

**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 20, 2021, via Microsoft Teams Platform. The meeting was called to order at 7:23 p.m. by President Joseph E. Tighe followed by the Pledge of Allegiance. A moment of silence was observed for Penn's Grove Social Studies Teacher, Chris Riess, who recently passed away.

**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 Mrs. Harrison, seconded by Dr. Owens, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the April 20, 2021 agenda as presented.

**APPROVAL OF  
AGENDA**

Aye: 9      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 minutes of the March 9, 2021 Work Session the March 16, 2021 Regular Meeting as presented.

**APPROVAL OF  
MINUTES**

Aye: 9      Nay: 0

Dr. Billings-Jones presented the District Report for the month of April. The district continues to offer virtual and in-person instruction for all grades. The rate of in-person attendance is 74-88% at the elementary level while secondary students are attending at a rate between 49-68% percent. Oxford Area High School is the only school in the district where attendance virtually is higher than in-person.

**SUPERINTENDENT'S  
REPORT**

There were twenty-two home visits completed this month.

Technology tickets for hardware and software issues remain the greatest category of requests for help.

Our Technology Director, Shawn Mellinger will be presenting at the Tech Talk Live conference. The topic of presentation is "Internet Security".

Oxford Area School District will be offering reading and math for K-6 students as well as a variety of core area courses for our 7-12 students. The programs will run Monday through Thursday, June 21 through July 29, 2021 at Hopewell and Penn's Grove. Breakfast and lunch will be provided.

Student assessments, the Keystones and PSSA, will be offered June 1 through June 10, 2021. Virtual students will be invited into the school to take the exams with social distancing in place and transportation as necessary.

There were none.

**RECOGNITION OF VISITORS**

On motion by Mrs. Harrison, 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: 9      Nay: 0

On motion by Mr. Robinson, 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 Mr. Gaspar, 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**

<u>April 2021</u>	
General Fund	\$6,111,413.93
Cafeteria Fund	\$49,738.01
Capital Projects Fund	\$8,500.00
Payroll Distribution	\$1,782,758.43

Aye: 9      Nay: 0

## REPORTS

Mr. Robinson reported that CCIU Board met on Wednesday, March 17, 2021, via Zoom. Mr. Lubitsky reviewed the 2021-22 Marketplace budgets. The CCIU will vote on the Marketplace Budget on April 21, 2021. The cost of Marketplace programs will only increase 1.67 percent which is well below the Act 1 Statewide Index of 3%.

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

Dr. Fiore gave an update on the current vaccination clinic, hosted by the CCIU, on behalf of the Pennsylvania Department of Education, the Pennsylvania Department of Health, and the Pennsylvania Emergency Management Agency. The clinic began on Friday, March 12, 2021 and ran very smoothly. There were 5,300 initial doses of Johnson & Johnson vaccine. Remaining vaccine doses will be distributed in early April.

Assistant Executive Director, Dr. Steve Gerhard, gave an update on the Regional Antigen Testing Centers, which are scheduled to begin next week through a partnership with Children's Hospital of Philadelphia. The sites will be TCHS Pennock's Bridge Campus, TCHS Pickering Campus and the Teacher Center at the CCIU Learning Center Campus in Coatesville.

Dr. Fiore gave a report on the Legislative Briefing that was held on March 11, 2021. The topics discussed were Student Mental Health, Charter School Funding Reform and Transportation Reform.

Director of Career, Technical and Customized Education, Dr. Kirk Williard, reported the start of four adult education programs to assist adults pursuing new career opportunities. The programs are Welding, Commercial Driver's License (CDL), Heavy Civil Technology and HVAC.

The next CCIU Board of Directors meeting will be held on April 21, 2021, at 7:30 p.m.

On motion by Mr. 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

Mr. Tenga reported the Legislative Council met the end of February. In the House, several bills progressed through committee:

HB232: Allows a school district to change its name.

HB365: Updates outdated terminology in the school code regarding students with disabilities.

HB416: Requires first aid training regarding seizures for school nurses and requires DOH to make a course available for school staff.

HB412: Gives districts more flexibility in using substitute teachers.

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

In the Senate:

SB83: Establishes a pilot program for volunteer firefighter training.

SB224: Provides for certification of teachers holding a certificate from another state.

SB247: Would repeal the prohibition on teachers wearing religious garb to school.

SB381: Would make permanent provisions of an act that allows prospective educators to serve as substitute teachers for a limited time.

HB416: To expand the definition of professional employee was pulled by its sponsor.

A constitutional amendment to require legislative approval for any extensions of the governor's use of emergency powers will appear on the ballot in the primary election.

It is believed the Senate has property tax elimination high on its priority list.

SCO670 - The Excellence in Education Act which may contain charter school reforms, education vouchers and other things, had not been introduced and so no specific details were available.

