

**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, January 16, 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
Stephen R. Gaspar, Member
Howard S. Robinson, Member
David M. Severino, Member
Jenifer A. Warren, Member

ROLL CALL

ABSENT WAS:

Gary E. Olson, Member

ALSO ATTENDING WERE:

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

On motion by Mr. Patterson, seconded by Mr. Tenga, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the January 16, 2018 agenda as corrected.

**APPROVAL OF
AGENDA**

Aye: 8 Nay: 0

Mr. Tighe allowed time for public comment. There was none.

**PUBLIC COMMENT
CONCERNING
ITEMS ON THE
AGENDA**

On motion by Mr. Gaspar, seconded by Mr. Severino, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the minutes of the November 14, 2017 Work Session and the November 14, 2017 Regular Meeting and the December 5, 2017 Reorganization Meeting as presented.

**APPROVAL OF
MINUTES**

Aye: 8 Nay: 0

Mr. Woods yielded his time to Dr. Margaret Billings-Jones who shared information on how the district prepares our students for career and college. She shared information on TCHS, Dual Enrollment, Early College Academy with Cecil County College and Delaware County Community College.

**SUPERINTENDENT'S
REPORT**

There is also an Early College Enrollment program with Thaddeus Stevens College of Technology. Dr. Billings-Jones acknowledged and thanked Guidance Counselor Jennifer Williams, High School Principal James Canaday and ECA Consultant Dr. Diane Lane, for their assistance in getting this program underway.

Thaddeus Stevens has 22 programs of study. Students participating in this program will attend Thaddeus Stevens their senior year of high school and be work ready on receiving their Associates Degree from Thaddeus Stevens.

There will be an information session at the high school on Thursday, February 1, 2018. A Thaddeus Stevens representative will be in attendance to answer questions and provide further information.

Mr. Woods recognized Mr. Canaday who introduced Gavrielle Goldie. Gavrielle breeds Silver Martin rabbits. Her buck rabbit won Best of Breed, Best of Opposite and Best of Variety at the recent Farm Show.

Mr. Canaday introduced Kaitlin Bell, Pennsylvania Angus Queen. Kaitlin will visit shows around the country and represent Pennsylvania.

On motion by Mr. Gaspar, seconded by Mr. Severino, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the following financial reports for December 2017 and January 2018.

**FINANCIAL
REPORTS**

1. General Fund
 - a. Treasurer's Report
 - b. Revenue Report
 - c. Expenditure Report
 - d. Other Programs Report
2. Cafeteria Fund Treasurer's Report
3. Capital Projects Fund Treasurer's Report

Aye: 8 Nay: 0

On motion by Mr. Severino, seconded by Mr. Gaspar, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the student activities and athletic officials accounts for December 2017 and January 2018 as presented.

**STUDENT ACTIVITY
AND ATHLETIC
OFFICIALS ACCOUNTS**

Penn's Grove School
Oxford Area High School
Athletic Officials Account

Aye: 8 Nay: 0

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

PAYMENT OF BILLS**December 2017/January 2018**

General Fund	\$5,029,242.18
Cafeteria Fund	\$127,455.91
Capital Projects Fund	\$37,134.72
Payroll Distribution	\$3,492,348.70

Aye: 8 Nay: 0

REPORTS

Mr. Robinson stated that the Chester County Intermediate Unit did
not meet in December.

REPORT OF CHESTER

We have over 500 school districts in Pennsylvania. Each of those
districts provides the best education for the students. There are
some students however who require special instruction outside of the
regular classroom.

In 1971 Chester County Intermediate Unit was created. The CCIU
began with a Special Education program for students with special
needs. Over the years this endeavor has grown into today's CCIU,
offering 71 programs with a budget of 130 million designed to meet
the needs of students with special needs.

Chester County Intermediate Unit was the first in the state to come
up with the idea of Technical College High Schools and we are
fortunate to have three in our county; Pennock's Bridge, Brandywine
and Pickering.

On motion by Mr. Severino, seconded by Mr. Gaspar, BE IT RESOLVED,
That the Oxford Area Board of School Directors hereby accepts the
report from Mr. Robinson, Intermediate Unit and Technical College
High School Representative.

