

**Oxford Academy & Central School Board of Education  
Regular Meeting  
April 11, 2023**

Mrs. Gates called the meeting to order at 6:00 p.m.

**Call to Order**

Mrs. Gates led those present in the flag salute.

**Flag Salute**

Additions: 5.2 Capital Outlay Project/Building Condition Survey

**Additions/**

Deletions: 10.1 Warrants for Information Only, 11.5 Approve Continuing Probationary Period Appointments

**Deletions**

Present were Trustees: Julie Gates, John Godfrey, Betsy Locke, Nathaniel Emerson and Matthew Leach.

**Present**

Superintendent

John Hillis

School Business Manager

Erin Gramstad

District Clerk

Michele Rice

High School Principal

Dawn Hover

Middle School Principal

Greg Lehr

Primary School Principal

Brian Collier

**Visitors**

Holly Cirello, Courtney Emerson, Ed Holmquist, Jodi Carey, Rick Borchardt, Dan Demer, Sara Locke, Brian Sheridan, Matthew Dorman, Jessica Henninge, Fred Lanfear, Kimberly Bohannon, and several students and parents.

**Visitors**

**Approve Minutes**

**Minutes**

Mr. Godfrey made a motion, seconded by Mrs. Locke to approve the meeting minutes of March 27, 2023. Yes-5, No-0, Motion carried.

**Reports/Presentations**

Middle School Catalyst Travel Club Presentation – Mr. Holquist and Mrs. Bohannon invited students from the MS Catalyst Travel Club to speak about their trip to Niagara. Students made posters and shared their favorite events of the trip.

**MS Catalyst  
Travel Club  
Presentation**

Upstate Security Consultants Presentation – Mr. Borchardt and Mr. Demer presented on School Resource Officer (SRO) services. Services include, but are not limited to, building relationships with students and parents, observing student behavior, building safety checks, addressing truancy issues, home visits, monitoring breakfast and lunch, and provide trainings for staff. Upstate Security Consultants have been in business for six years and currently serve ten school districts. They only employ retired law enforcement officers and conduct all interviews themselves. Their SRO's carry concealed and are required to requalify twice a year on the shooting range and be certified by the National Association of School Resource Officers. SRO's work when school is in session with eight days off throughout the school year. Additional services can be negotiated (such as evening coverage or prom, athletic events, and/or extracurricular events).

**Upstate  
Security  
Consultants  
Presentation**

Foundation Aid Increase Discussion – Ms. Gramstad stated the district is required to discuss how it plans to spend the increased foundation aid funds. The TRS reserve, capital reserve, and a transportation reserve were mentioned. Additional items will be discussed in the future.

**Foundation  
Aid Increase  
Discussion**

2023-2024 Budget Update – Ms. Gramstad noted no changes from the previous budget presentation. The proposed budget is \$22,909,507 with a 2% increase in the tax levy.

**2023-2024  
Budget  
Update**

**Leadership Team Updates**

Mr. Collier talked about continued faculty professional development. Parent teacher conferences went well and the book fair had a good turnout. Fourth graders watched the trout raised in school be released. Third and fourth graders visited the Northeast Classic

**PS Update**

Car Museum. The Greatest Show and Tell event was another hit. Computer based state testing will occur next week. Ag in the classroom included a visit from a baby goat. Afterschool activities are beginning as is planning for summer programs along with interviewing for vacancies. Mr. Collier thanked the BOE for providing SANNY mentors to administrators. He noted the PS playground base is being laid this week.

Mr. Lehr noted 43 of 54 students attended the 8<sup>th</sup> grade informational night along with their parents. Eighth graders visited DCMO BOCES for a presentation on CTE programs and will attend a music industry presentation. Building expectations were reviewed. The Advisory Committee will work on stress and how to deal with it. The MS play was an awesome event. A committee is reviewing the parent/student handbook. Parent teacher conferences were well attended and state testing will occur next week.

**MS Update**

Ms. Hover congratulated the varsity girls basketball team and community for their support. Lilly Marshman will be attending the FFA convention in May. The district hosted a great spring music festival and a drone assembly. The drama club production was a wonderful event. Three art students placed at the counsel of arts competition. The career destination panel event has been rescheduled and 37 students will attend a career fair. Discussions of implementing more hands-on learning are occurring with DCMO BOCES. A mentoring program, in which a student meets four times with a professional, awards the student \$250. Mr. Hillis talked about making hands-on learning a district graduation requirement.

