

**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, March 16, 2021, via Microsoft Teams Platform. 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  
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  
Howard S. Robinson, Member

**ROLL CALL**

**ABSENT WAS:**

Mark V. Patterson, Member

**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  
March 16, 2021 agenda as presented.

**APPROVAL OF  
AGENDA**

Aye: 8      Nay: 0

On motion by Mrs. Warren, seconded by Mrs. Harrison, BE IT RESOLVED,  
That the Oxford Area Board of School Directors hereby approves the  
minutes of the February 9, 2021 Work Session the February 16, 2021  
Regular Meeting as presented.

**APPROVAL OF  
MINUTES**

Aye: 8      Nay: 0

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

**SUPERINTENDENT'S  
REPORT**

Student attendance is between ninety-one and ninety-eight percent.  
Fifty-six percent of our high school students attend virtually as  
compared to thirty percent attending virtually in grades K-3.

There have been twenty-five home visits conducted, and a recent survey  
of families shows the preference of in-person over virtual  
instruction.

Assessment windows have been extended with Keystones and PSSA's  
occurring June.

Grants for Tech Bags for staff and for classroom projectors were  
written and awarded.

Oxford was awarded a Special Education Covid Impact Mitigation Grant in the amount of \$62,899 and a Continuity of Education Grant in the amount of \$95,256. This grant will go to Penn's Grove.

It has been a year since we shuttered our schools. Oxford has recommended an extended learning program for grades K-12. This extended learning program will be available to all students June 21, 2021 through July 29, 2021. The program will run 8:15-12:45 for K-6 with breakfast and lunch provided and transportation provided. The upper grades will be able to attend a specific core subject as needed.

Support services are available for students through Devereux. Parents may contact the school regarding this service.

There were none.

**RECOGNITION OF VISITORS**

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: 6      Nay: 0      Abstain: 2 (Harrison, Robinson)

On motion by Dr. Owens, seconded by Mrs. Warren, 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: 6      Nay: 0      Abstain: 2 (Harrison, Robinson)

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

**PAYMENT OF BILLS**

**March 2021**

General Fund	\$7,237,212.17
Cafeteria Fund	35,547.64
Capital Projects Fund	\$
Payroll Distribution	\$1,744,358.04

Aye: 7      Nay: 0      Abstain: 1 (Harrison)

## REPORTS

Mr. Robinson reported that CCIU Board met on Wednesday, February 17, 2021, via Zoom. Mr. Lubitsky reviewed the 2021-22 Core, Occupational, and Categorical Budgets. There will be no increase in proposed Core Budget contributions and no increase in Occupational Education Tuition rates for the 2021-22 school year.

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

The CCIU Board of Directors will vote on these budgets on Wednesday, March 17, 2021.

The Marketplace Budget will be reviewed on March 17, 2021. Marketplace program price increases will be limited to the Act 1 Index of 3.0 percent.

Dr. Fiore introduced members of the Equity Steering Committee. This committee works to evaluate current culture, conditions, policies, procedures and processes to ensure equity from marginalized and minority groups. They will develop and implement best practices to ensure equity.

The CCIU Board approved the addition of a new Career and Technical program, Multimedia Design, at the TCHS Pennock's Bridge campus in partnership with Oxford Area School District.

The next CCIU Board meeting will be held on March 17, 2021.

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: 8      Nay: 0

Mr. Tenga reported the Legislative Council met the end of February. Expected is the introduction of the "Excellence in Education for All Act" which will help to create education opportunity accounts for PA's most vulnerable students. It would expand existing tax credit scholarship program and reform Charter School laws. The purpose is to create equal access to education regardless of zip code. This bill had not been introduced at the time of this meeting.

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

The United States Department of Education (USDE) has indicated that they will not be granting a testing waiver, but they will allow states to request a waiver for accountability and school identification requirements. The USDE will also waive the requirement that the academic achievement indicator be adjusted to account for a participation rate below 95 percent and that assessment data will not be used for comparative or rating purposes.

Transparency and reporting will still be required to be made public and flexibility in administering assessments including; a shortened version of the statewide assessments; remote administration where feasible; extending the testing window by giving multiple testing windows or extending into the summer or beginning of the 2021-22 school year are being considered.

Pennsylvania Department of Education is looking at extending the testing window into at least September of the 2021-22 School Year. There is no plan to provide the Keystones or PSSA's in an online format.

On motion by Mr. Gaspar, seconded by Mrs. Warren, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby accepts the report from Mr. Tenga, (filling in for Dr. Owens) as Chester County School Boards Legislative Council Representative.

Aye: 8      Nay: 0

Mr. Gaspar reported the committee met on March 9, 2021 and congratulated the participants for moving forward with winter sports. The batting cages were also discussed.