Aye: 8 Nay: 0

Mr. Tenga reported that the Chester County School Boards Legislative
Council did not meet. The January meeting will be held next week.

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

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, Chester County School Boards Legislative Council
Representative.

Aye: 8 Nay: 0

The Budget Committee met prior to this evening's meeting. Items that
were discussed include the 2018-2019 Budget Calendar, 2018-2019
Act 1 Index, which is 3.3 percent, 2018-2019 Preliminary Revenue and
Fund Balance.

**BUDGET AND FINANCE
COMMITTEE**

**STUDENT
REPRESENTATIVE
REPORT**

Students at Jordan Bank are currently in the process of completing their benchmark assessments as well as assessments for the end of the second quarter report of progress. The second marking period will end on January 24, 2018. Parent/teacher conferences are scheduled for Thursday, February 1, 2018 and Wednesday, February 7, 2018.

Parent University will be held on Friday, January 26, 2018 beginning at 2:15 p.m. Parents will learn how to navigate the standards-based online report card.

On January 29 and 30, 2018 the Chester County Crime Victims Center will present a primary prevention approach to anti-bullying which involves teaching and encouraging welcoming behaviors to prevent bullying.

Students of the month were recognized at Elk Ridge and the school would like to thank the high school administration, faculty and staff for hosting the first grade Polar Express Trip.

Second grade students and staff enjoyed a play at the DuPont Theatre before the holidays. During the holidays the staff, parents and Elk Ridge families collected and donated over 1,600 canned goods to local food banks and collected and donated over 100 new toys to the Neighborhood Services Center. Thanks you to all who donated.

Please visit the Elk Ridge website to view our Holiday Sing Along on ipTV.

The Nottingham Student Wide Positive Behavior Support team announced that for the month of December 2017, 85 students earned their Hornet Green Tickets. As of January 12, 2018, 45 students have earned their green tickets. These students were exemplifying the character traits that Nottingham students strive for: Respect, Honesty, Responsibility and Effort.

Third and fourth grade classes also have a chance to earn the "Golden Spork" award for exemplifying the school character traits and following cafeteria rules in the "The Hungry Hornet Café". Classes that have earned their Golden Spork Award for December 2017 were Mrs. Stroud's Class and Mrs. Odgers' Class for third grade and Mrs. Stoltzfus' Class and Mrs. Heffner's Class for fourth grade. These classes will enjoy a special luncheon.

The annual Nottingham Holiday Food Drive was assisted by the ATP students and teachers resulting in a donation of 1,187 cans and boxes of food to the Oxford Presbyterian Church Food Cupboard.

During the week of December 18, 2017 the Nottingham teachers, students, staff and parents participated in donating gifts for Neighborhood Services Annual Gift Drive. They also collected winter gloves and hats for the annual Nottingham's Scarf and Hat Tree.

Fourth grade students and teachers made Operation Scarves a class community project. Classes packed Ziploc baggies with scarves, hats and gloves for boys, girls, men and women. The children were excited to help and give back to the community.

On December 6, 2017, Nottingham Lights It Up Dance/Drum Team won the PTO's second annual "So You Think You Can Dance Competition".

Nottingham held their Winter Concert on January 10, 2018 at Penn's Grove Auditorium. This year 110 fourth graders are in the band and 42 students are in the chorus. This is almost half of the entire grade.

Hopewell's band and chorus students along with Mr. Maule and Mrs. Hannum put on a magical performance at the winter concert. The band and choral ensemble visited many community sites for caroling. Thank you to the students for sharing the sounds of the season.

Fifth graders visited the Chester County Technical College High School on January 12, 2018. This was an amazing opportunity for the students as they explored many careers on this day. The Oxford Area School District Counseling Department has been working to integrate the Pennsylvania Standards for Career Education and Work into the district curriculum. As part of the PDE 339 plan, Hopewell Elementary School has partnered with the Chester County Technical College High School at Pennock's Bridge. This interactive visit enabled our fifth graders to explore various careers and gain awareness of what TCHS has to offer.

Thank you to Hopewell Guidance Counselor Mrs. Krista Gioffre, and Mrs. Stephanie Everett, special projects and assessment coordinator at TCHS for providing our students with this career opportunity.

