

**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, October 18, 2022, in the Board Room. The meeting was called to order at 7:05 p.m. by President Joseph E. Tighe, followed by the Pledge of Allegiance.

**ATTENDING WERE:**

**ROLL CALL**

Joseph E. Tighe, President  
Kristen E. Dean, Member  
Jennifer M. Harrison, Member  
Jennifer L. Kehs, Member  
Mark V. Patterson, Vice President  
Howard S. Robinson, Member  
Robert F. Tenga, Treasurer

**ABSENT WAS:**

Michael P. Blessington, Member  
William C. Kloss, Member

**ALSO ATTENDING WERE:**

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

On motion by Mrs. Kehs, seconded by Mr. Tenga, BE IT RESOLVED,  
That the Oxford Area Board of School Directors hereby approves the  
October 18, 2022, agenda as presented.

**APPROVAL OF  
AGENDA**

Aye: 7      Nay: 0

On motion by Mrs. Harrison, seconded by Mr. Patterson, BE IT RESOLVED,  
That the Oxford Area Board of School Directors hereby approves the  
minutes of the September 1, 2022, Special Meeting, the September 9,  
2022, Work Session and the September 13, 2022, Regular Meeting as  
presented.

**APPROVAL OF  
MINUTES**

Aye: 7      Nay: 0

Dr. Billings-Jones presented her report which included statistical  
breakdown of the results from PSSA and Keystone Exams.

**SUPERINTENDENT'S  
REPORT**

Jordan Bank staff hosted First Friday on October 7, 2022; Oxford  
Reading Club off to a great start; and Oxford Title Program Parent  
Engagement Meeting was held on October 13, 2022.

On motion by Mrs. Harrison, seconded by Mrs. Kehs, 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 Mrs. Kehs, 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: 7      Nay: 0

On motion by Mrs. Harrison, 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**

**October 2022**

General Fund	\$8,856.768.98
Cafeteria Fund	\$99,943.32
Capital Projects Fund	\$242.97
Payroll Distribution	\$2,304,022.22

Aye: 7      Nay: 0

The Chester County Intermediate Unit Board of Directors held its Monthly meeting on Wednesday, September 21, 2022, at the CCIU Learning Center, 1635 E. Lincoln Highway, Coatesville PA

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

Dr. Bob Jarvis, a consultant hired by the CCIU to conduct the Diversity, Equity, Inclusion and Belonging (DEIB) Study gave an overview of the results. The purpose of the study was to provide focus and direction to the leadership team and DEIB committee to set strategic priorities for building an inclusive and supportive work culture within the CCIU. The study identified current strengths and assets, challenges, and areas for improvement. Dr. Jarvis also reviewed opportunities for growth and some recommended next steps.

Dr. Don Mangan, principal of the CCIU Learning Center introduced program updates at the Learning Center. The highlights are an increased focus on academics, specifically looking at how to deliver schoolwide reading and math interventions. For the reading intervention, various programs went through a screening process and the Learning Center selected Read 180/System 44.

Dr. Mangan was happy to report that this year the Learning Center modeled the schedule based around this reading intervention program. He reported that beginning school year screenings were completed and is encouraged by the positive results of the increased focus from the students and the more serious approach they are taking toward academics. Dr. Mangan also stated a similar process for math intervention is being conducted.

The last highlight that Dr. Mangan spoke about is the "Just Ask Blue" program, a police officer mentor program in collaboration with the Caln Township Police Department. This program looks to foster better relationships with the students and local law to reduce the school to prison pipeline, avoid substance abuse issues and promote a healthy lifestyle for all students at the CCIU Learning Center. Dr. Mangan and Chief Elias from the Caln Township Police are hoping to start with small focus groups this fall and expand the program this winter with a possible social event in the spring

The Board also approved Marketplace Contracts with districts including Oxford Area School District - Brandywine Virtual Academy (BVA)

The Chester County School Authority is a legal body that is the owner of all the school buildings operated by the CCIU. These include: the Child and Career Development Center, the three Technical College High School campuses (Pennock's Bridge, Brandywine, and Pickering), the CCIU Learning Center and the Stanley K. Landis Building. The Board representatives are appointed by the local Chester County school boards and they serve a five-year term. The Chester County School Authority board can issue bonds, enter contracts, solicit bids, etc. for school construction projects. They meet three times a year in January, May, and September at 6:00 p.m. just prior to the Chester County Intermediate Unit Board meeting.

The next CCIU Board of Directors meeting will be held on Wednesday, October 19, 2022, at 7:30 p.m. at the Technical College High School Pickering Campus, 1580 Charlestown Road, Phoenixville, PA.

