

**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, November 16, 2021, in the Hopewell School's LGIA Room. The meeting was called to order at 7:08 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  
Jenifer M. Harrison, Member  
Eric W. Owens, Member  
Mark V. Patterson, Member

**ROLL CALL**

**ABSENT WAS:**

Stephen R. Gaspar, Member  
Howard S. Robinson, Member

**ALSO ATTENDING WERE:**

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

Mr. Woods read a statement regarding the Masking Mandate

On motion by Mr. Tenga, seconded by Mrs. Warren, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the November 16, 2021 agenda as presented.

**APPROVAL OF  
AGENDA**

Aye: 7      Nay: 0

There was none.

**PUBLIC COMMENT  
CONCERNING  
ITEMS ON THE  
AGENDA**

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 October 12, 2021 Work Session and the October 19, 2021 Regular Meeting as presented.

**APPROVAL OF  
MINUTES**

Aye: 7      Nay: 0

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

**SUPERINTENDENT'S  
REPORT**

Dr. Billings-Jones stated that the Comprehensive Plan meetings are underway for 2022-2025. The Special Education Plan meeting was held on Wednesday, October 27, 2021.

We are in the process of developing the District Plan. The committee met on Wednesday, November 10, 2021 and will meet again in January 2022.

Act 158 Pathway to Graduation has been enacted for the Class of 2023. There are five pathways: Keystone Proficiency Pathway; Keystone Composite Pathway; Career and Technology Education Concentrator; Alternative Assessment; and Evidence-Based Pathway.

Professional Development continues with Math Solutions in each school.

We have partnered with PATTAN for the Secondary MTSS Series enhancing ELA Outcomes.

Early Act and Interact program inducted eighty students on November 11, 2021.

Thank you to schools and staff for the varied celebrations in honor of Veterans Day

There were none.

**RECOGNITION OF VISITORS**

On motion by Mrs. Warren, 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: 7      Nay: 0

On motion by Mr. Patterson, 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: 7      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 following bill lists for payment:

**PAYMENT OF BILLS**

<b><u>November 2021</u></b>	
General Fund	\$2,009,499.15
Cafeteria Fund	\$109,817.53
Capital Projects Fund	\$14,672.50

Payroll Distribution \$1,801,010.71

Aye: 7 Nay: 0

Dr. Owens reported the Council met on October 27, 2021. There was discussion regarding the driver shortage and possible use of ESSER Funds to off set costs. Also, reaching out to 375,000 persons who hold CDL's to drive busses.

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

Charter reform was discussed.

On motion by Mr. Patterson, seconded by Mrs. Harrison, 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 Finance and Budget Committee met on November 9, 2021, at 6:30 p.m. and discussed the fund balance and per-pupil allocation.

**BUDGET AND FINANCE  
COMMITTEE**

It is recommended that the Per Pupil allocation remain at \$173.00 for the 2022-2023 School year.

The unassigned fund balance was getting low so there is a transfer on the agenda.

Victoria Milburn gave her report for the month of November.

**STUDENT  
REPRESENTATIVE'S  
REPORT**

**Jordan Bank** is holding a canned food drive and celebrating American Education week this week.

Conferences will be held on November 18, 2021, 4-7:30 p.m.

**Elk Ridge** sends congratulations to all their October students of the month.

Over one hundred families participated in their Fall Literacy Celebration by decorating a pumpkin as their favorite literary character. Thank you to all the students and families that participated.

Students earned over 4,500 "Bee Tickets" in October through their School-Wide Positive Behavior program. Thank you, Elk Ridge students for showing such great Responsibility, Respect, Honesty, Effort, and Kindness.

First graders enjoyed their field trip to Milburn's Orchard.

The high school athletes will be visiting Elk Ridge to read to their students as part of American Education Week.

**Nottingham** would like to congratulate all their student of the month recipients for October.

Grade three students participated in a Hot Air Balloon Assembly. Air Ventures taught students about the science, technology and engineering of Hot Air Ballooning and shared about the Aeronaut career.

Students are holding a coin drive at Nottingham. They are collecting coins for the next two weeks to raise funds to donate to Oxford Neighborhood Services for the Holidays.

The Nottingham Academically Gifted and Talented students, under the direction of Jennifer Shelley and Kristen Melrath, will be holding the Nottingham Holiday Food Drive from November 15-December 19, 2021. This event is through a partnership between Oxford Presbyterian Church and Oxford Neighborhood Services.

Students dressed up as their favorite book characters on October 30, 2021, during Red Ribbon Week.

Nottingham will be celebrating American Education Week from November 15-19, 2021. Festivities have been planned to honor our parents, teachers, bus drivers, cafeteria workers, and substitutes during this week. Students from the High School National Honor Society will also be reading books to students.

