MINUTES OF THE REGULAR MEETING
OF THE
OXFORD AREA BOARD OF SCHOOL DIRECTORS

A regular meeting of the Oxford Area Board of School Directors was held on Tuesday, September 15, 2026, in the Board Room. The meeting was called to order at 7:02 p.m. by President Jenifer A. Warren, followed by the Pledge of Allegiance.

ATTENDING WERE: **ROLL CALL**
Jenifer A. Warren, President
Andrew T. Atkinson, Vice President
Tenille E. Dewees, Treasurer
Sean T. Grugan, Member
Mary T. Higgins, Member
Andrew E. Peters, Member
Kristin A. Stephen, Member
Debbie K. Vendrick, Member

ABSENT WAS:
David S. Trimble, Ph.D., Member

ALSO ATTENDING WERE:
Dr. David A. Woods Superintendent
Brian P. Cooney, Business Administrator

On motion by Ms. Higgins, seconded by Mrs. Dewees, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the September 15, 2026, agenda as presented. **APPROVAL OF AGENDA**

Aye: 8 Nay: 0

On motion by, Mrs. Dewees, seconded by Ms. Higgins, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the minutes of the August 11, 2026, Work Session, and the August 18, 2026, Regular Meeting. **APPROVAL OF MINUTES**

Aye: 8 Nay: 0

Dr. Woods deferred to Dr. Margaret Billings-Jones who presented the report for the month of September. **SUPERINTENDENT'S REPORT**

Dr. Margaret Billings-Jones welcomed the future leaders in the class of 2039.

Several of the schools held a remembrance ceremony to honor those who lost their lives on 9/11/2001.

The next First Friday will be October 2, 2026, and anyone stopping by the OASD table will have the opportunity to create their own hornet.

On motion by Mr. Atkinson, seconded by Mrs. Vendrick, BE IT RESOLVED That the Oxford Area Board of School Directors hereby approves the following: **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: 8 Nay: 0

STUDENT ACTIVITY AND ATHLETIC OFFICIALS ACCOUNTS

On motion by Mrs. Stephen, seconded by Mr. Atkinson, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the student activities and athletic officials accounts as presented.

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

Aye: 8 Nay: 0

PAYMENT OF BILLS

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

September 2026

1. General Fund	$ 4,897,213.65
2. Cafeteria Fund	$ 48,594.85
3. Capital Projects Fund	$ 86,065.09
4. Payroll Distribution	$ 4,287,933.61

Aye: 8 Nay: 0

REPORT OF INTERMEDIATE UNIT AND TECHNICAL HIGH SCHOOL

Mrs. Vendrick stated that the Board met on August 19, 2026, at the Brandywine Technical College High School.

TCHS combined serves 2,874 students across the three campuses, Pickering, Brandywine, and Pennock's Bridge.

The next CCIU Board of Directors meeting will be held on September 16, 2026 at the Brandywine Campus.

REPORT OF CHESTER COUNTY SCHOOL BOARDS LEGISLATIVE COUNCIL REPRESENTATIVE

Mrs. Dewees stated that there no meeting this month.

LIAISON WITH PTO

Emily Rodriguez who is the High School student liaison for the PTO introduced the PTO Board.

The next PTO meeting will be held on September 22, 2026 at 7:00 p.m.

ATHLETICS AND STUDENT ACTIVITIES

Mr. Grugan stated the committee met on September 15, 2026.

The golf team is hosting their senior recognition on September 17, 2026.

Mr. Patton hosted a fall media day for the High School athletes.

Mr. Grugan gave an update on the turf field and lighting at the stadium.

The next meeting will be held on October 20, 2026.

FACILITIES AND SAFETY COMMITTEE

Mr. Atkinson stated the committee met on September 8, 2026.

Dr. Woods updated the committee on the current capital projects and construction activity.

The HVAC work at the High School and Jordan Bank is 95% complete.

Dr. Woods recognized the maintenance staff for preparing the buildings for the start of school.

The district received bids for the stadium turf field and track resurfacing.