Mr. Tenga stated there will be a meeting of the Budget and Finance Committee on October 19, 2022, prior to the Regular Meeting.

**BUDGET AND FINANCE  
COMMITTEE**

Miss Emily Koza reported that Jordan Bank will host its Harvest Parties on October 31, 2022, Parent Teacher Conferences will be held 4:00-7:30 p.m. on November 3 and 9, 2022, Teacher Inservice is November 8, 2022, and Picture Retake Day will be November 16, 2022.

**STUDENT  
REPRESENTATIVE'S  
REPORT**

Elk Ridge students are doing a fantastic job demonstrating Respect, Responsibility, Honesty, and Effort as part of the School Wide Positive Behavior Program. The first graders enjoyed a fall fieldtrip to Milburn Orchard in October and the second graders are excited about their fieldtrip to Longwood Gardens in November.

The Pumpkin Character Contest is underway, and the library has received many creative entries.

Parent Conferences will be held on Thursday, November 10 and Wednesday, November 16, 2022, from 4:00 to 7:30 p.m. and Picture Make-up Day at Elk Ridge is Monday, November 14, 2022. Literature Celebration Day will take place on Friday, November 18, 2022, as part of American Education Week.

Nottingham hosted the return of the Oxford Reading Club on October 12, 2022. Thank you to the teachers, parents and students who came out to participate.

On October 13, 2022, Nottingham students had an opportunity to watch a live performance by professional actors who lead students through an action packed, hi-tech adventure, all while teaching about energy conservation and natural resources through the National Children's Theatre, "Energy End Game".

On October 3, 2022, third grade students attended Chery Crest Adventure Farms, in Lancaster where they enjoyed a day filled with lessons about agriculture.

Nottingham celebrated Red Ribbon Week October 24-28, 2022 and Parent Teacher Conferences will be held at Nottingham November 2, and 17, 2022 4:00 p.m.-7:30 p.m.

Nottingham and Hopewell Staff will be participating in Oxford First Friday on November 4, 2022.

Hopewell will celebrate Red Ribbon Week October 24-28, 2022, and there will be no school on November 8, 2022, due to a teacher in-service day. Picture Retake Day is November 16, 2022, and the Annual Turkey Trot will be held on November 18, 2022.

Penn's Grove is celebrating Red Ribbon Week with this year's theme "Celebrate life, Live Drug Free" and are hosting a door decorating contest to show off Penn's Grove PRIDE. On October 14, 2022, Penn's Grove competed against one another in a school wide "Amazing Race," in support of our school wide positive behavior. Parent Teacher Conferences are scheduled for October 20 and 26, 2022, 4:00-7:30pm, Picture Retake Day will be November 3, 2022, Penn's Grove's fall dance will be held November 4, 2022, from 6-8 p.m. and there is not school on November 8, 2022.

At the High School, the PSAT will take place on October 12, 2022, and SAT School Day will take place on October 27, 2022.

Over 50 College, Trade, Military, and University Representatives will be coming to Oxford Area High School to talk to students. Students may register on Naviance. The Career Fair will be held on November 10, 2022.

Thaddeus Stevens representatives will be coming to the High School on November 1, 2022, to talk to interested students about the Early Enrollment Program available for senior year. There will be a special programs presentation for freshmen. TCHS/Octorara Homeland Security/AJROTC will be speaking to interested juniors for senior-only programs, on November 1, 2022. ASVAB testing will be held on December 1, 2022, at 7:45a.m. in the high school library. Students must sign up using the QR code, which can be found in guidance.

Seniors are encouraged to send in post high school plans and acceptances to the school counseling office. Plans could include: 4-year college/university, 2-year colleges, community college, technical school, certification programs, military enlistment, or confirmation of full-time employment.

## **NEW BUSINESS**

Mr. Tighe allowed time for persons who requested to be placed on the agenda.

Dee Wiker, East Nottingham, responded to test scores.

Glenn Loatman, Upper Oxford, had questions for board members.