Teachers will be conducting their last round of parent-teacher conferences on Wednesday, November 17, 2021.

Nottingham is showcasing a "Wall of Honor" in honor of families in their school who have a parent, grandparent, relative, friend, etc. who served (past & present) in the US military and/or as an emergency responder. Families have provided photographs of the service member and they will be posted in Nottingham's hallways. So far Nottingham has collected over fifty photographs.

**Hopewell** is celebrating American education week this week with spirit days including Maroon and White day, dress as your dream job day, and sports apparel day. Students have been invited to submit writing pieces centered around literature and one lucky student will win a Barnes and Nobles gift card.

Picture retake day is November 17, 2021 and conferences will be held Thursday, November 18, 2021 from 4:15-7:30 p.m.

On December 8, 2021, Hopewell's music program will get to share their hard work with the school and on December 9, 2021 they will hold their official concert with family at 7 p.m. in Oxford Area High School.

Hopewell celebrated Veterans Day as our Girl Scouts and Boy Scouts assisted in raising the flag to honor our Veterans. The choral ensemble sang and we were lucky enough to have some of our parents who are Veterans join us. Thank you to all our Veterans for their service.

On November 11, 2021, Hopewell inducted forty-eight students into the Early Act Club. This event was held at the Oxford Area High School. We are proud of our Early Act members and look forward to the many projects they will complete over this next school year.

Hopewell is currently celebrating American Education Week. Students have been invited to submit essays or poems centered around the theme

of public education. One lucky student will win a Barnes and Noble gift card.

Hopewell will wrap up American Education Week with the turkey Trot on Friday at 2:30 p.m. The students will run on the track and families are invited to join us in the stands.

Congratulations to our Students of The Month and all our students who continue to earn Stinger Tickets for acts of respect, responsibility, and promoting a safe school environment.

Penn's Grove supported Red Ribbon Week in October. Students participated in different themes throughout the week to celebrate being drug-free.

Penn's Grove fall sports have wrapped up. Congratulations to all the fall athletes for a great season.

Penn's Grove band strutted their stuff in the annual Oxford Halloween parade on Thursday, October 28, 2021.

Penn's Grove students participated in a Literary Pumpkin Fest. Along with Mrs. Golden, students decorated pumpkins with their favorite literary book characters.

Penn's Grove celebrated World Kindness day on November 12, 2021. Students submitted acts of kindness to our "Kindness Tree" outside the Penn's Grove Auditorium. We also celebrated all students with a "Kind" message on their lockers.

Winter sports of Basketball and Wrestling have begun.

Oxford Area High School's Diversity Club held a Hispanic dance on November 5, 2021. It was very successful and students enjoyed celebrating their culture.

The annual Christmas Festival will be held December 11, 2021 from 9:00 a.m. to 12:00 p.m. in the cafeteria.

All fall sports have concluded and winter sports are starting next week.

The career fair took place on November 11, 2021. Students were able to speak to thirty presenters. This was a great opportunity for students to explore different future paths.

Freshmen attended special program assemblies for 9<sup>th</sup> graders for the TCHS and AFJROTC. Applications are now open for these programs for the next school year.

Student Council is sponsoring a school-wide canned food drive. Non-perishable food items are being collected in every homeroom. The homeroom with the most collections will be able to attend a sponsored breakfast.

The Holiday Concert will take place on December 19, 2021 in the high school auditorium.

Auditions for this year's show, "Shrek the Musical" are beginning soon.

Mr. Woods answered questions that were posed at the previous meeting. Physical altercation data for 19-20 and 21-22 were stated. The District spent ESSA funds on \$2,315,017.80 on educational programming.

**REPORT OF SCHOOL PROGRAMS**

Critical Race Theory (CRT) is not taught in our district. This is taught at some colleges at the graduate level.

Policies 7200 and 1710 are policies that provide oversight for curriculum and resources brought into the school.

Parents have been notified and have the opportunity to opt-out their child from the Anonymous Student Civic survey in grade eight this year.

**NEW BUSINESS**

Mr. Tighe allowed time for persons who requested to be placed on the agenda. D. Wiker, J. Kehs, Judy Martorano all spoke regarding the Mask Mandate. Scott Spear asked questions of the Board.

**RECOGNITION OF PERSONS WHO REQUESTED TO BE PLACED ON THE AGENDA**

On motion by Mr. Patterson, seconded by Mrs. Warren, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the following professional personnel items.