Phase 3 of the construction project was discussed.

The next meeting will be held on October 13, 2026, at 6:30 p.m.

EDUCATION COMMITTEE

Mrs. Vendrick stated that the committee met on September 15, 2026, at 6:30 p.m.

Beginning in January, 2027, each meeting will focus on an individual school with the Principal reporting on accomplishing their goals in their Comprehensive Plan.

The next meeting of the Education Committee will be held on October 20, 2026, at 6:30 p.m.

FINANCE AND BUDGET COMMITTEE

Mrs. Dewees stated the committee met on September 8, 2026.

For the 2025-2026 budget year it was anticipated that 5.2 million from the fund balance would be used to support the budget pending final adjustments, 2.2 million will be used.

Discussed the State's 2026-2027 budget.

Clear Verification Software was discussed.

The committee will meet again on October 13, 2026, at 5:45 p.m.

POLICY COMMITTEE

Mr. Atkinson stated the committee met on September 8, 2026, at 6:30 p.m.

The committee continued to discuss the use of AI technology and developing an Oxford Area School District policy.

The next meeting will be held on October 13, 2026, at 6:00 p.m.

STUDENT REPRESENTATIVE

All schools have had a successful start to the 2026-2027 school year.

At Jordan Bank, the theme for the 2026-2027 is "Our Kindergarten Story Begins Here."

The Elk Ridge students have done a good job demonstrating school goals of Responsibility, Respect, Honesty, and Kindness and first graders are looking forward to an October field trip to Milburn Orchard.

The Union Fire Company will be visiting the Elk Ridge School in October.

Nottingham School welcomed 420 third and fourth grade students on the first day of school.

Teachers and students kicked off the Student Wide Positive Behavior Presentation on Thursday, September 9, 2026. Students and staff remembered Patriot's Day by way of wearing red, white, and blue, accompanied by a special announcement on the Nottingham News Broadcast. The Nottingham Student Mileage Club has officially begun, and every Wednesday is Workout Wednesday. Teachers, staff, and students log their mileage during a school wide initiative promoting movement and fitness.

Hopewell hosted a spirit day in remembrance of September 11, 2001. Students and staff wore red, white, and blue. The Boy Scouts and Girl Scouts participated in a flag raising ceremony to remember the lives lost on 9/11.

Dr. Addis, Mrs. Gioffre, and Mrs. Bellocchio met with all classes to review expectations and assist with a smooth transition to 5th and 6th grade.

Hopewell will celebrate Constitution Day on September 17, 2026. There will be a presentation on the news program as well as activities throughout the classrooms.

Penn's Grove held a new student orientation on September 3, 2026 and a back-to-school night on September 9, 2026.

Penn's Grove experienced some staffing changes and said goodbye to Karen Edmunds after forty years at the middle school.

Meetings with the 7th and 8th grade students were conducted.

Oxford High School held a freshmen and new student orientation on September 3, 2026.

The annual senior sunrise was held on September 8, 2026. A moment of silence was held for the unexpected loss of a fellow classmate, Ethen Stevens.

Class meetings were held on September 10, 2026.

Homecoming week begins on October 11, 2026.

BOARD IN-SERVICE/ BOARD GOALS

Mrs. Warren reported on the Board goals. Goal one will be handled by the Education Committee. Goal four will be handled by the Policy Committee. Goal five would stay as a committee of the whole.

REPORT OF SCHOOL PROGRAMS

Dr. Woods discussed Act 44.

RECOGNITION OF PERSONS WHO REQUESTED TO BE PLACED ON THE AGENDA

Mrs. Warren recognized persons who requested to be placed on the agenda. There were none.

Steve Roberts-Elk Township- President of Oxford Educational Foundation, approval of volunteers.

