

**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 20, 2018, in the District Board Room. The meeting was called to order at 7:03 p.m. by President Joseph E. Tighe followed by the Pledge of Allegiance.

ATTENDING WERE:

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

ROLL CALL

ABSENT WERE:

Stephen R. Gaspar, Member
Gary E. Olson, Member

ALSO ATTENDING WERE:

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

On motion by Mr. Tenga, seconded by Mr. Patterson, BE IT RESOLVED,
That the Oxford Area Board of School Directors hereby approves
the November 20, 2018 agenda as presented.

**APPROVAL OF
AGENDA**

Aye: 7 Nay: 0

On motion by Mr. Tenga, seconded by Mrs. Warren, BE IT RESOLVED,
That the Oxford Area Board of School Directors hereby approves the
minutes of the October 9, 2018 Work Session and the October 16,
2018 Regular Meeting as presented.

**APPROVAL OF
MINUTES**

Aye: 7 Nay: 0

Mr. Woods recognized Lauren Watkins for her completion of the
CCIU course for student representatives and presented her with
her certificate.

**SUPERINTENDENT'S
REPORT**

Mr. Woods yielded his time to Dr. Margaret Billings-Jones who gave a
report of the district for the month of October.

Dr. Billings-Jones reviewed PSSA scores for grades 3-8 in math
achievement measure, PVAAS growth measurement and Future Ready PA
Index.

These measurement models indicate where the district is meeting,
exceeding or not meeting the state standards for math and English
language arts.

First Friday in November was hosted by Elk Ridge School. The theme was agriculture.

Family Read at Nottingham School was super. Teachers and attendees dressed as super heroes.

Hopewell hosted the Oxford Reading Club. Students will be working on their books to be presented in May 2019.

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

PAYMENT OF BILLS

November 2018

General Fund	\$1,367,427.64
Cafeteria Fund	\$99,669.15
Capital Projects Fund	\$9,465.30
Payroll Distribution	\$1,814,476.19

Aye: 7 Nay: 0

REPORTS

Mr. Robinson reported that Abigail Keiser, an Oxford student, and senior in the Health Career Pathways program, will serve as the Skills USA vice-president this year. Skills USA is a program that empowers its members to become world-class workers, leaders and responsible adults.

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

Mr. Robinson also reported that Dr. Noreen O'Neill, Mary Curley and Sandra McCabe accompanied several students from area school districts to Beijing, China for the 31st annual International Young Physicists Tournament July 19-26, 2018.

The students were from Coatesville, Octorara and Phoenixville Area School Districts and won the opportunity to attend the 2018 IYPT over a team from Princeton Regional Institute of Science and Math.

On motion by Mr. Tenga, seconded by Mrs. Dean, 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: 7 Nay: 0

Dr. Owens reported that the Legislative Council met and the following legislation has passed.

**CHESTER COUNTY
SCHOOL BOARDS
LEGISLATIVE
REPRESENTATIVE**

- Act 158,** Keystone Exams-formerly SB 1095: Provides alternative Pathways for graduation for students who do not demonstrate proficiency on a Keystone exam during years when Keystones are a graduation requirement.
- Act 105,** Sunscreen Use-formerly HB 1228: Requires school entities to allow "the outdoor use by a student of sun-protective clothing: and the "possession, application or use by a student of a non-aerosol topical sunscreen product without a physician's note."
- Act 82,** Certificate Grade Spans-formerly HB 1386: Requires all special education certificates issued after December 2021 to be Pre-K through 12 or up to age 21. Teachers holding K-6 or 7-12 certificates will be able to expand their certificate through coursework and assessments developed by the Department of Education.
- Act 156,** Executive Session-formerly SB 1078: Amends the Open Meetings Law to extend permissions extended to school districts in the School Code bill passed with the 2018-19 state budget.
- Act 159,** School Bus Cameras-formerly SB 1078: Amends the Vehicle Code to allow for the installation of automated side stop signal arm enforcement systems on school busses to capture information on vehicles that fail to stop.
- Act 119,** Student Services-formerly HB 2052: Requires school districts to offer families the option of communicating that a parent/guardian is a member of the armed forces. Upon notification of deployment of parent/guardian, the school district would be required to provide the student with access to school guidance counselors and existing federal or state support services.