Congratulations to Hopewell's Geography Bee champion, fifth grade student, Logan Spano.

Hopewell Early Act Club, under the guidance of Dr. Brown, sponsored the annual Hopewell Holiday Shop. Sale items were generously donated by district staff and the community, providing a wide selection of gifts which students could then purchase for family and friends. This event served as a community outreach project for the club, which is dedicated to service through self-funded projects addressing the needs of the community. Through the Holiday Shop, the Early Act Club raised over \$1,000 to benefit Oxford Neighborhood Services.

The Hopewell STEM Expo will be held on February 21, 2018, Principal's Breakfast Coffee will be January 26, 2018, and Dads and Donuts will be held on February 9, 2018.

Local community organizations and businesses have partnered with Hopewell such as Herr's, OEF, Ware Presbyterian and Oxford Library. Hopewell thanks you for this continued partnership.

At Penn's Grove School new members of the Early Act Club were inducted on November 21, 2017, and sports teams were celebrated with a pep rally.

The Minding Your Mind organization came to Penn's Grove to speak with students about making good choices and in the evening parents were invited to attend an additional discussion.

Twelve Penn's Grove students were selected as students of the month.

January 26, 2018 is the rescheduled Snowflake Dance, and conferences are scheduled for Wednesday, January 31, 2018 and Wednesday, February 7, 2018

Oxford Area High School students took winter Keystone exams last week and are preparing for midterms which begin January 18, 2018.

The new semester begins on January 25, 2018 and AVAB has been rescheduled for February 2, 2018.

Millersville University accepted 20 Oxford Area High School seniors during the Millersville Instant Decision Day and the high school hosted their annual FAFSA Completion Workshop. Guidance will be holding classroom lessons for sophomores and juniors to discuss post high school plans in February.

Mr. Woods reported that students in the pre-school lab at OAHS will host a Valentines Parents Night Out on Wednesday, February 14, 2018. This is for children ages 2-10. Admission is \$15 per child and pre-registration is preferred.

REPORT OF SCHOOL

Congratulations to the members of the High School Varsity Football team. Brandon Shields, Julian Nachowski, Chandler England, Phillip Hurt, Brandon Holtz and Nate Farrow were all named to the 2017 Daily Local News All Area Teams.

Congratulations to Oxford Area High School Class of 2017 graduate Sarah Johnson who was named to the US Women's National Team for Indoor Field Hockey World Cup to be held February 7-11, 2018 in Berlin, German. Sarah recently completed her freshman season at Stanford University.

January is School Director Recognition Month. Mr. Woods acknowledged the Board members and thanked them for their dedication to the district and its students.

NEW BUSINESS

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

PERSONNEL- PROFESSIONAL

Supplemental Resignations

Name: Maria Sovine
Position: Stage Design, Oxford Area High School
Effective: December 31, 2017

Name: Benjamin Young
Position: Wrestling Assistant, Oxford Area High School
Effective: December 17, 2017

Appointments

Name: Katelyn Dunning
 Position: Special Education Teacher, Jordan Bank School
 Appointment: Temporary Professional Employee
 Salary: Step 4 M, \$54,754
 Effective: January 18, 2018
 Replacing: Kimberly Walsh, Resigned

Name: Kristie Pollock
 Position: Special Education Teacher, District
 Appointment: Temporary Professional Employee
 Salary: Step 3 M+30, \$54,296
 Effective: To Be Determined
 Replacing: New Position

Supplemental Appointments

Name: Valerie Hill
 Position: Stage Design, Oxford Area High School
 Salary: \$2,620.56
 Effective: January 16, 2018

Name: Jarrett Hostetter
 Position: Wrestling Assistant, Oxford Area High School
 Salary: \$4,913.55 (prorated)
 Effective: December 18, 2017

Change in Effective Date-Resignation

Name: Kimberly Walsh
 Position: Special Education Teacher, Jordan Bank School
 Effective: From: To Be Determined
 To: January 18, 2018

