

Oxford Academy & Central School Board of Education
Regular Meeting
December 4, 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: 8.5 Approve New York State Comptrollers Audit Report Corrective Action Plan
Deletions: 2.1 National ELA Conference – Mr. Rovente

**Additions
Deletions**

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

Present

Interim Superintendent
School Business Manager
District Clerk
High School Principal
Middle School Principal
Primary School Principal

Terrance Dougherty
Erin Gramstad
Michele Rice
Dawn Hover
Greg Lehr
Brian Collier

Visitors

Holly Cirello, Julie Bogardus, Courtney Emerson, Holly Abbott, Mark Hodge, Scott Duell, Jonathan Rogers, James Bohannon, Melissa Gross, Nate Gross, Kim Murrer, Rob Murrer, Mike Mayhood, Renee Johnson, Rebecca Rosas, Jessica Henninge, Brenda Ivans, Joseph Ivans, Kathryn Rutz, Kimberly Boyer, Susanna Colquitt, Tim Davis, Jenny Davis, Matt Dorman, Jennifer-Jo Merritt, Hope Crawford, Kelly Stark-Spence, Kim Marshman, Mitch Cluff, Wendy DeWind

Visitors

Approve Minutes

Mr. Godfrey made a motion, seconded by Mr. Emerson to approve the meeting minutes of November 6, 2023. Yes-5, No-0, Motion carried.

Minutes

Reports/Presentations

Building Condition Survey – Mr. Scott Duell from BCA provided a 2023 Building Condition Survey Summary presentation. School Districts are required to properly maintain safe and health environments by prioritizing existing building needs every five years. The presentation outlined key findings in each school building. The total estimated project cost is estimated at \$40,927,908. The next steps are to meet with stakeholders to begin the planning process, identify/prioritize needs and develop a project referendum to address those needs.

**Building
Condition
Survey**

Oxford Academy Football – Mr. Mitch Cluff shared statistical data on the Oxford football program and area football programs. He would like the district to consider moving from 8 man football to 11 man football. Mr. Cluff noted he started the season with 23 players and ended with 23 players and feels the athletes support him. Mr. Cluff also asked for fair consideration when applying for the 2024 head football coach position. Dr. Dougherty thanked Mr. Cluff for his comments and noted, by collective bargaining unit agreement requirements, coaching positions are posted every year, interviews are conducted and a final candidate is recommended to the BOE. Dr. Dougherty noted because the discussion/decision to move to 11 man football should involve the head football coach, the 2024 coaching position will be posted earlier than in past years.

**Oxford
Academy
Football**

2024-2025 Budget Overview – Dr. Dougherty shared a budget planning document that will be used in formulating the budget for the upcoming school year. He noted Oxford is a poor district but has functioned well due to the support of the community. The district will follow the budget calendar and create a budget proposal that will manage the financial operations of the district and its programs.

**2024-25
Budget
Overview**

2024-2025 Budget Calendar – The budget calendar was provided for review and approval.

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

12-23(1) G1

BE IT RESOLVED: Upon the recommendation of the Interim Superintendent of Schools, that this Board does hereby acknowledge/approve the 2024-2025 Budget Calendar.

Incident at School – Dr. Dougherty spoke about the round of ammunition that was found in a classroom. He noted the reaction process could have been better and steps have been put into place to ensure any future issues are addressed in a better manner.

Administrator/Supervisor Quarterly Reports – Dr. Dougherty noted he asked for the reports to be prepared to show the BOE what employees do in their own words. This approach is transparent and will continue in the future. Dr. Dougherty noted he is very impressed by the entire team.

Leadership Team Updates

Mr. Collier was pleased to hold a Veterans Day assembly, recognizing 20 veterans. He reported 3rd grade students visited the Veterans Home in October for a Halloween parade. The MS held a motivational assembly that 3rd and 4th graders were invited to attend. The 1st trimester has concluded with report cards going home. Some PS classrooms participated in the mac and cheese contest again this year. Friday Finale was a hit. Students of the month were served pancakes and were able to make a t-shirt through the STEAM classroom. The PS held a book fair and all involved were thanked for their efforts. The PS also held a Macy’s Day parade which was a fun experience. Mr. Collier noted a few calendar corrections: the UPK-2nd grade concert is December 15 at 8:30 am and the 3rd and 4th grade concert is December 14 at 6 pm.

Mr. Lehr noted the MS held a book fair that was very successful. Student expectation meetings were held. He reported 66% of students are on honor/high honor roll and 2% (6 students) are failing. The few students failing have poor attendance and are scheduled for help through enrichment and RTI. The MS held a motivational assembly, a recognition assembly and enjoyed a visit from Senator Oberacker. Eighth graders will travel to see a production of the Christmas Carol this week. The 5-12 winter concert is December 12. Fifth graders will pack food bags on December 21st to help with the community Bandera Family Christmas.