The next meeting of the Legislative Council is January 23, 2019.

On motion by Mr. Tenga, seconded by Mr. Patterson, 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: 7 Nay: 0

Mr. Tenga reported that the next Finance and Budget Committee meeting will be held on January 15, 2019.

**FINANCE AND BUDGET
COMMITTEE**

Mr. Tenga reported that the committee met and discussed the "Safe to Say" mandate. The next meeting will be scheduled after the reorganization meeting.

TECHNOLOGY COMMITTEE

Mrs. Warren reported that the following policies are on the agenda for approval tonight. Policies 3310: Federal Programs Procurement; 5620: District-wide Wellness and 7400: Title I Parent/Guardian and Family Engagement.

POLICY COMMITTEE

Mr. Tighe stated one of the goals was to finish the negotiation of the teacher's contract. That has happened and Mr. Tighe thanked all teachers and negotiators who participated.

**BOARD IN SERVICE/
BOARD GOALS**

Ms. Watkins reported on her experience at the Chester County Intermediate Unit training for student representatives.

**STUDENT
REPRESENTATIVE'S
REPORT**

During American Education Week students in the elementary levels wrote about the importance of public education. There was also a parent/family/guardian/grand-parent visitation, and student athletes from the high school came into the elementary schools and read to the students. Student in the elementary schools made cards and gave chocolate to the bus drivers.

At Nottingham and Penn's Grove, Red Ribbon Week involved students in anti-bullying and staying drug free presentations.

Jordan Bank's parent teacher conferences on November 15, 2018 were rescheduled due to weather. They will now be held Thursday, November 29, 2018.

Elk Ridge students earned over 4,500 Bee Tickets in the month of October for the school-wide positive behavior program.

Second graders enjoyed their field trip to the DuPont Theatre.

Nottingham reports that grades three and four have the chance to earn the Golden Spork award and 100 Hornet Bucks for their classroom hive.

Scott Schaeffer was recently awarded a grant from Chatham Financial to support the STEAM initiative in Nottingham.

An induction ceremony for Nottingham's Safety Patrol was held Friday, November 16, 2018. The squad consists of thirty student officers. Officer Dougherty from the Oxford Borough Police Department attended along with School Resource Officer Cella.

ELA Parent University was held at Nottingham on October 18, 2018 and the importance of attending parent/teacher conferences was discussed. The next Parent University will be held on November 28, 2018 at 4 p.m. Electronic resources will be discussed.

Baby trout have arrived in conjunction with the Trout in The Classroom Project. The students are also caring for trout from the previous year.

The Boy Scouts and Girl Scouts raised the flag at Hopewell and led the Pledge of Allegiance in a Veterans Day ceremony on Monday, November 12, 2018.

The annual Turkey Trot was held at the Stadium on November 19, 2018.

Thirty-one fifth and sixth grade students will be inducted into the Early Act Club at Hopewell at the end of November. The club is sponsored by the Oxford Rotary.

The annual Special Persons Breakfast was held November 20, 2018. Over five hundred students and special persons were in attendance. Special thanks to the PTO for funding this great event.

Students attended a special dance assembly sponsored by Oxford Center for Dance. This is an annual event and many of our students are involved in the performance.

Penn's Grove seventh grade students participated in a "Cruising Smart" assembly on October 23, 2018 where they learn about distracted driving.

The Penn's Grove volleyball team played against the teachers on November 1, 2018, where the teachers were victorious.

Students at the high school are concerned about the actual date of graduation. This past week the seniors presented their graduation projects. Due to the weather some presentations were postponed and will be rescheduled.

The National Honor Society Induction Ceremony has been rescheduled for Thursday, December 6, 2018 at 7 p.m.

Choir and Band are preparing for the holiday concert which will be held December 16, 2018 at Oxford Area High School at 2 p.m.

Juniors interested in taking the ACT and SAT should see their guidance counselor for information.

Congratulations to all the Students of The Month and Happy Holidays.

Mr. Tighe indicated that the date of graduation would probably be June 7, 2019.

Mr. Woods reported that nominations are currently being accepted for the 2019 Citadel Heart of Learning award. Anyone may nominate a teacher for this award through December 31, 2018 via the website.