**ATHLETICS AND  
STUDENT ACTIVITIES**

Mr. Gaspar stated the committee met March 9, 2021 and discussed the prep being done so students may return to full time face to face instruction.

**FACILITIES  
COMMITTEE**

Mr. Tenga stated the committee met on March 16, 2021 and discussed the budget timeline. The next deadline is May 1, 2021 for property tax rebate allocation. On April 20, 2021, there will be a vote on the millage rate. The Budget Committee will meet prior to this April Board Meeting.

**BUDGET COMMITTEE**

Oxford received Pandemic Relief grants in the amount of 3.2 million dollars. This money will be used for capital projects at Nottingham, Elk Ridge and Jordan Bank Schools in the form of upgrading the heating and air conditioning systems.

Dr. Owens stated the committee met on March 9, 2021. Policy 5340 is on the agenda tonight for second reading along with the re-adoption of policies in the 4000 Series.

**POLICY COMMITTEE**

Mrs. Warren stated the committee met on February 18, 2021 and March 2, 2021. The committee continues to refine the evaluation tool for superintendent and assistant superintendent.

**AD HOC PERSONNEL**

Mr. Woods stated that Oxford Area School District is excited to have our students in grades K-6 back in the classrooms for in-person learning. Secondary schools will reopen for in-person learning on March 22, 2021.

**REPORT OF SCHOOL**

Oxford has been working with CCIU to ensure any educational staff members and contractors who want a Johnson & Johnson vaccine will be able to receive one. The first round of vaccines goes through March 23, 2021. The second round will begin at the end of March.

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

**PERSONNEL-  
PROFESSIONAL**

**Supplemental Appointments**

Name: Jason Baughman  
Position: Track & Field Girls Assistant Coach, Oxford Area High School  
Salary: \$4,998.00  
Effective: March 8, 2021

Name: John Barcus  
Position: Envirothon, Hopewell School  
Salary: \$1,824.17  
Effective: August 26, 2020

Name: Rachel Bloemker  
Position: Choral Director, Penn's Grove School  
Salary: \$2,418.39  
Effective: August 26, 2020

Name: Rachel Bloemker  
Position: Track & Field Girls Coach, Penn's Grove School  
Salary: \$2,150.00  
Effective: March 8, 2021

Name: Kristen Ciaccia  
Position: Envirothon 1/2, Nottingham School  
Salary: \$780.30  
Effective: August 26, 2020

Name: Christopher Costanzi  
Position: Boys Lacrosse Head Coach, Oxford Area High School  
Salary: \$5,018.01  
Effective: March 8, 2021

Name: William Fitzpatrick  
Position: Track & Field Coach, Penn's Grove School  
Salary: \$2,150.00  
Effective: March 8, 2021

Name: Haley Fleming  
Position: Girls Lacrosse ½ Assistant Coach, Oxford Area High School  
Salary: \$1,750.00  
Effective: March 8, 2021

Name: Matthew Grandinetti  
Position: Track & Field Boys Coach, Penn's Grove School  
Salary: \$2,250.00  
Effective: March 8, 2021

Name: Trevor Haney  
 Position: Track & Field Girls Head Coach, Oxford Area High School  
 Salary: \$5,610.00  
 Effective: March 8, 2021

Name: Sara Hannum  
 Position: Choral Director, Hopewell School  
 Salary: \$2,982.86  
 Effective: August 26, 2020

Name: Tyler Harold  
 Position: Baseball Head Coach, Penn's Grove School  
 Salary: \$2,560.00  
 Effective: March 8, 2021

Name: Brittany Hassler  
 Position: Band Director, Penn's Grove School  
 Salary: \$3,330.47  
 Effective: August 26, 2020

Name: Justin Hostetter  
 Position: Boys Tennis Head Coach, Oxford Area High School  
 Salary: \$3,859.32  
 Effective: March 8, 2021

Name: Scott Lamborn  
 Position: Baseball Assistant Coach, Oxford Area High School  
 Salary: \$4,131.00  
 Effective: March 8, 2021

Name: Ryan Maule  
 Position: Band Director, Hopewell School  
 Salary: \$3,678.08  
 Effective: August 26, 2020

Name: Gary Mazza  
 Position: Boys Lacrosse Assistant Coach, Oxford Area High School  
 Salary: \$3,743.45  
 Effective: March 8, 2021

Name: Mark Nelms  
 Position: Softball Assistant Coach, Oxford Area High School  
 Salary: \$4,500.00  
 Effective: March 8, 2021

Name: Kristopher Ortiz  
 Position: Girls Lacrosse ½ Assistant Coach, Oxford Area High School  
 Salary: \$1,871.73  
 Effective: March 8, 2021