We are still waiting for details on the governor's proposed budget. It is supposed to contain a \$1.3 billion increase to BEF, a \$200 million increase to SEF, \$30 million increase to Early Childhood, and \$11 million increase for Early Intervention.

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: 9      Nay: 0

Mr. Gaspar reported the committee met on April 13, 2021 and discussed Athletic fees for Penn's Grove. Fields were also discussed.

**ATHLETICS AND  
STUDENT ACTIVITIES**

Mr. Gaspar stated the committee met April 13, 2021 and discussed the HVAC project going on this year.

**FACILITIES  
COMMITTEE**

Mr. Tenga stated the committee met on April 13, 2021 and discussed the Fund Balance. We will probably need to raise taxes. We have only raised taxes less than 1 percent per year over the last 5 years. We need to develop a plan for offsetting the current projected budget deficit. Increased costs in PSER's, Special Education and Charter Schools are the main driver of increasing expenses for the district.

**BUDGET COMMITTEE**

Dr. Owens stated the committee met on April 13, 2021. Re-adoption of policies in the 4000 Series were discussed and are on the agenda for this evening.

**POLICY COMMITTEE**

Mr. Tighe commented that the Board has accomplished one of its goals, that being the formation of the AD Hoc Personnel Committee and the updating of the evaluation format for the Superintendent and Assistant Superintendent. Thanks to Mrs. Warren for heading up this committee.

**BOARD IN-SERVICE/  
BOARD GOALS**

Mrs. Warren thanked the members of the committee. The Committee met on March 23 and April 6, 2021. The final revisions to the evaluation tool was completed and this was presented to the board at the April Work Session.

**AD HOC PERSONNEL**

The evaluation timeline still needs to be finalized.

Mr. Woods stated that Oxford Area School District has fourteen students interested in the half day Media Program. This program is also being offered to surrounding school districts and will be hosted at OAHS. Funding to start this program has come in the form of grants. We expect that this may be a revenue generating program which we will share with the CCIU. These programs will also be available to students of OAHS as electives.

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

**PERSONNEL-  
PROFESSIONAL**

**Retirements**

Name: Letitia Foster  
Position: School Nurse, Oxford Area High School  
Effective: June 17, 2021

Name: Debra Hash  
Position: ESL Teacher, Elk Ridge School  
Effective: June 17, 2021

Name: Jennifer Muehlmann  
Position: Art Teacher, Oxford Area High School  
Effective: June 17, 2021

Name: David Pugliese  
Position: Elementary Teacher, Hopewell School  
Effective: June 17, 2021

Name: Karen Ann Smith  
Position: English Teacher, Oxford Area High School  
Effective: June 17, 2021

**Resignations**

Name: Molly Beltz  
Position: Elementary Teacher, Elk Ridge School  
Effective: End of the 2020-2021 school year

Name: Rebecca Daul  
Position: Social Studies/Driver Education Teacher, Oxford  
Area High School  
Effective: July 29, 2021

**Transfer**

Name: Mallory Kaliner  
Position: FROM: .5 Art Teacher, Jordan Bank School/.5 BVA  
Teacher  
TO: Art Teacher, Oxford Area High School  
Effective: August 25, 2021  
Replacing: Jennifer Muehlmann, Retiring

**Leaves of Absence**

Name: Dawn Little  
Position: Nurse, Nottingham School  
Type: Excess Family Illness  
# of Days: 1 excess family illness day  
Effective: March 26, 2021

Name: Erin Warren  
Position: Family & Consumer Science Teacher, Oxford Area  
High School  
Type: Excess Family Illness  
# of Days: Up to 6.5 excess family illness days  
Effective: April 21, 2021

**Salary Change-Professional**

Burtch-Krivansky, Lynda, from 8 B+24, \$58,592 to 8 M, \$61,038 effective  
February 1, 2021

Aye: 9      Nay: 0

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

**PERSONNEL-NON-  
PROFESSIONAL**

**Retirement**

Name: Linda Cox  
Position: Cafeteria Aide, Nottingham School  
Effective: March 17, 2021

**Appointment**

Name: Amanda Hoffman  
Position: Cafeteria Aide, Elk Ridge School  
Salary: \$11.17 per hour  
Effective: April 21, 2021  
Replacing: Laurie Lamb, Resigned

Name: Pamela Konowall  
Position: Health Room Assistant, District  
Salary: \$14.08 per hour  
Effective: April 26, 2021  
Replacing: Terry Hauk, Resigned

Name: Audrea Miller  
Position: Attendance Secretary, Elk Ridge School  
Salary: \$14.08 per hour  
Effective: April 21, 2021  
Replacing: Kathleen Murphy, Resigned

Aye: 9      Nay: 0

On motion by Mr. Robinson, seconded by Mrs. Harrison, BE IT RESOLVED, **VOLUNTEERS**  
That the Oxford Area Board of School Directors hereby approves the  
following volunteers.