**REPORT OF
SCHOOL
PROGRAMS**

Oxford Area High School Student Council will host its eighth annual holiday festival on Saturday, December 8, 2018 from 9 a.m. to 12 p.m. in the cafeteria. The PTO will be present with a Santa's Secret Shop during the festival hours. Admission to the festival is a new unwrapped toy which will be donated to Toys for Tots

Congratulations to four high school seniors who signed letters of intent to participate in athletics at the collegiate level. Reese Canaday, will play field hockey at Liberty University; Gianna Coyle will play softball at East Stroudsburg University; Michael Fazio will swim at Towson University and Abigail O'Connor will play softball at the College of Central Florida.

On November 13, 2018, junior, Elizabeth Estes was sworn in as the East Nottingham Junior Township Supervisor for 2018-19.

NEW BUSINESS

Mr. Tighe allowed time for persons who requested to be placed on the agenda. There was none.

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

On motion by Dr. Owens, 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: Erin Jochym
Position: Mathematics Teacher, Oxford Area High School
Effective: November 21, 2018

Appointments

Name: Carolyn McCarron
Position: Grade 4 Teacher, Nottingham School
Appointment: Long Term Substitute
Salary: Step 1 B, \$49,461 (prorated)
Effective: Second semester of the 2018-2019 school year
Replacing: Kristen Adams, parental leave

Name: Emily O'Connor
Position: Mathematics Teacher, Oxford Area High School
Appointment: Temporary Professional Employee
Salary: Step 1 B, \$49,461
Effective: November 27, 2018
Replacing: Erin Jochym, resigned

Supplemental Appointments

Name: Jason Baughman
 Position: $\frac{1}{2}$ Girls Track, Oxford Area High School
 Salary: \$3,006.99
 Effective: March 4, 2018

Name: John Ciotola
 Position: Boys Track, Penn's Grove School
 Salary: \$2,227.40
 Effective: March 4, 2018

Name: Alejandra Fernandez
 Position: Girls Basketball Assistant, Oxford Area High School
 Salary: \$4,232.06
 Effective: November 21, 2018

Name: William Fitzpatrick
 Position: Wrestling Assistant, Penn's Grove School
 Salary: \$1,670.55
 Effective: November 21, 2018

Name: Daniel Greer
 Position: Wrestling, Penn's Grove School
 Salary: \$2,450.14
 Effective: November 21, 2018

Name: Gary Mazza
 Position: Boys Basketball Assistant, Penn's Grove School
 Salary: \$1,670.55
 Effective: November 21, 2018

Name: Michaela Vacca
 Position: Girls Basketball Assistant, Penn's Grove School
 Salary: \$1,670.55
 Effective: November 21, 2018

Leaves of Absence

Name: Matthew Sharkey
 Position: Physics Teacher, Oxford Area High School
 Type: Excess Family Illness
 # days: Up to 11 days
 Effective: November 21, 2018 until February 13, 2019

Name: Deborah Taylor
 Position: Special Education Teacher, Jordan Bank School
 Type: Excess Family Illness
 # days: Up to 9 days
 Effective: November 21, 2018 until the end of the 2018-2019 school year

Change in Leave of Absence

Name: Leah Lopez
 Position: Grade 2 Teacher, Elk Ridge School
 Type: Parental Leave
 Effective: From: August 22, 2018 until the end of the first semester of the 2018-2019 school year
 To: August 22, 2018 until the end of the 2018-2019 school year

Change in Effective Date

Name: Nathan Hall
 Position: ESL Teacher, Oxford Area High School
 Effective: From: TBD
 To: November 5, 2018

