

Oxford Academy & Central School Board of Education
Regular Meeting
August 12, 2024

Mrs. Gates called the meeting to order at 6:02 p.m.

Call to Order

Mrs. Gates led those present in the flag salute.

Flag Salute

Additions: 5. Superintendent's Report

Additions

Deletions: None

Deletions

Present were Trustees: Julie Gates, John Godfrey, Nathaniel Emerson, Matthew Leach and Brian Sheridan.

Present

Superintendent

Nicholas A. Colosi

School Business Manager

Erin Gramstad

District Clerk

Michele Rice

Visitors

Courtney Emerson, Jonathan Rogers, Claudia Tefft, Connie Babino, Jonathan Cooley, Michelle Hardler, Dominique D'Imperio

Visitors

Approve Minutes

Mr. Emerson made a motion, seconded by Mr. Godfrey to approve the meeting minutes of July 8, 2024. Yes-5, No-0, Motion carried.

Minutes

Superintendent's Report

Interview Process – Mr. Colosi stated two principal vacancies were posted. The candidate applications were reviewed and committees were formed for interviews. The committees narrowed the search to two finalists (one PS candidate was invited to interview for the HS position). Mr. Colosi met with the committees following the finalist interviews to obtain feedback. References were checked and the finalists were interviewed by Mr. Colosi. Mr. Colosi introduced Jonathan Cooley, as the chosen high school principal and Michelle Hardler, as the primary school principal.

**Interview
Process**

Project Update – Mr. Colosi informed the BOE that a GEOTech contract has been submitted and is currently being reviewed by the school attorney. He noted this will be the process for all contacts, along with having the construction management team reviewing contracts. The projected timeline remains the same. However, State Ed has implementing a 3rd party review again which could help with timing. Mr. Colosi noted it is anticipated that asbestos will be found in the older windows. Also, preparing the STEAM room will be time consuming. Once work begins there could be a day crew and a night crew.

**Project
Update**

Social Worker Intern – Mr. Colosi stated SUNY Binghamton will supply a social worker intern Mondays and Tuesdays for the 2024-25 school year. The intern will start with the high school guidance counselor and move to the primary school.

**Social
Worker
Intern**

Opening Day – Mr. Colosi noted opening day letter and agenda have been sent to all employees. The district is now fully staffed for the upcoming school year and the buildings are on schedule to be prepared.

Opening Day

Reports/Presentations

Human Relations – Mr. D'Imperio introduced himself, noting he is a labor relations specialist and school attorney. His services include contract negotiations, employee investigations, student superintendent hearings and overall the best advice given as it relates to human relations/resources. He currently contacts with nine districts but has two colleagues for additional assistance. He noted he is very excited to be working with Oxford Academy. When questioned about response time, Mr. D'Imperio noted the district has his work and personal cell phone numbers and stated phone calls will be answered the same day and texting/emails will be responded to within 48 hours.

**Human
Relations
Services**

DCMO BOCES Cafeteria Services – Ms. Babino shared a presentation on BOCES cafeteria services. With Oxford Academy on board, she covers 14 school districts. Her staff team of eight work along with district personnel. One of her team members will physically be in a district 2-3 days a week. The service provides management and planning oversight, including menu planning and budgeting. Also included is day-to-day supervision of kitchen staff, ordering food and supplies, price verifications, daily sales, submitting invoices, maintaining free and reduced applications, developing budgets, and submitting information for annual reviews and reports. Ms. Babino spoke about New York Thursdays which is purchasing/serving as much product as possible from NY farms to provide two main dish meals a month. She noted she is always looking for promoting this information. Ms. Babino noted she is very excited to work with Oxford Academy and plans to meet with the cafeteria staff the first day back.