On motion by Mrs. Dewees, seconded by Ms. Higgins, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the following personnel items: **PERSONNEL**

Professional

Resignations

Name:	Amanda Cleveland
Position:	Guidance Counselor, Oxford Area High School
Effective:	August 21, 2026

Name:	Heather McGinn
Position:	Reading Specialist, Penn's Grove School
Effective:	October 22, 2026

Supplemental Resignations

Name:	Vanessa Kephart
Position:	Department Chair-English, Oxford Area High School
Effective:	September 8, 2026

Name:	Vanessa Kephart
Position:	Yearbook Production, Oxford Area High School
Effective:	September 8, 2026

Name:	Briana Fry
Position:	Memory Book, Penn's Grove School
Effective:	September 8, 2026

Appointments

Name:	Stacey Babiak
Position:	Guidance Counselor, Oxford Area High School
Appointment:	Professional Employee
Salary:	11 M + 60 $83,366.00
Effective:	November 9, 2026
Replacing:	Amanda Cleveland, Resigned

Name:	Emily Farren
Position:	English Teacher, Oxford Area High School
Appointment:	Temporary Professional Employee
Salary:	6 B $57,927.00
Effective:	September 14, 2026
Replacing:	Vanessa Kephart, Transferred

Name:	Mary Elizabeth Geier
Position:	Learning Support Teacher, Hopewell School
Appointment:	Temporary Professional Employee
Salary:	1 B $55,270.00 + $1,000.00
Effective:	August 31, 2026
Replacing:	Alicia Shoop, Transferred

Name:	Cynthia Gust
Position:	Grade 4 Teacher, Nottingham School
Appointment:	Temporary Professional Employee
Salary:	3 B $56,098.00
Effective:	August 31, 2026
Replacing:	Helena Salve, Transferred

Name:	Rosemary Marvil
Position:	Grade 5 Teacher, Hopewell School
Appointment:	Temporary Professional Employee
Salary:	9 B $62,965.00
Effective:	August 31, 2026
Replacing:	Olivia Hocker, Resigned

Name:	Hunter Riess
Position:	Social Studies Teacher, Oxford Area High School
Appointment:	Temporary Professional Employee
Salary:	1 B $55,270.00
Effective:	August 31, 2026
Replacing:	Kimberly Hoff, Resigned

Name:	Ashley Subers
Position:	Reading Specialist, Penn's Grove School
Appointment:	Professional Employee
Salary:	13 M + 45 $86,407.00
Effective:	TBD
Replacing:	Heather McGinn, Resigned

Name:	KaSaundra Willis
Position:	Special Education Teacher, Oxford Area High School
Appointment:	Professional Employee
Salary:	12 M + 30 $82,239.00 + $1,000.00
Effective:	October 26, 2026
Replacing:	Jenna Townsend, Resigned

Transfers

Name:	Helena Salve
Position:	From: Grade 4 Teacher, Nottingham School To: Kindergarten Teacher, Jordan Bank School
Effective:	August 31, 2026
Replacing:	Matthew Nelms, Resigned

Name:	Alicia Shoop
Position:	From: Learning Support Teacher, Hopewell School To: Autistic Support Teacher, Penn's Grove School
Effective:	August 31, 2026
Replacing:	Deborah Aubin, Retired

Salary Movements

Germaine Baughman from 14M $84,102.00 to 14M + 30 $87,632.00 effective August 31, 2026

Irina Gaskill from 9M + 45 $76,794.00 to 9M + 60 $78,559.00 effective August 31, 2026

Alicia Glenn from 7M $65,840.00 to 7M + 15 $69,860.00 effective August 31, 2026

Matthew Grandinetti from 14M $84,102.00 to 14M + 15 $85,867.00 effective August 31, 2026

Kristin Hamburg from 15M + 30 $91,967.00 to 15M + 45 $93,732.00 effective August 31, 2026

Rhiannon Haven from 6B + 24 $60,880.00 to 6M $64,840.00 effective August 31, 2026

Salary Movement Correction

Rebecca Finnegan from 9M + 15 $34,713.00 + $500.00 to 9M + 15 $36,631.50 + $500.00 effective August 31, 2026