Change in Effective Date

Name: Kimberly Rodgers
 Position: Elementary Teacher, Hopewell School
 Type: Parental Leave
 Effective: From: August 23, 2017 until the end of the 1st semester
 of the 2017-2018 school year
 To: August 23, 2017 through February 7, 2018

Name: Natalie Ventura
 Position: Grade 6 Teacher, Hopewell School
 Appointment: Long Term Substitute
 Salary: Step 1 B, \$48,238 (prorated)
 Effective: From: August 23, 2017 until the end of the 1st semester
 of the 2017-2018 school year
 To: August 23, 2017 through February 7, 2018

Leaves of Absence

Name: Laura James
 Position: Elementary Teacher, Elk Ridge School
 Type: Excess Family Illness
 # days: up to 40 days
 Effective: January 22, 2018 until the end of the 2017-2018 school year

Name: Mackenzie Mojica
 Position: Special Education Teacher, Penn's Grove School
 Type: Parental Leave
 Effective: November 16, 2017 until the end of the 2017-2018 school year

Name: Amanda Young
 Position: Elementary Teacher, Elk Ridge School
 Type: Unpaid Leave
 Effective: January 2, 2018 through January 12, 2018

Salary Changes-Professional

Hostetter, Justin, from 2 B, \$48,545 to 2 B+24, \$50,244 effective January 16, 2018

Aye: 8 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 non-professional personnel:

**PERSONNEL-NON-
 PROFESSIONAL**

Resignations

Name: Laura Blevins
 Position: Food Service 4/182, Elk Ridge School
 Effective: January 3, 2018

Name: Margaret Hansen
 Position: Food Service 3.5/182, Hopewell School
 Effective: January 19, 2018

Name: Sandi Mayberry
 Position: Kindergarten Aide, Jordan Bank School
 Effective: December 22, 2017

Appointments

Name: Ashley Haavistola
 Position: Instructional Aide-Special Education w/o certification,
 District
 Appointment: Conditional employment pending completion of certification
 program within 6 months
 Salary: \$10.78 per hour
 Effective: January 18, 2018
 Replacing: Terri Fox, Resigned

Name: Tammy Murphy
Position: Instructional Aide-Special Education w/o certification,
District
Appointment: Conditional employment pending completion of certification
program within 6 months
Salary: \$10.78 per hour
Effective: January 18, 2018
Replacing: Jessica Sinex, Resigned

Substitute Appointments

Name: Robin Berry
Position: Food Service Substitute, District
Salary: \$10.50 per hour
Effective: January 18, 2018

Aye: 8 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 is 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**

Lisa Martinez and Matthew Nelms

On motion by Mr. Patterson, 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 2017-2018 school year in accordance with the Section 1302 of the Public School Code.

Audit Report for the Year Ended June 30, 3017

- Approval of the Report on Examination of Financial Statements and Additional Information for the Year Ended June 30, 2017, as prepared by Barbacane, Thornton & Company, LLP.

Aye: 8 Nay: 0

January 2018

**SCHOOL DIRECTOR
RECONITION MONTH**

WHEREAS, the role of locally elected school officials has served the Commonwealth of Pennsylvania and local communities in meeting the needs of public education since the passage of the Free School Act in 1834; and

WHEREAS, these local boards have discharged their responsibilities to public education in a manner which has placed public education in the forefront of our educational systems; and

WHEREAS, locally elected officials have distinguished themselves and their communities in this nonpaid, volunteer public service commitment; and

WHEREAS, the contributions of these men and women should be recognized and appreciated by those who benefit from the workings of our public school system;

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the Pennsylvania School Boards Association hereby proclaims the month of January as School Director Recognition Month in this Commonwealth; and

FURTHER RESOLVED, that this proclamation be communicated to all school districts, school officials and local communities in a planned program which brings visibility and awareness to the role of locally elected school officials to the citizenry of this Commonwealth.