**DCMO
BOCES
Cafeteria
Services**

Leadership Team Updates

Mr. Colosi invited Mrs. Hardler and Mr. Cooley to introduce themselves. Mrs. Hardler stated she just completed her second year as a principal in Unadilla Valley, along with 20 years as a teacher. She is very excited to come to Oxford Academy. Mr. Cooley stated he has been teaching for 16 years and was currently a teacher at Union-Endicott School District. He stated he completed his School Building Leader internship with SUNY Binghamton. He added, he's very excited about coming to Oxford Academy.

Public Comment

None

Communications

The BOE acknowledged a Notice of Pubic Hearing from Commerce Chenango and a Solar Energy Project Notice from New Leaf Energy.

Correspondence

Old Business

Mr. Sheridan made a motion, seconded by Mr. Emerson to approve resolutions G1-G4. Yes-5, No-0, Motion carried.

08-24(1) G1

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the 2024-2025 Code of Conduct as presented.

**Code of
Conduct**

08-24(1) G2

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the 2024-2025 District Safety Plan as presented.

**District
Safety
Plan**

08-24(1) G3

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the 2024-2025 Athletic Handbook as presented.

**Athletic
Handbook**

08-24(1) G4

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve amending the Oxford Academy & Central School Instructional Calendar for the 2024-2025 school year, due to June 2025 Regents Exam schedule changes, as presented.

**Amend
2024-25
Instructional
Calendar**

New Business

Mr. Godfrey made a motion, seconded by Mr. Emerson to approve resolutions G5-G7 and table resolution G8 (2024-25 Bus Routes). Yes-5, No-0, Motion carried.

08-24(1) G5

BE IT RESOLVED: Upon the recommendation of the Superintendent that **Claudia Tefft**, a member of the Oxford Academy and Central school District staff and a candidate for a School Administrator and Supervisor Certificate at the Western Governors University, be and is hereby granted an administrative internship at Oxford Academy and Central Schools, commencing October 1, 2024 and concluding March 31, 2025. The internship is to be supervised jointly by Mr. Gregory Lehr and a supervisor at Western Governors University.

**School
Administrator
Internship**

08-24(1) G6

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the Tax Warrant Dates of September 1, 2024 through October 31, 2024.

**Tax Warrant
Dates**

08-24(1) G7**BE IT RESOLVED:**

WHEREAS the Board of Education has been authorized by the voters at the Annual School Meeting on May 21, 2024 to raise for the current budget of the 2024-2025 school year a sum not to exceed \$23,685,320;

THEREFORE BE IT RESOLVED, that the Board fix the equalized tax rates by towns and confirm the extension of the taxes as they appear on the following described tax roll:

Tax Levy

Oxford Academy & Central School							
2024-2025 School & Library Tax Levies							
Town	Taxable Assessment	School		Library		Total	
		Tax Rate	Levy	Tax Rate	Levy	Tax Rate	Levy
Coventry	\$1,687,141	\$19.482521	\$32,869.76	\$0.623623	\$1,052.14	\$20.106144	\$33,921.90
McDonough	\$46,145,347	25.272153	1,166,192.26	0.808945	37,329.06	26.081098	1,203,521.32
Norwich	\$3,690,480	44.122201	162,832.10	1.412323	5,212.15	45.534524	168,044.25
Oxford	\$88,703,430	35.633136	3,160,781.36	1.140594	101,174.57	36.773730	3,261,955.93
Pharsalia	\$290,583	36.500036	10,606.29	1.168341	339.50	37.668377	10,945.79
Preston	\$14,467,440	51.025680	738,210.96	1.633299	23,629.66	52.658979	761,840.62
Smithville	\$9,141,938	30.615408	279,884.16	0.979979	8,958.91	31.595387	288,843.07
	\$164,126,359		\$5,551,337		\$177,696		\$5,729,073

AND BE IT HEREBY DIRECTED THAT the tax warrant of this Board, duly signed shall be affixed to the above-described rolls authorizing the collection of said taxes to begin 9/1/24 and end 10/31/24 giving the tax warrant an effective period of 60 days at the expiration of which time the tax collector shall make an accounting in writing to the Board;
AND IT IS FURTHER DIRECTED THAT the delinquent tax penalties shall be fixed as follows:

1st month free period,

2nd month interest of 2 percent added.