Name: Karen Randall  
 Position: Envirothon 1/2, Nottingham School  
 Salary: \$861.59  
 Effective: August 26, 2020

Name: Timothy Rector  
 Position: Baseball Head Coach, Oxford Area High School  
 Salary: \$5,508.00  
 Effective: March 8, 2021

Name: Christina Reinard  
 Position: Girls Lacrosse Head Coach, Oxford Area High School  
 Salary: \$5,018.01  
 Effective: March 8, 2021

Name: Joshua Socash  
 Position: Softball Head Coach, Oxford Area High School  
 Salary: \$5,778.60  
 Effective: March 8, 2021

Name: Nicholas Spano  
 Position: Track & Field Boys Assistant Coach, Oxford Area High School  
 Salary: \$5,199.25  
 Effective: March 8, 2021

Name: Samuel Stevenson  
 Position: Stage Technical-Student Production, Oxford Area High School  
 Salary: \$1,839.04  
 Effective: March 17, 2021

Name: Lisa Summers  
 Position: Band Director, Nottingham School  
 Salary: \$2,403.52  
 Effective: August 26, 2020

Name: Robert Van Zyl  
 Position: Softball Head Coach, Penn's Grove School  
 Salary: \$2,611.20  
 Effective: March 8, 2021

Name: Michael Walling  
 Position: Track & Field Boys Head Coach, Oxford Area High School  
 Salary: \$6,357.94  
 Effective: March 8, 2021

#### **Change in Effective Date**

Name: Mollie Steigerwalt  
 Position: .5 Physical Education Teacher, Jordan Bank School  
 Appointment: Professional Employee  
 Salary: 4 M, \$28,555.50  
 Effective: FROM: To Be Determined  
 TO: March 22, 2021  
 Replacing: Burnell Smucker, Resigned

#### **Leave of Absence**

Name: Lynne Burtch-Krivansky  
 Position: Grade 6 Teacher, Hopewell School  
 Type: Excess Family Illness  
 # of Days: Up to 22 excess family illness days  
 Effective: February 18, 2021 until the end of the 2020-2021 school year

### **Increase in Time**

Name: Abigail Hudson  
Position: From: .5 Music Teacher-Strings, Nottingham School  
To: .75 Music Teacher-Strings, Nottingham School  
Effective: March 17, 2021  
Replacing: Increase in Time

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  
following non-professional personnel items.

**PERSONNEL-NON-  
PROFESSIONAL**

### **Resignation**

Name: Ethan Balman  
Position: Job Coach, Oxford Area High School  
Effective: March 8, 2021

Name: Nicole Donovan  
Position: Instructional Aide Special Education, Hopewell School  
Effective: March 1, 2021

Aye: 8      Nay: 0

On motion by Mr. Tenga, seconded by Mr. Gaspar, BE IT RESOLVED,  
That the Oxford Area Board of School Directors hereby approves the  
following volunteers.

**VOLUNTEERS**

**MEGANN SUE GRAF, HOLLY VERDERAME**

On motion by Mr. Robinson, seconded by Mrs. Warren, 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.

### **Memorandum of Understanding**

Memorandum of Understanding between Oxford Area School District  
and Pennsylvania State Police - Avondale

Memorandum of Understanding between Oxford Area School District  
and Borough of Oxford Police Department.

### **Special Education Services**

Approval of the memorandum of Understanding between the Oxford Area  
School District and Camp Sequoia LLC regarding student ID# xxx-xx-  
4035.



**CCIU Budgets**

Approval of the 2021-2022 Chester County Intermediate Unit Core, Occupational Education and Categorical Budgets.

**Chester County Tax Collection Delegates**

Appointment of the Chester County Tax Collections District delegates as follows:

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

**ELECT Grant Consortium**

Authorization for the CCIU to file this application on behalf of the Oxford Area School District in the implementation of the Education Leading to Employment and Career Training (ELECT).

**Act 80 Day**

Approval of the afternoon of March 12, 2021 as an Act 80 day for the 2020-2021 school year.

Aye: 8          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 Collective Bargaining Agreement between the Oxford Area School District and the Oxford Area educational Support Personnel Association through June 30, 2022 as per the attached.

**COLLECTIVE  
BARGAINING  
AGREEMENT**

Aye: 8          Nay: 0

On motion by Mr. Gaspar, seconded by Mrs. Warren, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the following Memorandums of Understanding between the Oxford Area School District and the Oxford Area Educational Association, regarding the winter/spring coaches as per attached and volunteer teacher assignments as per attached.