## **RECOGNITION OF PERSONS WHO REQUESTED TO BE PLACED ON THE 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 personnel items:

## **PERSONNEL**

### **Professional Personnel**

#### **Resignation**

Name: Gwen Fancy  
Position: Librarian, Nottingham School  
Effective: September 26, 2022

#### **Appointment**

Name: Janette Vickers  
Position: Librarian, Nottingham School  
Appointment: Temporary Professional Employee  
Salary: 14 M \$78,079.00 (prorated)  
Effective: September 27, 2022  
Replacing: Gwen Fancy, resigned

#### **Transfer**

Name: Hannah Levan  
Position: From: Language Arts Teacher, Penn's Grove School  
To: ESL Teacher, Penn's Grove School  
Appointment: Temporary Professional Employee  
Salary: 1 B \$51,058.00  
Effective: August 24, 2022  
Replacing: Sharon Cain, retired

### **Supplemental Appointments**

Name: John Barcus  
Position: Envirothon, Hopewell School  
Salary: \$1,897.00  
Effective: August 24, 2022

Name: Kristen Ciaccia  
Position: Envirothon 1/2, Nottingham School  
Salary: \$849.00  
Effective: August 24, 2022

Name: Rebecca Davis  
 Position: Student Council 1/2, Penn's Grove School  
 Salary: \$1,050.50  
 Effective: August 24, 2022

Name: William Fitzpatrick  
 Position: Student Council 1/2, Penn's Grove School  
 Salary: \$1,050.50  
 Effective: August 24, 2022

Name: Rebecca Florek  
 Position: Envirothon 1/2, Elk Ridge School  
 Salary: \$812.00  
 Effective: August 24, 2022

Name: Briana Fry  
 Position: Memory Book, Penn's Grove School  
 Salary: \$2,034.00  
 Effective: August 24, 2022

Name: Pamela Gehm  
 Position: Yearbook, Nottingham School  
 Salary: \$1,815.00  
 Effective: August 24, 2022

Name: Jessica Goldschmidt  
 Position: Choral Director, Hopewell School  
 Salary: \$2,673.00  
 Effective: August 24, 2022

Name: Jessica Goldschmidt  
 Position: Shakespeare Coach, Hopewell School  
 Salary: \$2,292.00  
 Effective: August 24, 2022

Name: Amy Gollatz  
 Position: Student Council 1/2, Hopewell School  
 Salary: \$955.00  
 Effective: August 24, 2022

Name: Rebecca Gregg  
 Position: Intramural Director, Nottingham School  
 Salary: \$2,395.00  
 Effective: August 24, 2022

Name: Jeremy Hammer  
 Position: Choral Ensemble, Penn's Grove School  
 Salary: \$2,292.00  
 Effective: August 24, 2022

Name: Jeremy Hammer  
 Position: Dramatics, Penn's Grove School  
 Salary: \$1,433.00  
 Effective: August 24, 2022

Name: Jeremy Hammer  
 Position: Shakespeare Coach, Penn's Grove School  
 Salary: \$2,292.00  
 Effective: August 24, 2022

Name: Jeremy Hammer  
 Position: Stage Tech, Penn's Grove School  
 Salary: \$2,653.00 (evening events only, amount paid  
 will be prorated based on number of hours worked)  
 Effective: August 24, 2022

Name: Elizabeth Hanna  
 Position: Student Council 1/2, Hopewell School  
 Salary: \$1,077.00  
 Effective: August 24, 2022

Name: Brittany Hassler  
 Position: Band Director, Penn's Grove School  
 Salary: \$3,465.00  
 Effective: August 24, 2022

Name: Brittany Hassler  
 Position: Stage Tech, Penn's Grove School  
 Salary: \$2,757.00 (daytime events only, amount paid  
 will be prorated based on number of hours worked)  
 Effective: August 24, 2022

Name: Michael Kelly  
 Position: Envirothon, Penn's Grove School  
 Salary: \$1,624.00  
 Effective: August 24, 2022

Name: Ryan Maule  
 Position: Band Director, Hopewell School  
 Salary: \$3,827.00  
 Effective: August 24, 2022

Name: Constance Orlando  
 Position: Envirothon 1/2, Elk Ridge School  
 Salary: \$922.00  
 Effective: August 24, 2022

Name: Christopher Pierdomenico  
 Position: Class Advisor Freshman, High School  
 Salary: \$1,241.00  
 Effective: August 24, 2022

Name: Karen Randall  
 Position: Envirothon 1/2, Nottingham School  
 Salary: \$896.00  
 Effective: August 24, 2022

Name: Courtney Shahadi  
 Position: Yearbook, Hopewell School  
 Salary: \$2,035.00  
 Effective: August 24, 2022

Name: Lisa Summers  
 Position: Band Director, Nottingham School  
 Salary: \$2,500.00  
 Effective: August 24, 2022

Name: Lisa Summers  
 Position: Choral Director, Nottingham School  
 Salary: \$1,897.00  
 Effective: August 24, 2022