WHEREAS: Chapter 73 of the Laws of 1977, amended Section 1318, subdivision 1 of the Real Property Tax Law; and

WHEREAS: the unencumbered, unreserved fund balance at the close of the last fiscal year must be applied in determining the amount of the school tax levy except for an amount not to exceed 4% of the current school year budget; and

WHEREAS: this latter amount may be held as surplus funds during the current school year; now therefore

BE IT ADDITIONALLY RESOLVED AS FOLLOWS:

To the collector of the Oxford Academy and Central School District Town(s) of Coventry McDonough, Norwich, Oxford, Pharsalia, Preston and Smithville County of Chenango New York State.

You are hereby commanded:

To give notice and start collection on September 1, 2024 in accordance with the provisions of Section 1322 of the Real Property Tax Law.

To give notice that tax collection will end on October 31, 2024.

To collect taxes in the total sum of \$5,729,073 in the same manner that collectors are authorized to collect town and county taxes in accordance with the provisions of Section 1318 of the Real Property Tax Law.

To make no changes or alterations in the tax warrant or the attached tax rolls but shall return the same to the Board of Education. The Board may recall its warrant and tax roll for correction or errors of omissions in accordance with the provisions of Section 1316 of the Real Property Tax Law.

To forward by mail to each owner of real property listed on the tax rolls within ten days after the start of collection a statement of taxes due on their property, bill forms provide by the school district in accordance with the provisions of Section 922 of the Real Property Tax Law. To forward by mail, without interest penalties, to the office of the county treasurer a detailed tax bill of all state land parcels liable for taxes on the school tax rolls in accordance with provisions of Sections 540 and 544 of the Real Property Tax Law.

To receive from each of the taxable corporations and natural persons the sums listed on the attached tax rolls without interest penalties when such sums are paid before the end of the first month of the tax collection period. To add two percent interest penalties to all taxes collected during the second month of the tax collection and to account for such sums as income due to the school district.

To issue receipts only on forms provided by the school district in acknowledgement of receipt of payments of taxes and to retain, preserve and file (electronic file) copies of all such receipts issued as required by Section 987 of the Real Property Tax Law.

To promptly return the warrant at its expiration and if any taxes on the attached tax rolls shall be unpaid at that time, deliver an accounting thereof on forms showing by town the total assessed valuation, tax rate, the total tax levy, the total amounts remaining uncollected as required by Section 1330 of the Real Property Tax Law.

The warrant is issued pursuant to Section 910, 912, 194 of the Real Property Tax Law and is delivered in accordance with Section 1306 and 1318 of this law. It is effective immediately after it is properly signed by a majority of the Board of Education. The warrant shall expire on the date stated above unless a renewal or extension has been endorsed on the face of this warrant in writing in accordance with Section 1318, subdivision 2 of the Real Property Tax Law.

Board Member Vote

_____	_____
_____	_____
_____	_____

Business Office

Warrants were provided for information only (May and June 2024).

An Appropriation Status Report and Revenue Status Report for May and June 2024 were shared.

Mr. Godfrey made a motion, seconded by Mr. Emerson to approve resolutions G9-G14.
Yes-5, No-0, Motion carried.

08-24(1) G9

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby acknowledge receipt of the Internal Claims Auditor Report prepared by DCMO BOCES for June 2024.

**Warrants
Appropriation
& Revenue
Status
Reports**

**Internal
Claims
Auditor
Report**

08-24(1) G10

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the Treasurer's Report for May 2024 as given.

**Treasurers
Report**

08-24(1) G11

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the Treasurer's Report for June 2024 as given.