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

**TAX RATE
CERTIFICATION
RESOLUTION**

WHEREAS, on June 27, 2006, the Pennsylvania legislature passed Act 1 of the Special Session 2006, entitled the "Taxpayer Relief Act" (hereinafter "Act 1");

WHEREAS, Act 1 requires school districts to limit tax increases to the level set by an inflation index unless the tax increase is approved by voters in a referendum or the school district obtains from the Department of Education or a court of common pleas certain referendum exceptions;

WHEREAS, Act 1 does, however, allow a board of school directors to elect to adopt a resolution indicating that it will not raise the rate of any tax for the support of the public schools for the following fiscal year by more than its index, provided this resolution must be adopted no later than 110 days prior to the date of the election immediately preceding the upcoming fiscal year;

WHEREAS, the Act 1 Index for the 2018-2019 fiscal year is 3.3%;

WHEREAS, the Oxford Area Board of School Directors has made the decision that it shall not raise the rate of any tax for the support of the General Fund Budget for the 2018-2019 fiscal year by more than its index.

AND NOW, on this 16th day of January, 2018, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby makes the following unconditional certifications:

1. The Oxford Area Board of School Directors certifies that it will not increase any school district tax for the 2018-2019 school year at a rate that exceeds the index as calculated by the Pennsylvania Department of Education.
2. The Oxford Area Board of School Directors certifies that it will comply with the procedures set forth in Section 687, of the Pennsylvania Public School Code, 24 P.S. §6-687, for the adoption of its proposed and final budget.
3. The Oxford Area Board of School Directors certifies that increasing any tax rate less than or equal to the index will be sufficient to balance its final budget of the 2018-2019 fiscal year.
4. The Administration of the Oxford Area School District will submit the District's information on a proposed increase in the rate of a tax levied for the support of the District to the Pennsylvania Department of Education no later than five days after the Board's adoption of this Resolution.
5. The Administration of the Oxford Area School District will send a copy of this Resolution to the Pennsylvania Department of Education no later than five days after the Board's adoption of this Resolution.
6. The Oxford Area Board of School Directors understands and agrees that by passing this Resolution, it is not eligible to seek referendum exceptions under Section 333(f) of Act 1 and is not eligible to request approval from the voters through a referendum to increase a tax rate by more than the index as established for the 2018-2019 fiscal year.
7. Once this Resolution is passed, the Administration of the Oxford Area School District is not required to comply with the preliminary budget requirements set forth in paragraphs (a) and (c) of Section 311 of Act 1. Provided, however:
 - a. The Oxford Area Board of School Directors understands and agrees that, upon receipt of the information submitted by the District as set forth in paragraphs 4 and 5 above, the Pennsylvania Department of Education shall compare the District's proposed percentage increase in the rate of the tax with the index.

- b. Within ten days of receipt of this information, the Pennsylvania Department of Education shall inform the District whether its proposed tax rate increase is less than or equal to the index.
- c. If the Pennsylvania Department of Education determines that the District's proposed increase in the rate of the District's tax exceeds the index, the District is subject to the preliminary budget requirements as set forth in paragraph (a) and (c) of Section 311 of Act 1.

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 removal of a tax penalty in the amount of \$658.12 for parcel numbers 560200230000 and 560200110000 as per the attached.

TAX PENALTY

Aye: 8

Nay: 0

Mr. Tighe announced the following upcoming meetings and events:

CALENDAR

Tuesday, February 13, 2018, Safety Committee, 6:30 p.m., Administration Building
Tuesday, February 13, 2018, Facility Committee, 6:45 p.m., Administration Building
Tuesday, February 13, 2018, Work Session, 7 p.m., Administration Building
Tuesday, February 20, 2018, Regular Meeting, 7 p.m., Administration Building
Tuesday, March 13, 2018, Work Session, 7 p.m., Administration Building
Tuesday, March 20, 2018, Regular Meeting, 7 p.m., Administration Building
Tuesday, April 10, 2018, Work Session, 7 p.m., Administration Building
Tuesday, April 17, 2018, Regular Meeting, 7 p.m., Administration Building

Mr. Tighe allowed time for recognition of visitors. Mr. Jeff Gavin, East Nottingham Township, addressed the board regarding payment of taxes through Keystone Collection Group.

RECOGNITION OF VISITORS

On motion by Mr. Gaspar, seconded by Mrs. Dean, the regular meeting of the Oxford Area Board of School Directors adjourned at 7:58 p.m. by a unanimous vote.

ADJOURNMENT

Respectfully submitted,


Brian P. Cooney
Board Secretary