**PERSONNEL- PROFESSIONAL**

**Resignation**

Name: Jill Mullen  
Position: Speech Pathologist, District  
Effective: To Be Determined

**Appointment**

Name: Nicole Sheppleman  
Position: Certified School Nurse, Oxford Area High School  
Appointment: Temporary Professional Employee  
Salary: Step 1 B, \$50,232.00  
Effective: November 19, 2021  
Replacing: Jaqueline Ruppert, Resigned

**Supplemental Appointments**

Name: Amada Colella  
Position: Girls Basketball Assistant, Penn's Grove School  
Salary: \$1700.00  
Effective: November 19, 2021

Name: Kristen Ciaccia  
Position: ½ Envirothon, Nottingham School  
Salary: \$795.91  
Effective: August 25, 2021

Name: William Fitzpatrick  
Position: Wrestling, Penn's Grove School  
Salary: \$2754.64

Effective: November 19, 2021  
 Name: Daniel Hoff  
 Position: Boys Basketball, Oxford Area High School  
 Salary: \$6200.00  
 Effective: November 19, 2021

Name: Karen Randall  
 Position: ½ Envirothon, Nottingham School  
 Salary: \$878.82  
 Effective: August 25, 2021 Name: Matthew Grandinetti  
 Position: Girls Basketball, Penn's Grove School  
 Salary: \$2200.00  
 Effective: November 19, 2021

Name: Michael Logue  
 Position: Boys Basketball, Penn's Grove School  
 Salary: \$2203.20  
 Effective: November 19, 2021

Name: William Smith  
 Position: Wrestling Assistant, Penn's Grove School  
 Salary: \$1600.00  
 Effective: November 19, 2021

#### Transfers

Name: Susan Bernreuther  
 Position: From: PIMS Data Specialist, District  
 To: Database Administrator, District  
 Salary: From: \$56,519.00  
 To: \$65,000.00 (per agreement retro to November 1, 2021)  
 Effective: November 17, 2021  
 Replacing: Linda Morse, Resigned

Name: Sherry Wood  
 Position: From: Nurse, Hopewell School  
 To: Certified School Nurse, Hopewell School  
 Appointment: Temporary Professional Employee  
 Salary: From: \$26.04 per hour  
 To: Step 1 B, \$50,232.00  
 Effective: November 17, 2021  
 Replacing: Katherine Reilly, Resigned

#### Change in Appointment

Name: Barbara Guiliano-Burke  
 Position: Mathematics Teacher, Penn's Grove School  
 Appointment: From: Long Term Substitute  
 To: Temporary Professional Employee  
 Salary: From: Step 1 M, \$54,486.00  
 To: Step 5 M, \$58,486.00  
 Effective: From: October 20, 2021 until the end of the 2021-2022 school year  
 To: October 25, 2021  
 Replacing: Courtney DiMino, Resigned

**Supplemental Salary Correction**

Name: Christopher Johnson  
 Position: Football Assistant 1/2 Oxford Area High School  
 Salary: From: \$2250.00  
 To: \$2550.00  
 Effective: August 16, 2021

**Change in Effective Date**

Name: Andrea Gillinger  
 Position: Grade 6 Teacher, Hopewell School  
 Appointment: Long Term Substitute  
 Salary: Step 1 B, \$50,232.00 (prorated)  
 Effective: From: To Be Determined until the end of the 2021-2022 school year  
 To: November 8, 2021 until the end of the 2021-2022 school year  
 Replacing: Kelly Ebersole, LOA

**Change in Step Placement**

Name: Andrue Weber  
 Position: Special Education Teacher, Penn's Grove School  
 Appointment: Temporary Professional Employee  
 Salary: From: Step 2 M, \$55,486.00 + \$250.00  
 To: Step 9 M, \$62,486.00 + \$250.00  
 Effective: August 25, 2021  
 Replacing: Eric Jackson, Resigned

**Leave of Absence**

Name: Katherine Rappold  
 Position: Guidance Counselor, Oxford Area High School  
 Type: Excess Family Illness  
 # of Days: Up to 6 excess family illness days  
 Aye: 7      Nay: 0

On motion by Mr. Patterson, seconded by Mrs. Harrison, BE IT RESOLVED, **PERSONNEL-NON-PROFESSIONAL**  
 That the Oxford Area Board of School Directors hereby approves the following non-professional personnel items.

**Retirement**

Name: Janet D'Antonio  
 Position: Instructional Aide-Special Education, Jordan Bank School  
 Effective: October 26, 2021

**Resignations**

Name: Maryanne Boyd  
 Position: Attendance Secretary, Jordan Bank School  
 Effective: November 15, 2021  
 Name: Danielle Dougherty  
 Position: Food Service 5.75, Elk Ridge School  
 Effective: November 19, 2021



Name: Tina Hoang  
 Position: Cafeteria Aide, Elk Ridge School  
 Effective: November 5, 2021

Name: Jody Mabe  
 Position: Food Service, Oxford Area High School  
 Effective: October 26, 2021

Name: Jensine Palita  
 Position: Cafeteria Aide, Elk Ridge School  
 Effective: October 25, 2021