**Treasurers
Report**

08-24(1) G12

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**

June 2024 \$54,719.22

08-24(1) G13

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 Supplemental C0381-24 and Sports Official Warrant 153-24OT totaling - \$1,110.29.

**BOCES
Invoices**

08-24(1) G14

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools and Business Official, that this Board does hereby acknowledge the unappropriated fund balances from the general fund and authorize \$45,913.38 to be transferred to the cafeteria fund to zero out the cumulative deficit in said fund as of June 30, 2024, as determined by the Board of Education.

**Transfer of
funds**

Personnel

Mr. Leach made a motion, seconded by Mr. Emerson to approve resolutions C1-C7 and UC1-UC6. Yes-5, No-0, Motion carried.

08-24(1) C1

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the following appointments for the 2024 Summer Bridge/Catalyst Program, per salary noted.

**2024
Summer
Bridge/
Catalyst
Program**

Student Workers \$15.00 per hour, retroactive to July 15, 2024

Kendra Allen

Mallory Olsen-Nichols

Shawn Pixley

08-24(1) C2

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the appointment of the following Substitute Teachers for the 2024-2025 school year.

**2024
Substitute
Teachers**

Jenna Albin	-	Uncertified
Debra Barnes	-	Certified
Madalyn Barrows	-	Uncertified
Natalie Barrows	-	Uncertified
Patricia Bohannon	-	Uncertified
Savia Boyer	-	Uncertified
Cara Bradley	-	Uncertified
Diane Bucino	-	Certified
Jared Bush	-	Uncertified

Mary Collier	-	Certified
Pamela Connelly	-	Certified
Nicholas DeForest	-	Uncertified
Samantha Emerson	-	Uncertified
Jillian Finch	-	Uncertified
Brennan Finnegan	-	Uncertified
Susan Franco	-	Certified
Susan Frye	-	Uncertified
Jessica Henninge	-	Uncertified
Kathleen Hodge	-	Certified
McKenzie Ingraham	-	Uncertified
Patricia LaCotta	-	Certified
Samantha LoPiccolo	-	Uncertified
Merland Mcumber	-	Uncertified
Dianna Meade	-	Uncertified
Daya Muppalla	-	Uncertified
Liam O'Brien	-	Uncertified
Renee Ohl	-	Uncertified
Christian Paden	-	Uncertified
Calee Sanford	-	Certified
Judy Schwager	-	Uncertified
Connie Smith	-	Uncertified
Naiomi Smith	-	Uncertified
Marianna Spence	-	Uncertified
Elizabeth Steward	-	Uncertified
Paulina Tompkins	-	Uncertified
Amanda Utter	-	Uncertified
Lynette VanValdenburg-	-	Uncertified
Ashley Winter	-	Uncertified

08-24(1) C3

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby accept **Brian Collier's** letter of resignation from his position of Building Principal, effective after the close of day August 18, 2024.

**Principal
Resignation
B. Collier**

08-24(1) C4

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the following appointments for the 2024 Summer Theatre and Media Expressionism Program, per salary noted.

**2024
Summer
Theatre &
Media
Expressionism
Program**

Teachers \$40 per hour, retroactive to July 18, 2024

Sarah Leach

08-24(1) C5

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the appointment of the following Mentors for the 2024-2025 school year, \$600.00 stipend per semester:

Mentors

Mentors and New Teachers

First Year Teacher	Teaching Assignment	Mentor	Semesters
Sarah Leach	Music	Bonnie Emerson	1 st and 2 nd
Brennan Finnegan	Elementary	Katherine Kappauf	1 st and 2 nd

08-24(1) C6

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the appointment of **Michelle Hardler** as Primary School Principal in the tenure area of School Building Leader, Professional Certification, effective August 19, 2024, probationary period to end August 19, 2028. (Vice: B. Collier)

**PS Principal
M. Hardler**

08-24(1) C7

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the appointment of **Jonathan D. Cooley** as High School Principal, effective August 13, 2024, under a School Building Leader Internship Certificate through June 30, 2025.