**HS Update**

### **Public Comment**

Mrs. Cirello stated, as a parent, teacher, and community member, she was thrilled to see the SRO presentation and it was even better knowing the presenter is an Oxford Academy alumni.

**Public  
Comment**

Mr. Sheridan stated he was attending the meeting to support the consideration of having a SRO in the buildings again.

### **Superintendent's Report**

Reopening Plan Review – Mr. Hillis stated he feels the current reopening plan is sufficient and recommended no changes at this time. Ms. Gramstad reported New York State requires districts receiving grants to review their reopening plan every six months for the duration of the grants. The district will need to review, and if necessary, amend the reopening plan through 2024. All agreed no changes are necessary at this time.

**Reopening  
Plan Review**

Capital Outlay Project/Building Condition Survey – Mr. Hillis reported the outlay project will occur next summer. It will include work to the tennis courts and gym entryways. He signed a contract with BCA to conduct a building condition survey. A thorough walkthrough will occur in May and will help with the scope of the next capital project. A few items of concern include the PS/HS campus parking lot and the MS bleachers.

**Capital  
Outlay  
Project/  
Building  
Condition  
Survey**

At 7:02 p.m., Mr. Godfrey made a motion, seconded by Mr. Emerson to enter into executive session for the purpose of other matters made confidential by state or federal law and for the purpose of the medical, financial, credit and/or employment history of a particular person or corporation, and/or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Yes-5, No-0, Motion carried. Mr. Lehr, Ms. Hover and Mr. Collier were invited to attend.

**Executive  
Session**

Mr. Emerson made a motion, seconded by Mr. Leach to appoint Mr. Hillis Clerk Pro Tem. Yes-5, No-0, Motion carried.

**Clerk Pro  
Tem**

Mr. Emerson made a motion, seconded by Mr. Leach to approve the CSE minutes. Yes-5, No-0, Motioned Carried.

**CSE Minutes**

At 7:35 p.m., Mr. Lehr, Ms. Hover and Mr. Collier were excused.

**Excused**

At 7:40 p.m., Mr. Hillis was excused.

**Excused**

At 8:10 p.m., Mrs. Locke made a motion, seconded by Mr. Godfrey to come out of executive session. Yes-5, No-0, Motion carried.

**Come out of Executive Session**

Mr. Hillis requested to allow Mr. Lanfear to speak.

**Public Comment**

Mr. Lanfear stated he would like to see more locally grown produce in our schools. He noted our area is an agricultural county and spoke about the program New York State currently offers. One grant is \$50,000 that the school currently utilizes. If the NYS budget passes there is a bill for another program. Mr. Lanfear asked that the district research all avenues of locally raised food for our schools.

**Public Comment**

**Communications**

The Board acknowledged a CCSBA Spring Dinner invitation.

**Correspondence**

**Old Business/New Business/Business Office**

Mrs. Locke made a motion, seconded by Mr. Godfrey to approve resolutions G1-G9. Yes-5, No-0, Motion carried.

**04-23(1) G1**

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby acknowledge and approve the amended corrective action plan from the 2021-2022 external audit pertaining to the extracurricular activity funds.

**Amend Corrective Action Plan 2021-22 Extracurricular Activity Fund**

**04-23(1) G2**

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby acknowledge and approve the amended corrective action plan from the 2021-2022 external audit pertaining to the unassigned fund balance.

**Amend Corrective Action Plan 2021-22 Unassigned Fund Balance**

**04-23(1) G3**

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby adopt the proposed budget for the Oxford Academy and Central School District in the amount of \$22,909,507 for the 2023-2024 school year.

**Adopt 2023-2024 Proposed Budget**

**04-23(1) G4**

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the Oxford Academy and Central School District Property Tax Report Card.

**District Property Tax Report Card**

**04-23(1) G5**

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the Parochial School Transportation requests for the following students for the 2023-2024 school year:

**Parochial School Transportation Requests**

**Holy Family  
Parker Northup  
Gia Wilcox**

**04-23(1) G6**

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the Occupational Therapy Contract with United Developmental Therapeutics effective September 1, 2023 through August 30, 2024.