#### **Appointment**

Name: Meghan Hostetter  
 Position: Cafeteria Aide, Elk Ridge School  
 Salary: \$11.51 per hour  
 Effective: November 17, 2021  
 Replacing: Jensine Palita, resigned

#### **Substitute Appointments**

Name: Meghan Hostetter  
 Position: Service & Support Substitute, District  
 Salary: Varies depending on position  
 Effective: November 17, 2021

Name: Kelly Lafferty  
 Position: Service & Support Substitute, District  
 Salary: Varies depending on position  
 Effective: November 17, 2021

Name: Jody Mabe  
 Position: Food Service Substitute, District  
 Salary: \$10.75 per hour  
 Effective: October 26, 2021

#### **Transfers**

Name: Christine Brown  
 Position: From: Special Education Instructional Aide, District  
 To: Human Resources Assistant/Receptionist, District  
 Salary: From: \$19,096.35  
 To: \$39,000.00  
 Effective: November 17, 2021  
 Replacing: Cathleen Muscella, Transferred

Name: Cathleen Muscella  
 Position: From: Human Resources Assistant/Receptionist, District  
 To: PIMS Data Specialist, District  
 Salary: From: \$38,507.00  
 To: \$50,000.00 (per agreement retro to November 1, 2021)  
 Effective: November 17, 2021  
 Replacing: Susan Bernreuther, Transferred

**Change in Effective Date**

Name: Michael Ingram  
Position: Custodian, Nottingham School  
Salary: \$11.75 per hour  
Effective: From: November 8, 2021  
To: November 11, 2021  
Replacing Roberto Bedolla, Resigned Appointment

Aye: 7 Nay: 0

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

**VOLUNTEERS**

**MARION BROOKS (OEF), KIMBERLY BRUHN (OEF), NICOLE BULGER, JONATHAN CORONA,  
MEGHAN HOSTETTER, ANDREW KLEIN, KELLY LAFFERTY (OEF), JENNIFER MALONEY (OEF),  
MICHELLE MEADOWCROFT (OEF), JALISA NOON, HOLLY OLIVER, JEANNE REEDY**

Aye: 7 Nay: 0

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

**Nathan Hall, Emily O'Conner**

On motion by Mrs. Warren, seconded by Dr. Owens, BE IT RESOLVED, That  
the Oxford Area Board of School Directors hereby approves the follow-  
ing consent agenda items:

**CONSENT  
AGENDA**

**Section 1302 Students**

Students named on the attached list are considered residents of the  
school district for the 2021-2022 school year in accordance with  
Section 1302 of the Public-School Code.

**Budget Transfer**

Approval of budget transfers from the 2020-2021 school year in the  
amount of \$3,544,238,84.

**Per Pupil Allocation**

Approval of the per-pupil allocation for the 2022-2023 school year  
general fund budget, set at \$173.

Aye: 8 Nay: 0

On motion by Mr. Tenga, seconded by Mrs. Warren, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby assigns the following amounts of the General Fund, Fund Balance:

**GENERAL UNASSIGNED  
FUND BALANCE  
COMMITMENTS**

Revenue Shortfalls	\$ 2,339,700.00
Healthcare Costs	\$ 1,850,000.00
Retirement Costs	\$ 3,400,000.00
Capital Projects	\$ 2,900,000.00
Utility Costs	\$ 280,000.00
Unassigned	\$ 4,467,236.97
	<u>\$15,236,936.97</u>

Aye: 7      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 change in the substitute teacher rates as follows:

**SUBSTITUTE TEACHER  
RATE**

1. Daily Rate	\$130
2. 20 Plus Days	\$145
3. Days same assignment	\$160
4. 21-89 days with 20 Plus subject area certification	\$175

Aye: 7      Nay: 0

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

**POLICY RE-ADOPTION**

**5000 Series - Students**

Policy # 5150 - Absences: Excuses for Absence

**7000 Series - Programs**

Policy # 7400 - Title I Parents/Guardians and Family Engagement

Aye: 7      Nay: 0

Oxford Area School District Board of Directors is considering the Revision of the following policy:

**POLICY REVISION -  
FIRST READING**

**7000 Series - Programs**

Policy # 7320 - Homeless Students

*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, December 7, 2021, Reorganization Meeting, 7 p.m., Administration Building

Mr. Tighe allowed time to address concerns of the community. There were none.

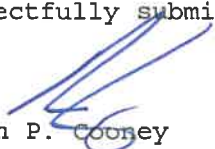
**FOLLOW UP TO  
COMMUNITY  
QUESTIONS AND  
CONCERNS**

November 16, 2021

On motion by Mr. Patterson, seconded by Mrs. Harrison, the regular meeting of the Oxford Area Board of School Directors adjourned at 8:11 p.m. by a unanimous vote.

**ADJOURNMENT**

Respectfully submitted,



Brian P. Cooney  
Board Secretary