**HS Principal
J. Cooley**

08-24(1) UC1

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools and the Head Bus Driver, that this Board does hereby approve the appointment of the following as occasional bus drivers for the 2024-2025 school year.

**2024
Occasional
Drivers**

**Edward Holmquist
Renee Johnson
Lance Thorne**

08-24(1) UC2

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the following individuals to work during the 2024 summer, compensation rate at current hourly rate or as noted.

**Summer
Work**

Food Service Workers

Debra Davis - \$18.00 per hour

Teacher Aide

Theresa Murphy, retro to July 1, 2024

08-24(1) UC3

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the appointment of the following Substitute Support Staff for the 2024-2025 school year.

**2024
Substitute
Support
Staff**

Teacher Aides

**Jenna Albin
Jolene Brown
Esther Clemens
Samantha Emerson
Jillian Finch
Karen Green
Jessica Henninge
Mckenzie Ingraham
Samantha LoPiccolo
Diana Meade
Connie Smith
Amanda Utter
Ashley Winter**

Custodial Workers

**Melissa Brown
Carl Lints
Sharlene Lints
Austin Mead
Kimberly Miller
Amanda Perry**

Teresa Titus

Food Service

Judith Dilfer

Debora Wiggins

Bus Drivers

Alicia Gracin

Renee Johnson

Mearland Mcumber

Rodney Preston

Bus Attendants

Jolene Brown

Stephanie Carey

Esther Clemens

Joanne Dean

Sharlene Lints

Barbara Sabines

Judith Struble

Carol Wilson

Robyn Young

08-24(1) UC4

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby acknowledge **Esther Clemens**'s resignation from her position of Part-time Bus Attendant, effective August 18, 2024.

**PT Bus
Attendant
Resignation
E. Clemens**

08-24(1) UC5

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the appointment of **Esther Clemens** to the position of Part-time Clerk subject to successful completion of a probationary period as defined in the rules for the Classified Civil Service of Chenango County, effective September 1, 2024. (Vice: M. McGowan)

**PT Clerk
E. Clemens**

08-24(1) UC6

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the appointment of **Charity Barber** to the position of Registered Professional Nurse (School) subject to successful completion of a probationary period as defined in the rules for the Classified Civil Service of Chenango County and pending fingerprint clearance, effective September 1, 2024. (Vice: C. Moyer)

**Registered
Nurse
(School)
C. Barber**

Planning

Mrs. Gates noted the following reminders.

- August 19-20, 2024 – Regents Exams
- August 26, 2024 – BOE Retreat
- September 3, 2024 – Staff Development Day
- September 3, 2024 – BOE Meeting, 6 pm, MS Conference Room

Reminders

Public Comment

None

BOE Member Comments/Concerns

Mr. Sheridan stated the summer program was great and he's looking forward to the new school year.

**BOE
Member
Comments/
Concerns**

Mr. Colosi noted the district was pleased to help the Spartans and would entertain hosting next summer if it doesn't interfere with construction.

Mr. Godfrey welcomed the new administrators.

Mr. Leach echoed what everyone else said and offered thanks to those that worked the summer programs.

Mr. Emerson commented on the Hall of Distinction ceremony. He questioned issues with the microphone and how to get more students involved. He also noted the grounds have been very well maintained and are looking great.

At 6:58 p.m., Mr. Emerson made a motion, seconded by Mr. Sheridan to enter into executive session for the purpose of other matters made confidential by state or federal law and 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.

**Executive
Session**

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

**Clerk Pro
Tem**

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

CSE Minutes

At 8:20 p.m., Mr. Sheridan made a motion, seconded by Mr. Emerson to come out of executive session.

**Come out of
Executive
Session**

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

Meeting adjourned at 8:21 p.m.

**Meeting
Adjourned**



Michele D. Rice
District Clerk