Change to Effective Dates

Name:	Sharon Breeden
Position	Family Consumer Science Teacher, Oxford Area School District
Effective:	From: August 31, 2026 To: October 26, 2026

Name:	Vanessa Kephart
Position	From: English Teacher, Oxford Area High School To: Assistant Principal, Oxford Area High School
Effective:	From: TBD To: September 14, 2026

Changes to Effective Resignation Dates

Name:	Lauren Bochanski
Position	ESL Teacher, Penn's Grove School
Effective:	From: September 29, 2026 To: August 21, 2026

Name:	Olivia Hocker
Position	Grade 6 Teacher, Hopewell School
Effective:	From: October 2, 2026 To: August 26, 2026

Name:	Kimberly Hoff
Position	Social Studies Teacher, Oxford Area High School
Effective:	From: October 2, 2026 To: August 21, 2026

Non-Professional

Termination

Name:	Alexis Jennings
Position:	Food Service 5.5/180, Oxford Area High School
Effective:	August 31, 2026

Resignations

Name:	Nohely Garcia-Nino
Position:	Breakfast Aide 1/180, Jordan Bank School
Effective:	June 9, 2026

Name:	Nohely Garcia-Nino
Position:	Food Service 3/180, Jordan Bank School
Effective:	June 9, 2026

Name:	Cynthia Gust
Position:	Instructional Aide-Title 5.5/180, Nottingham School
Effective:	June 9, 2026

Name:	Laura Lester
Position:	Principal Secretary, Oxford Area High School
Effective:	September 23, 2026

Name: Jane McBride
Position: Food Service 5.75/180, Jordan Bank School
Effective: June 9, 2026

Appointments

Name: Kimberly Carnevale
Position: Cafeteria Aide, Hopewell School
Salary: $18.75 per hour
Effective: October 5, 2026
Replacing: Jaime Arrowood, Resigned

Name: Jessica Chaffier
Position: Instructional Aide- Special Education, Hopewell School
Salary: $18.75 per hour
Effective: October 5, 2026
Replacing: Nancy Latsch, Resigned

Name: Caroline Holderman
Position: Attendance Secretary, Elk Ridge School
Salary: $18.75 per hour
Effective: September 15, 2026
Replacing: Tonya Patton, Transferred

Name: Ailin Garduno
Position: Special Education Secretary 5.5/260, District
Salary: $18.75 per hour
Effective: September 8, 2026
Replacing: Lisa Pilaitis, Transferred

Name: Hanna Osborne
Position: Cafeteria Aide 2.6/180, Elk Ridge School
Salary: $18.75 per hour
Effective: September 15, 2026
Replacing: Alexandra Boyer, Resigned

Name: Troy Rorrer
Position: Custodian, District
Salary: $16.80 per hour
Effective: September 23, 2026
Replacing: Robert Morrison, Retired

Name: Alexis Shafer
Position: Kindergarten Instructional Aide 5.5/180, Jordan Bank School
Salary: $18.75 per hour
Effective: September 14, 2026
Replacing: Jodi Phouthavongsa, Resigned

Name: Mayra Tapia
Position: Custodian, District
Salary: $16.80 per hour
Effective: September 23, 2026
Replacing: Kimitza Castro-Nieves, Resigned

Transfers

Name: Tonya Patton
Position: From: Attendance Secretary, Elk Ridge School

To:	Principal's Secretary, Penn's Grove School
Salary:	$19.56 per hour
Effective:	September 1, 2026
Replacing:	Karen Edmunds, Transferred

Effective Date Change

Name:	Margaret Roark
Position:	Cafeteria Aide 2.6/180, Elk Ridge School
Effective:	From: September 8, 2026 To: September 23, 2026

Volunteers:

Chelsea Barlow OEF
Lucia Contreras OEF
Stephen Cook
Pamela Gehm OEF Renewal
Kathleen Kiernan OEF Renewal
Sally Paulson OEF
Nicole Prinsloo OEF Renewal
Avion Rochester
Susan Sumner OEF
Caitlin Wilmont OEF
Sean Wilmot

Aye: 8 Nay: 0

AWARDING PROFESSIONAL CONTRACTS

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 for 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:

Paige King, Sarah Renz, Ana Zavala

CONSENT AGENDA

On motion by Mrs. Dewees, seconded by Mrs. Vendrick, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the following consent agenda items:

1302 Students

Students named on the attached list are considered residents of the school district for the 2026-2027 school year in accordance with Section 1302 of the Public School Code.