**MEMORANDUM OF  
UNDERSTANDING  
WITH OAEA**

Aye: 8          Nay: 0

On motion by Mr. Tenga, seconded by Mr. Gaspar, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby intends, in accordance with 24 P.S., Section 10-1073, to retain Margaret Billings-Jones, Assistant Superintendent for a further term of three (3) to five (5) years. Said appointment is subject to a mutually accepted agreement between the Oxford Area School District and Margaret Billings-Jones

**ASSISTANT  
SUPERINTENDENT  
CONTRACT**

Aye: 8          Nay: 0

On motion by Dr. Owens, seconded by Mrs. Warren, BE IT RESOLVED, That The Oxford Area Board of School Directors hereby approves the Settlement Stipulation for the Assessment Appeal of the real property known as Stoneyfield Estates, West of Stoney Lane, South of E. Ridge Road, Nottingham, Chester County, Pennsylvania 19362 and filed to Chester County term Numbers Docket Numbers 2019-02253-AB, as per attached.

**ASSESSMENT  
APPEAL**

Aye: 7      Nay: 0      Abstain: 1 (Tenga)

On motion by Mrs. Warren, seconded by Mrs. Harrison, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the attached Settlement Agreement and Release in the matter of Oxford Area School District v. Pennsylvania Leadership Charter School, Docket No.: BBFM-00-2017-459, as per attached.

**SETTLEMENT  
AGREEMENT**

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 readopts the following policies:

**POLICY  
READOPTION**

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

Policy # 4210 Responsibility of Staff for Student Welfare  
Policy # 4220 Teacher Evaluation: Professional Teaching Staff  
Policy # 4225 Non-Professional Evaluation  
Policy # 4300 Drug-Free Workplace  
Policy # 4310 Outside Activities  
Policy # 4325 Nepotism  
Policy # 4330 Code of Professional Practice and Conduct for Educators  
Policy # 4360 Universal Precautions  
Policy # 4370 Administering Naloxone  
Policy # 4400 Substitute Teachers

Aye: 8      Nay: 0

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

**First Reading**

**Article 4 - Students - (Series 5000)**  
**Policy #4215 - Child/Student Abuse**

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

**Second Reading**

**Article 5 - Students - (Series 5000)**  
**Policy #5340 - Graduation Requirements**

**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, March 23, 2021, Ad Hoc Personnel Committee, 7 p.m.  
Tuesday, April 13, 2021, Facilities & Safety Committee, 6 p.m.  
Tuesday, April 13, 2021, Athletics & Student Activities Committee, 6:15 p.m.  
Tuesday, April 13, 2021, Policy Committee, 6:30 p.m.  
Tuesday, April 13, 2021, Work Session, 7p.m.  
Tuesday, April 20, 2021, Finance and Budget Committee, 6:30p.m.  
Tuesday, April 20, 2021, Regular Meeting, 7 p.m.

Mr. Tighe announced that the Board met in Executive Session on March 9, 2021 to discuss personnel.

**ANNOUNCEMENT OF  
EXECUTIVE SESSION**

**Amanda Sewell**-Oxford, PA - How will students be identified as being in need? How will personal health information be protected?

**RECOGNITION OF  
VISITORS**

**Renee Burns**-Oxford, - What criteria is used to renew the Superintendent and Assistant Superintendent contracts?

**Amanda Sewell**-Oxford, - Why is there not an evaluation of the Assistant Superintendent available for public view?

**Renee Burns**-Oxford, - The meeting started late, and people were not able to log on until 7:05. How did you open and close public comment section before people were able to log on?

**Amanda Sewell**-Oxford, - Will the public be able to comment on these tools for review of the assistant superintendent to ensure they are measurable?

**Jennifer Yacka**-Oxford, - has a determination been made about graduation and what will it look like?

**Amanda Sewell**-Oxford, - Why don't we get to see the CCIU Budget?

**Renee Burns**-Oxford, PA - Although the season was prorated, you were 100% funded for this. What happens to the balance of these funds?

**Amanda Sewell**-Oxford, PA - Who was the board member who said Facebook garbage?

**Cathy Mack**- Nottingham - Has a graduation date been set? If so when?

**Amanda Sewell**-Oxford, PA - Am I really going to state my address publicly?

**Amanda Sewell**-Oxford, PA - When is the Ad Hoc Committee?

**Tenille Dewese**-Lincoln University - Will PSSA religious objections require viewing the exam?

**Renee Burns**-Oxford-Were your expectations of the Superintendent and Assistant Superintendent to improve our ratings.

On motion by Mrs. Harrison, seconded by Mrs. Warren, the regular meeting of the Oxford Area Board of School Directors adjourned at 8:25 p.m. by a unanimous vote.

**ADJOURNMENT**

Respectfully submitted,



Brian P. Cooney  
Board Secretary