Name: Michael Thompson  
 Position: Intramural Director, Hopewell School  
 Salary: \$2,017.00  
 Effective: October 17, 2022

Name: Dana Webb  
 Position: Class Advisor Sophomore, High School  
 Salary: \$1,241.00  
 Effective: August 24, 2022

#### **Change Effective Date**

Name: Alyssa Morin  
 Position: Special Education Teacher, Nottingham School  
 Effective: From: To Be Determined  
 To: October 3, 2022

Name: Michael Thompson  
 Position: Physical Education, Hopewell School  
 Effective: From: To Be Determined  
 To: October 17, 2022

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

Darragh, Kerianne, from 5 B, \$54,398 to 5 B + 24, \$56,411 effective August 24, 2022

Warren, Erin, from 6 B, \$55,233 to 6 B + 24, \$57,246 effective August 24, 2022

#### **Non-Professional Personnel**

##### **Resignations**

Name: Joanna Dugger  
 Position: Nurse, Jordan Bank School  
 Effective: September 30, 2022

Name: Adrienne Miller  
 Position: Food Service 5.75/182 Oxford High School  
 Effective: September 14, 2022

Name: Crystal Gallentine  
 Position: Library Clerk, Jordan Bank School  
 Effective: October 17, 2022

Name: Karina Rodriguez  
 Position: Principal Secretary, Nottingham School  
 Effective: October 7, 2022



**Appointments**

Name: Pamela Gehm  
 Position: Attendance Secretary, Nottingham School  
 Effective: October 19, 2022  
 Salary: \$15.00 per hour  
 Replacing: Jennifer Brice, transferred

Name: Dana Heriegel  
 Position: Library Clerk 4.33/186, Jordan Bank School  
 Effective: October 19, 2022  
 Salary: \$12.37 per hour  
 Replacing: Crystal Gallentine, retired

Name: Teresa Flores-Ortiz  
 Position: Food Service 5.75/182, Oxford High School  
 Effective: October 19, 2022  
 Salary: \$12.25 per hour  
 Replacing: Valerie Boyd, retired

**Substitute Appointment**

Name: Mary Hildenbrand  
 Position: Food Service Substitute, District  
 Effective: October 19, 2022  
 Salary: \$11.25 per hour

**Transfer**

Name: Jennifer Brice  
 Position: From: Attendance Secretary  
 To: Principal's Secretary, Nottingham School  
 Effective: October 10, 2022  
 Salary: From \$15.00 to \$17.05  
 Replacing: Karina Rodriguez, resigned

**Volunteers**

Lauren Crossley, John Durbin (OEF), Luke Fenstermacher, Rebekah Finnegan, Rebecca Gilliard, Emily Hauser, Abigail Johnson, Nichole Kilroy, Cheryl Marta, Melissa Melendez, Daniel Montague, Sarah Montague, Candice Presz (OEF), Beth Schneider, Brooke Seeger, Melissa Vinnacombe (OEF), Kimberly Yontosh

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**

**Hayley Haggard and Abigail Hudson**

On motion by Mr. Patterson, seconded by Mrs. Harrison, BE IT RESOLVED, **1302 STUDENTS**  
That the Oxford Area Board of School Directors hereby approves that the  
Students named on the attached list are considered residents of the  
school district for the 2022-2023 school year per Section 1302 of the  
Public School Code.

Aye: 7

Nay: 0

Mr. Tighe read the following dates and times for upcoming events.

**CALENDAR**

Tuesday, November 8, 2022, Policy Committee, 6:15 p.m., Administration Building  
Tuesday, November 8, 2022, Budget and Finance Committee, 6:30 p.m., Administration Building  
Tuesday, November 8, 2022, Work Session, 7 p.m., Administration Building  
Tuesday, November 15, 2022, Regular Meeting, 7 p.m., Administration Building  
Tuesday, December 6, 2022, Reorganization Meeting, 7 p.m., Administration Building

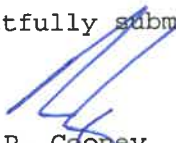
Mr. Tighe announced that there would be an executive meeting following  
this meeting to discuss safety.

**ANNOUNCEMENT  
OF EXECUTIVE  
SESSION**

On motion by Mrs. Harrison, seconded by Mrs. Kehs, the regular  
meeting of the Oxford Area Board of School Directors adjourned  
at 8:05 p.m. by a unanimous vote.

**ADJOURNMENT**

Respectfully submitted,

  
Brian P. Cooney  
Board Secretary

*All or a portion of this meeting may be video recorded for the purpose  
of public broadcast.*