 26, 2020

Name: Amy Igo
 Position: Freshman Class Advisor, Oxford Area High School
 Salary: \$1,170.00
 Effective: August 26, 2020

Transfer

Name: Laura Stoltzfus
 Position: FROM: Grade 4 Teacher, Nottingham School
 TO: IST Teacher, Nottingham School
 Effective: January 4, 2021
 Replacing: Lori Saporosa, Leave of Absence

Change in Effective Dates

Name: Debra McCaskey
 Position: Music Teacher, Jordan Bank School/Nottingham School
 Type of leave: Sabbatical
 Effective: FROM: August 26, 2020 until the end of the 1st semester of the 2020-2021 school year
 TO: August 26, 2020 until the end of the 2020-2021 school year

Name: Susan McDonald
 Position: Special Education Teacher, Oxford Area High School
 Appointment: Professional Employee
 Salary: 8 M + 30, \$62,817 + \$250
 Effective: FROM: To Be Determined
 TO: January 19, 2021
 Replacing: Geralynn Hurley, resigned

Salary Changes-Professional

Haney, Trevor, from 4 B, \$52,906 to 4 B + 24, \$54,668 effective February 1, 2021
McEneaney, Heather, from 4 B, \$52,906 to 4 B + 24, \$54,668 effective February 1, 2021
Sawyer, Gina, from 3 B + 24, \$53,525 to 3 M, \$55,942 effective February 1, 2021
Sperow, Thomas, from 15 M + 15, \$81,250 to 15 M + 30, \$82,139 effective February 1, 2021
Swierczek, Jaime, from 8 M + 30, \$62,817 to 8 M + 45, \$63,835 effective February 1, 2021

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 approve the
 following non-professional personnel items:

**PERSONNEL-NON-
 PROFESSIONAL**

Retirement

Name: James Spencer
 Position: Maintenance, District
 Effective: January 19, 2021

Appointment

Name: Jennifer Brice
Position: Attendance Secretary, Nottingham School
Salary: \$14.08 per hour
Effective: January 4, 2021
Replacing: Shelby Joseph, Terminated

Substitute Appointment

Name: Maryanne Boyd
Position: Service & Support substitute, District
Effective: January 7, 2021

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 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.

Course Supplemental Technology (APP)

Final approval of the Course Supplemental Technology (APP) as per attached list.

Audit Report for the Year Ended June 30, 2020

Approval of the Report on Examination of Financial Statements and Additional Information for the Year Ended June 30, 2020, as prepared by Barbacane, Thornton & Company LLP.

Special Education Contract

Contract between the Oxford Area School District and Therapy Source, Inc., for contracted psychological services as per attached.

Aye: 9 Nay: 0

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

**SCHOOL DIRECTOR
RECOGNITION MONTH**

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 systems; 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. Robinson, seconded by Mr. Gaspar, BE IT RESOLVED, that the Oxford Area Board of School Directors hereby approves the forgiveness of back taxes on Parcel #060401770300 in the amount of \$638.50.

TAX FORGIVENESS

Aye: 9 Nay: 0

On motion by Dr. Owens, seconded by Mrs. Harrison, BE IT RESOLVED, that the Oxford Area Board of School Directors hereby approves the suspension on the graduation project as a local requirement for graduation for the Class of 2021, due to the lack of opportunities for students as a result of the pandemic and the impact on the local community.

**GRADUATION PROJECT
SUSPENSION**

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 Settlement Agreement between the Oxford Area School District and employee #953, as per the attached.

SETTLEMENT AGREEMENT

Aye: 9 Nay: 0

On motion by Mr. Tenga, seconded by Mr. Patterson, BE IT RESOLVED, that the Oxford Area Board of School Directors hereby approve the following:

**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 2021-2022 fiscal year is 4.2%;

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 2021-2022 fiscal year by more than its index.

AND NOW, on this 19th day of January, 2021, 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 2021-2022 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 2021-2022 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 2021-2022 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, January 26, 2021, Ad Hoc Personnel Committee, 6:30 p.m., TBD
Tuesday, February 2, 2021, Ad Hoc Personnel Committee, 6:30 p.m., TBD
Tuesday, February 9, 2021, Facilities and Safety Committee, 6:00 p.m., TBD
Tuesday, February 9, 2021, Athletics and Student Activities Committee, 6:15 p.m., TBD
Tuesday, February 9, 2021, Policy Committee, 6:30 p.m., TBD
Tuesday, February 9, 2021, Work Session, 7:00 p.m., TBD
Tuesday, February 16, 2021, Budget and Finance Committee, 6:30 p.m., TBD
Tuesday, February 16, 2021, Regular Meeting, 7:00 p.m., TBD
Tuesday, February 23, 2021, Ad Hoc Personnel Committee, 6:30 p.m., TBD

Mr. Tighe announced that the Board met in executive session on January 12, 2021 to discuss personnel.

**ANNOUNCEMENT OF
EXECUTIVE SESSION**

Mr. Tighe allowed time for recognition of visitors:


**RECOGNITION OF
VISITORS**

Lisa Koza-West Nottingham-Student opinion on core subject areas/non-core subject areas.

On motion by Mr. Patterson, seconded by Mrs. Warren, the regular meeting of the Oxford Area Board of School Directors adjourned at 8:04 p.m. by a unanimous vote.

ADJOURNMENT

Respectfully submitted,


Brian P. Cooney
Board Secretary