Salary Changes-Professional

Foster, Jessica, from 2 B + 24, \$51,933 to 2 M, \$54,222 effective August 22, 2018
Goggin, Victoria, from 3 B + 24, \$52,665 to 3 M, \$54,954 effective August 22, 2018
Haggerty, Louise, from 4 B, \$52,313 + \$250 to 4 M, \$56,429 + \$250 effective August 22, 2018
Hildebran, George, from 6 M + 15, \$59,321 to 6 M + 30, \$60,191 effective August 22, 2018
Lininger, Jenna, from 2 B, \$50,193 to 2 B + 24, \$51,933 effective August 22, 2018
Musselman, Christina, from 6 M, \$58,420 to 6 M + 15, \$59,321 effective August 22, 2018
Nelms, Matthew, from 2 B, \$50,193 to 2 B + 24, \$51,933 effective August 22, 2018
Olsen, Allison, from 6 M, \$58,420 to 6 M + 15, \$59,321 effective August 22, 2018
Rodriguez, Jessica, from 6 B, \$54,297 to 6 M, \$58,420 effective August 22, 2018
Schaffer, Scott, from 6 M + 30, \$60,191 to 6 M + 45, \$61,204 effective August 22, 2018
Shoop Alicia, from 2 B, \$50,193 + \$250 to 2 B + 24, \$51,933 + \$250 effective August 22, 2018

Aye: 7 Nay: 0

On motion by Mr. Tenga, seconded by Mrs. Dean, BE IT RESOLVED,
 That the Oxford Area Board of School Directors hereby approve the
 following non-professional personnel items:

**PERSONNEL-NON-
PROFESSIONAL**

Resignations

Name: Erika Eller
 Position: Instructional Aide Special Education, Nottingham School
 Effective: November 16, 2018

Name: Frances Moses
 Position: Cafeteria Aide, Elk Ridge School
 Effective: October 26, 2018

Appointment

Name: Rodger Poe
 Position: Maintenance, District
 Salary: \$13.25 per hour
 Effective: December 3, 2018
 Replacing: Jesse Evans, resigned

Name: Kathleen Murphy
 Position: Cafeteria Aide, Elk Ridge School
 Salary: \$10.62 per hour
 Effective: November 28, 2018
 Replacing: Frances Moses, resigned

Name: Lauren Walsh
 Position: Instructional Aide Special Education, Jordan Bank School
 Salary: \$11.64 per hour
 Effective: November 28, 2018
 Replacing: Ashley Haavistola, resigned

Leave of Absence

Name: Cristina Jimenez
Position: Custodian, Penn's Grove School
Type: Excess Family Illness
days: Up to 20 hours
Effective: November 1, 2018 until end of the 2018-2019 school year

Aye: 7 Nay: 0

On motion by Dr. Owens, seconded by Mrs. Dean, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the following additional volunteer personnel:

VOLUNTEERS

DAWN CARTER, BROOKE DAVIS, AMY DEUTSCH, LAURA KELMELIS, LAWRENCE PIERCE, MICHAEL SAGANICH, JAMES SALTYSIAK, KATHLEEN SCHECKNER, LAURIE SHOEMAKER, NOELLE TOPMILLER

Aye: 7 Nay: 0

On motion by Mr. Tenga, seconded by Mrs. Dean, 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.

Section 1302 Students

- Students named on the attached list to be considered a resident of the school district for the 2018-2019 school year in accordance with Section 1302 of the Public School Code.

Per Pupil Allocation

- Approval of the per pupil allocation for the 2019-2020 school year general fund budget is set at \$173.

Donation of Items

- Acknowledgement of the donation of retired wrestling mats from the Oxford Area School District to the Oxford Wrestling Association.

Course Approval

- Approval to take two courses at Drexel University is granted to David A. Woods, as per the superintendent contract dated July 1, 2016.

Aye: 7 Nay: 0

On motion by Mrs. Warren, seconded by Dr. Owens, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the revision of the following policies: **POLICY REVISION**

Article #3 - Business (Series 3000)

Policy # 3310- Federal Programs Procurement Policy

Article #5 - Students (Series 5000)

Policy # 5620 - District Wide Wellness Policy

Article # 7 - Programs (Series 7000)

Policy # 7400 - Title I Parent Involvement

Aye: 7 Nay: 0

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. 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 4, 2018, Reorganization Meeting 7:00 p.m., Administration Building

Mr. Tighe allowed time for recognition of visitors.
There were none.

RECOGNITION OF VISITORS

On motion by Mrs. Warren, seconded by Mrs. Dean, the regular meeting of the Oxford Area Board of School Directors adjourned at 8:09 p.m. by a unanimous vote.

ADJOURNMENT

Respectfully submitted,

Brian P. Cooney
Board Secretary