**JANPATRICK BENNETT, PATRICIA EIMER, JOHN WILLIAM HAFTL,  
RICHARD GIORDANO JR., PATRICIA MIRAGE**

Aye: 9      Nay: 0

On motion by Dr. Owens, seconded by Mr. Robinson, BE IT RESOLVED, **CONSENT AGENDA**  
That the Oxford Area Board of School Directors hereby approves the  
following consent agenda items:

**Uncollectable Tax Liens**

Approves the removal of uncollectable tax liens from the system of  
the Chester County Tax Claim Bureau.

**1302 Students**

Students names 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.

**Adoption of Policies/Procedures**

Adoption of the Chester County Intermediate Unit's policies and  
procedures under the federal requirements of 34 CFR Part 300 as per  
attached.

Aye: 9      Nay: 0

On motion by Mr. Robinson, seconded by Mr. Tenga, BE IT RESOLVED, That **ASSISTANT  
SUPERINTENDENT  
CONTRACT**  
the Oxford Area Board of School Directors hereby approves the  
contract of Dr. Margaret Billings-Jones, Assistant Superintendent  
for a term of four (4) years, commencing July 1, 2021 through June 30,  
2025, as per attached.

Aye: 9      Nay: 0

On motion by Mr. Gaspar, seconded by Mr. Mrs. Harrison, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the contract between McClure Company and the Oxford Area School District for an energy savings and facilities improvement program in the amount of \$2,526,193 as per the attached.

**ENERGY SAVINGS  
AND FACILITIES  
IMPROVEMENT PROGRAM**

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:

**PROPOSED FINAL  
GENERAL FUND  
BUDGET 2021-2022**

1. The proposed Final General Fund Budget of the School District for the 2021-2022 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 2021-2022 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 Offices.

Aye: 7

Nay: 2 (Gaspar, Tighe)

On motion by Dr. Owens, seconded by Mr. Tenga, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby re-adopts the following policies:

**POLICY  
RE-ADOPTION**

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

Policy # 4410 Volunteers  
Policy # 4415 School Police  
Policy # 4420 Student Teacher  
Policy # 4430 Supplemental Contracts  
Policy # 4450 Compensation and Related Benefits: New Employee Salary Determination  
Policy # 4455 Compensation and Related Benefits: Movement on the Salary Scale  
Policy # 4460 Professional Education Plan  
Policy # 4470 Continuing Education/Professional Growth Guidelines  
Policy # 4500 Absences: Illness  
Policy # 4505 Leaves of Absence

Aye: 9

Nay: 0

On motion by Mrs. Harrison, seconded by Mr. Patterson, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby adopts the following new policy:

**NEW POLICY-  
ADOPTION**

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

Policy #5340 - Graduation Requirements

Aye: 9

Nay: 0



The Oxford Area Board of School Directors is considering the revision of **POLICY REVISION-** the following policy:

**Second Reading**

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

**Policy #4215 - Child/Student Abuse**

***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:** Brian Cooney, Board Secretary  
**From:** Carey Bresler, Director, Oxford Library  
**Topic:** PULL (Pop-Up Lending Library)

**CORRESPONDENCE**

Mr. Tighe announced the following upcoming meetings and events:

**CALENDAR**

Tuesday, April 27, 2021, Ad Hoc Personnel Committee, 7 p.m.  
Tuesday, May 11, 2021, Facilities & Safety Committee, 6 p.m.  
Tuesday, May 11, 2021, Athletics & Student Activities Committee, 6:15 p.m.  
Tuesday, May 11, 2021, Policy Committee, 6:30 p.m.  
Tuesday, May 11, 2021, Work Session, 7p.m.  
Tuesday, May 18, 2021, Finance and Budget Committee, 6:30p.m.  
Tuesday, May 18, 2021, Regular Meeting, 7 p.m.

Mr. Tighe announced that the Board met in Executive Session on March 16, 2021 to discuss personnel; March 23, 2021 to discuss personnel; and April 6, 2021, and April 13, 2021 to discuss personnel.

**ANNOUNCEMENT OF  
EXECUTIVE SESSION**

Mr. Tighe allowed time to address concerns of the community.

**FOLLOW UP TO  
COMMUNITY  
QUESTIONS AND  
CONCERNS**

Nancy Latche-Bus Transportation-Concern over students riding three to a seat.

On motion by Mr. Robinson, seconded by Mr. Patterson, the regular meeting of the Oxford Area Board of School Directors adjourned at 9:19 p.m. by a unanimous vote.

**ADJOURNMENT**

Respectfully submitted,

  
Brian P. Cooney  
Board Secretary

