

**Oxford Academy & Central School Board of Education
Special Meeting
August 29, 2022**

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: 9.4 Establish a TRS Reserve Subfund, 10.8 Approve Long-term Music Teacher Substitute

**Additions/
Deletions**

Deletions: 3. Leadership Team Updates, 10.14 Approve Bus Attendant (PT)

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

Present

Superintendent

John Hillis

School Business Manager

Erin Gramstad

District Clerk

Michele Rice

Middle School Principal

Greg Lehr

Visitors

Visitors

None

Approve Minutes

Mr. Godfrey made a motion, seconded by Mr. Leach to approve the meeting minutes of August 1, 2022. Yes-5, No-0, Motion carried.

Minutes

Reports/Presentations

None

Leadership Team Updates

None

Public Comment

None

Superintendent's Report

None

Communications

None

Old Business

Mr. Emerson made a motion, seconded by Mr. Godfrey to approve resolution G1. Yes-5, No-0, Motion carried.

08-22(2) G1

BE IT RESOLVED:

Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve amending Resolution **08-22(1) G7** from the August 1, 2022 Meeting Minutes as below:

**Amend
Resolution
08-22(1) G7
Tax Levy**

WHEREAS the Board of Education has been authorized by the voters at the Annual School Meeting on May 17, 2022 to raise for the current budget of the 2022-2023 school year a sum not to exceed \$20,898,159;

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:

Oxford Academy & Central School							
2022-2023 School & Library Tax Levies							
Town	Taxable Assessment	School		Library		Total	
		Tax Rate	Levy	Tax Rate	Levy	Tax Rate	Levy
Coventry	\$1,683,944	\$17.824078	\$30,014.75	\$0.546627	\$920.49	\$18.370705	\$30,935.24
McDonough	\$45,664,752	26.347920	1,203,171.25	0.808038	36,898.86	27.155958	1,240,070.11
Norwich	\$3,591,928	41.886602	150,453.66	1.284578	4,614.11	43.171180	155,067.77
Oxford	\$87,735,432	32.471347	2,848,887.70	0.995831	87,369.70	33.467178	2,936,257.40
Pharsalia	\$290,937	37.051389	10,779.62	1.136294	330.59	38.187683	11,110.21
Preston	\$14,276,001	46.540672	664,414.68	1.427309	20,376.27	47,967981	684,790.95
Smithville	\$9,110,461	31.027118	282,671.35	0.951540	8,668.97	31.978658	291,340.32
	\$162,353,455		\$5,190,393		\$159,179		\$5,349,572

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 9/1/22 and end 10/31/22 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, 2022 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, 2022.

To collect taxes in the total sum of \$5,349,572 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

New Business

None

Business Office

Mr. Emerson made a motion, seconded by Mrs. Locke to approve resolutions G2 – G5. Yes-5, No-0, Motion carried.

08-22(2) G2

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 2022.

**Internal
Claims
Auditor
Report
June 2022**

08-22(2) G3

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 July 2022.

**Internal
Claims
Auditor
Report
July 2022**

08-22(2) G4

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 #1 and HMH Learning Tech Purchase totaling \$141,311.33.

**BOCES
Invoices**

08-22(2) G5

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve to Authorize a Formation of a Sub-Fund of the District’s Retirement Contribution Reserve Fund.

WHEREAS, the Oxford Academy and Central School District (the “District”) participates in the New York State Teachers’ Retirement System (“TRS”); and

**Retirement
Contribution
Reserve
Fund Sub-
Fund**

WHEREAS, on December 9, 2002 and amended on October 18, 2004, the Board of Education of the District by resolution established the Oxford Academy and Central School District Retirement Contribution Reserve Fund pursuant to Section 6-r of the General Municipal Law; and

WHEREAS, the Board of Education has determined it is also appropriate to establish a sub-fund within said Retirement Contribution Reserve Fund pursuant to Section 6-r of the General Municipal Law.