**2023-24 OT Contract United Dev Therapeutics**

**04-23(1) G7**

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the 2023-2024 Unit Cost Methodology for DCMO BOCES Shared Services.

**2023-24 Unit  
Cost  
Methodology**

**04-23(1) G8**

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the General Ledger Report for Extracurricular Account for the following month:

**Extracurricular  
Account  
Report**

February 2023                      \$56,005.11

**04-23(1) G9**

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the DCMO BOCES billings (contract invoices) for services rendered for April 2023 AS7, Sports Official Warrants 3/3/23, and 3/15/23 Credit Memo totaling \$344,890.92.

**DCMO  
BOCES  
Invoices**

**Personnel**

Mrs. Locke made a motion, seconded by Mr. Emerson to approve resolutions C1-C4. Yes-5, No-0, Motion carried.

**PERSONNEL**

**04-23(1) C1**

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve amending the Long-term Substitute description/compensation, retroactive to March 24, 2023, as follows:

**Long-term  
Substitute  
Teacher  
Criteria/Rate  
Amendment**

Long-term Substitutes

- Retired Teacher \$225.00 per day
- Certified/Non-Certified \$195.00 per day

*Long-term substitutes will plan and perform the duties of a certified teacher for a minimum of 30 consecutive business days in the same position. The regular substitute teacher pay will apply for the first 30 consecutive days of duty. At day 31, the long-term substitute rate will begin to be applied. Retro pay will be issued for substitutes hired daily that surpass 30 days in the same position and will be issued long-term substitute pay when they hit 31 days.*

**04-23(1) C2**

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the following appointments for the 2023 Summer Reading and Math Program, per salary noted.

**2023  
Summer  
Reading &  
Math  
Program**

<u>Program Coordinator</u>	<u>Stipend</u>
<b>Claudia Tefft</b>	<b>\$3,000</b>

**04-23(1) C3**

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby accept **Patrick Moore's** letter of intent to retire from his position of Elementary Teacher, effective after the close of day June 30, 2023.

**Intent to  
Retire  
Teacher  
P. Moore**

**04-23(1) C4**

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby grant tenure to **Gregory Lehr**, effective May 20, 2023, appointment date May 20, 2019, in the tenure area of School Building Leader.

**Tenure  
G. Lehr**

04-23(1) C5

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby grant tenure to **Molly Winn**, effective July 1, 2023, appointment date September 1, 2020, in the special tenure area of Special Education.

**Tenure  
M. Winn**

**Planning**

Mrs. Gates noted the following reminders.

- April 24, 2023 – BOCES Vote and BOE Meeting, 6 pm MS Conference Room

**Reminders**

**Public Comment**

Mrs. Cirello stated it was nice to see Mr. Lanfear at the meeting.

**Public  
Comment**

**BOE Member Comments/Concerns**

Mr. Godfrey committed on the NYSBBA newsletter article referring to the funding cliff Mr. Hillis has been mentioning for years. He also noted there was an article about the scorpion found in the fruit at Norwich City Schools. Mr. Godfrey applauded the retired teacher’s luncheon buffet and fabrication lab presentation. He stated DCMO BOCES has three school board member openings.

**BOE  
Member  
Comments/  
Concerns**

Mrs. Locke stated students are enjoying the MS Catalyst Travel Club.

Mr. Leach inquired about students being hired for small shifts at local businesses while enrolled in school with the opportunity to be hired at a higher, experienced rate after they graduate? Mr. Hillis noted this idea has been discussed but transportation is an issue. Mrs. Cirello added that a local business owner wanted to do this but his insurance carrier would not allow it because of the liability. Mr. Hillis stated the school district has a work-based learning certificate which covers liability and allows students to work at participating businesses during the school day.

There being no further action to come before this Board, Mrs. Locke made a motion, seconded by Mr. Godfrey to adjourn. Yes-5, No-0, Motion carried.

**Meeting  
Adjourned**

Meeting adjourned at 8:31 p.m.



Michele D. Rice  
District Clerk