Memorandum of Agreement

Memorandum of Agreement with the Oxford Area Educational Foundation for recruitment, training, placement, and supervision of volunteers in the school for the 2026-2027 school year.

Memorandum of Understanding

Memorandum of Understanding between Thaddeus Stevens College of Technology and Oxford Area School District for access to the early enrollment program for the 2026-2027 school year, as per attached.

Donation

Donation of a drum set to Hopewell Elementary School, as per the attached email correspondence.

Aye: 8 Nay: 0

Settlement Agreement **SETTLEMENT AGREEMENT**

On a motion by Mrs. Vendrick, seconded by Mrs. Dewees, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the settlement agreement for student-specific services regarding student ending with 9637, as per the attached.

Aye: 8 Nay: 0

On a motion by Mrs. Dewees, seconded by Mrs. Vendrick, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves an Amendment 3 to the Guaranteed Energy Savings Agreement, dated September 15, 2026, with McClure Company at a cost of $11,486,718.00 for Nottingham Elementary, contingent upon solicitor review and approval. **GUARANTEED ENERGY SAVINGS AGREEMENT - NOTTINGHAM SCHOOL**

Aye: 8 Nay: 0

On a motion by Mrs. Vendrick, seconded by Mrs. Stephen, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves an Amendment 4 to the Guaranteed Energy Savings Agreement with McClure Company at a cost of $5,948,815.00 for Elk Ridge School, contingent upon solicitor review and pending PA Infrastructure Grant Award. **GUARANTEED ENERGY SAVINGS AGREEMENT - ELK RIDGE SCHOOL**

Aye: 8 Nay: 0

On a motion by Mrs. Vendrick, seconded by Ms. Higgins, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby awards the New Turf Field Project to Keystone Sports Construction, as per the attached. **TURF FIELD BID AWARD**

Aye: 8 Nay: 0

On a motion by Ms. Higgins, seconded by Mr. Atkinson, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby adopts the 2026-2027 Cafeteria Fund Pricing. **CAFETERIA FUND PRICING**

Aye: 8 Nay: 0

On motion by Mrs. Vendrick, seconded by Mr. Atkinson, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby accepts the goals of Margaret Billings-Jones, Ed.D., for the 2026-2027 school year. **ASSISTANT SUPERINTENDENT'S GOALS**

Aye: 8 Nay: 0

On motion by Mrs. Vendrick, seconded by Mr. Grugan, BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves the Stormwater Management Agreement between the Oxford Area School District and East Nottingham Township, as per the attached. **STORMWATER MANAGEMENT AGREEMENT**

Aye: 8 Nay: 0

Mr. Cooney stated the Board has not received any new correspondence. **CORRESPONDENCE**

Mrs. Warren read the following dates and times for upcoming events. **CALENDAR**

Tuesday, October 13, 2026, Finance & Budget Committee 5:45 p.m., Administration Building
Tuesday, October 13, 2026, Policy Committee 6 p.m., Administration Building
Tuesday, October 13, 2026, Facilities & Safety Committee 6:30 p.m., Administration Building
Tuesday, October 13, 2026, Work Session 7 p.m., Administration Building
Tuesday, October 20, 2026, Athletics & Student Activities Committee 6 p.m., Administration Building
Tuesday, October 20, 2026, Education Committee 6:30 p.m., Administration Building
Tuesday, October 20, 2026, Regular Meeting 7 p.m., Administration Building

On motion by Mrs. Dewees, seconded by Mrs. Vendrick, the regular Meeting of the Oxford Area Board of School Directors adjourned at 8:07 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.