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of the Oxford Academy and Central School District, pursuant to Section 6-r of the General Municipal Law, as follows:

1. The Board hereby establishes a sub-fund within the Retirement Contribution Reserve Fund to be known as the Oxford Academy and Central School District Retirement Contribution Reserve Sub-Fund;
2. The source of funds for this Reserve Sub-Fund shall be:
 - a. such amounts as may be provided therefore by budgetary appropriation or raised by tax therefore;
 - b. such revenues as are not required by law to be paid into any other fund or account;
 - c. such other funds as may be legally appropriated; and
 - d. notwithstanding any law to the contrary, such amounts as may be transferred from a reserve fund established pursuant to Section 6-c, 6-d, 6-e, 6-f or 6-g of Article 2 of the General Municipal Law, comprised of moneys raised from the same tax base as the moneys in the retirement contribution reserve fund, or a reserve fund established pursuant to Education Law Section 3651, provided that any such transfer shall only be made by Board resolution adopted after a public hearing held on at least 15 days prior notice published in at least one newspaper having general circulation in the District.
3. By resolution, the Board of Education may authorize expenditures from this Reserve Sub-Fund. Except as otherwise provided by law, moneys in this Reserve Sub-Fund may only be appropriated to finance retirement contributions to the New York State Teachers' Retirement System, and/or to offset all or a portion of the amount deducted from the moneys apportioned to the District from the State for the support of schools pursuant to Section 521 of the Education Law.
4. No member of the Board of Education or employee of the District shall:
 - a. authorize a withdrawal from this Reserve Sub-Fund for any purpose except as provided in Section 6-r of the General Municipal Law; or
 - b. expend any money withdrawn from this Reserve Sub-Fund for a purpose other than as provided in Section 6-r of the General Municipal Law.
5. The moneys contributed annually to the Reserve Sub-Fund shall not exceed 2% of the total compensation or salaries of all teachers employed by the District who are members of TRS paid during the immediately preceding fiscal year.
6. The balance of the Reserve Sub-Fund shall not exceed 10% of the total compensation or salaries of all teachers employed by the District who are members of TRS paid during the immediately preceding fiscal year.
7. The moneys in this Reserve Sub-Fund shall be deposited and secured in the manner provided by Section 10 of the General Municipal Law. The Board of Education or its authorized designee may invest the moneys in this Reserve Sub-Fund in the manner provided by Section 11 of the General Municipal Law. Any interest earned or capital gain realized on the money so deposited or invested shall accrue to and become part of this Reserve Sub-Fund.
8. The chief fiscal officer shall account for this Reserve Sub-Fund separate and apart from all other funds of the District. Such accounting shall show: the source, date and amount of each sum paid into the sub-fund; the interest

earned by such sub-fund; capital gains or losses resulting from the sale of investments of this sub-fund; the order, purpose thereof, date and amount of each payment from this sub-fund; the assets of the sub-fund, indicating cash balance and a schedule of investments. The chief fiscal officer, within sixty (60) days of the end of each fiscal year, shall furnish a detailed report of the operation and condition of this sub-fund to the Board of Education.

9. This Resolution shall take effect immediately.

Personnel

Mrs. Locke made a motion, seconded by Mr. Emerson to approve resolutions C1 – C8. Yes-5, No-0, Motion carried.

08-22(2) C1

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby accept **Elly Powers-Leech's** letter of resignation from her position of Science Education Teacher, effective August 18, 2022.

**Science
Teacher
Resignation
E. Powers-
Leech**

08-22(2) 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 2022-2023 school year.

**Substitute
Teachers**

- Diane Bucino** - Certified
- Jonathan Heggie** - Uncertified
- Joseph Nelson** - Uncertified
- Brianne Ratnayake** - Certified

08-22(2) C3

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve amending a portion of **Resolution 08-22(1) C10** from the August 1, 2022 Meeting Minutes as follows: this Board does hereby approve the appointment of the following Mentors for the 2022-2023 school year, \$600.00 stipend per semester:

**Teacher
Mentors**

Mentors and New Teachers

First Year Teacher	Teaching Assignment	Mentor	Semesters
Brandon Stoddard	Science	Annick Donahue	1st and 2nd

08-22(2) C4

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve/amend the advisor appointments for the 2022-2023 school year as follows:

**Extracurricular
Advisor
Positions**

- Instructional Technology Coach: **Heather Pizza (PS)** \$TBD
- National Honor Society **Jennifer Scaturro & Jodi Carey** \$TBD (each)
- GSA Advisor **Jennifer Scaturro** \$TBD

08-22(2) C5

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the daily compensation rate of \$195.00 per day to be paid to **Joseph Nelson** for planning and performing the duties of English Education Teacher, effective September 1, 2022 through approximately November 18, 2022.

**Long-term
English
Teacher
Substitute
J. Nelson**

08-22(2) C6

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby accept **Janine Federowicz's** letter of resignation from her position of Music Education Teacher, effective August 15, 2022.

**Music
Teacher
Resignation
J. Federowicz**

08-22(2) C7

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the appointment of the following 2022-2023 Fitness Room Staff, \$13.20 per hour, effective immediately.

**Fitness Room
Staff**

Kelly Stark-Spence

08-22(2) C8

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve, pending fingerprint clearance, the daily compensation rate of \$195.00 per day to be paid to **Mia Quatrone** for planning and performing the duties of Music Education Teacher, effective September 1, 2022 through a date not yet determined.

**Long-term
Music
Teacher
Substitute
M. Quatrone**

Mrs. Locke made a motion, seconded by Mr. Godfrey to approve resolutions UC1 – UC5. Yes-5, No-0, Motion carried.

08-22(2) UC1

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the appointment of **Crystal Lao** to the position of full-time Food Service Helper subject to successful completion of a probationary period as defined in the rules for the Classified Civil Service of Chenango County, effective September 1, 2022, hourly rate of \$13.20. (Vice: C. Gorman)

**Food Service
Helper
C. Lao**

08-22(2) UC2

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 2022-2023 school year.

**Substitute
Support Staff**

Substitute Teacher Aide

**Jolene Brown
Jillian Chesebro
Sarah Golden
Rosetina Kenyon
Melissa Lashway
Amanda Utter**

Substitute Bus Drivers

**Janette Ireland
Mearland (Butch) Mcumber**

Substitute Food Service Helper

Melissa Lashway

08-22(2) UC3

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve amending Resolution **08-22(1) UC6** from the August 1, 2022 Minutes as below:

**Amend
Resolution
08-22(1) UC6**

Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the provisional appointment of **Jennifer Merritt** to the position of full-time Account Clerk, pending the Decentralized Eligible List for Account Clerk from Chenango County Civil Service Personnel Department and subject to successful completion of a

probationary period as defined in the rules for the Classified Civil Service of Chenango County, effective August 11, 2022, \$15 per hour/prorated salary of \$25,763. (Vice: New)

08-22(2) UC4

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the appointment of **Judith Struble** to the position of Bus Attendant (PT) subject to successful completion of a probationary period as defined in the rules for the Classified Civil Service of Chenango County, effective September 1, 2022, hourly rate of \$13.20. (Vice: New)

**Bus
Attendant
J. Struble**

08-22(2) UC5

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the appointment of **Jolene Brown** to the position of Bus Attendant (PT) subject to successful completion of a probationary period as defined in the rules for the Classified Civil Service of Chenango County, effective September 1, 2022, hourly rate of \$13.20. (Vice: New)

**Bus
Attendant
J. Brown**

Planning

Mrs. Gates noted the following reminders.

- September 6, 2022 – Staff Development Day – No School
- September 6, 2022 – BOE Meeting, 6 pm, MS Conference Room

Reminders

Public Comment

None

BOE Member Comments/Concerns

Mrs. Locke noted the BOE will be serving breakfast on September 6 (the agenda stated refreshments) and members should arrive at 7:30 am. She also spoke about the Chenango County School Boards Association meet and greet. The speaker talked about the shooting in Buffalo noting it can happen anywhere. Another topic mentioned was leasing buses.

**BOE
Member
Comments/
Concerns**

Mr. Godfrey stated DCMO BOCES is looking at a capital project. He also noted, due to teacher shortage, some schools are transporting their students to another district to attend classes.

Mr. Leach suggested that the district share the basics of the enrichment period and dismissal changes with parents again.

Mr. Hillis noted the YMCA After School Program will be occurring and Mr. Collier has informed parents. Modified sports numbers were shared by Mr. Lehr.

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

**Meeting
Adjourned**

Meeting adjourned at 6:26 p.m.



Michele D. Rice
District Clerk