Ms. Hover recognized 137 students on the honor/high honor roll. The HS scheduled 14 parent/teacher conferences. Clyde Cole wrestling tournament experienced a great turnout with Rotarians, alumni, employees and community members all coming together. *The Game of Tiaras* play is this Friday and Saturday. The 5-12 winter concert is December 12 at 6 pm. The HS will hold a career destination day on January 12. A variety of employers will be in attendance along with military personnel providing information pertaining to employment opportunities, requirements, career skills, etc. The HS will hold holiday events, including a sock exchange, spirit week and a fun day of activities the day before break.

Public Comment

None

Superintendent’s Report

Dr. Dougherty talked about the building condition survey, budget development, and BOE member roles and responsibilities. He also reported 83% of school taxes were collected. The remainder will be paid by the County and those amounts will be relieved into property taxes. Cornice Technology will present on their electric bus study at the January meeting. Dr. Dougherty shared an informational brochure on running for the school board, spoke about the milk/juice carton shortage, the Clyde Cole wrestling tournament, parent teacher

**2024-2025
Budget
Calendar**

**Incident at
School**

**Admin/Super
visor Quarter
Reports**

PS Update

MS Update

HS Update

**Superintendent
Updates**

conferences, the upcoming school play and informed the BOE that the New York State and Local Retirement Systems has selected Oxford for an audit.

At 7:12 p.m., Mr. Godfrey 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. Yes-5, No-0, Motion carried. Mr. Lehr was invited to attend.

Executive Session

At 7:12 p.m., Mr. Collier was excused.

Excused

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

Clerk Pro Tem

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

CSE Minutes

At 7:25 p.m., Mr. Lehr was excused.

Excused

At 7:35 p.m., Mr. Godfrey made a motion, seconded by Mr. Godfrey to come out of executive session. Yes-5, No-0, Motion carried.

Come out of Executive Session

Communications

None acknowledged.

Old Business

Mr. Godfrey made a motion, seconded by Mr. Sheridan to approve resolutions G2-G5.5. Yes-5, No-0, Motion carried.

12-23(1) G2

BE IT RESOLVED: Upon the recommendation of the Interim Superintendent of Schools, that the Oxford Academy & Central School Board of Education does hereby agree to leave the Senior Citizen Exemption Income Level at \$11,000 - \$16,700 and is not adopting an Exemption for Disability.

Senior Citizen Tax Exemption

12-23(1) G3

BE IT RESOLVED: Upon the recommendation of the Interim Superintendent of Schools, that the Oxford Academy & Central School Board of Education does hereby agree to adopt the Volunteer Firefighters and Ambulance Workers from Real Property Taxation under Real Property Tax Law Section 466-a, as per eligible requirements.

Volunteer Firefighters and EMT's Tax Exemption

12-23(1) G4

BE IT RESOLVED: Upon the recommendation of the Interim Superintendent of Schools, that the Oxford Academy & Central School Board of Education does hereby approve the below appointments and authorization for the 2023-2024 school year effective through the 2024-2025 Reorganizational Meeting.

HS Attendance Registrar

1. Supervisors of School Building Register of Attendance:

High School – Michelle Williams - Renee Maynard in Michelle's absence

12-23(1) G5

BE IT RESOLVED: Upon the recommendation of the Interim Superintendent of Schools, that the Oxford Academy & Central School Board of Education does hereby acknowledge that the 2022-2023 External Audit Corrective Action Plan includes no deficiencies and as such, no corrective action plan is needed.

2022-2023 External Audit Corrective Action Plan

12-23(1) G5.5

BE IT RESOLVED: Upon the recommendation of the School Business Manager, that the Oxford Academy & Central School Board of Education does hereby acknowledge and approve the Corrective Action Plan from the 2022 Office of the New York State Comptroller's audit.

**2022 Office of
Comptrollers
Corrective
Action Plan**

New Business

Mr. Sheridan made a motion, seconded by Mr. Emerson to approve resolutions G6-G7. Yes-5, No-0, Motion carried.

12-23(1) G6

BE IT RESOLVED: Upon the recommendation of the Interim Superintendent of Schools, that this Board does hereby acknowledge the 2023-2024 Annual Fire Inspection Reports as provided.

**2023-2024
Fire
Inspection
Report**

12-23(1) G7

BE IT RESOLVED: Upon the recommendation of the Interim Superintendent of Schools, that the Oxford Academy & Central School Board of Education does hereby approve the Contract for Health and Welfare Services with the Binghamton City School District for 2022-2023 as presented.

**Health &
Welfare
Services
Contract**

Business Office

Warrants were provided for information only.

Warrants

Mr. Godfrey made a motion, seconded by Mr. Sheridan to approve resolutions G8-G13. Yes-5, No-0, Motion carried.

12-23(1) G8

BE IT RESOLVED: Upon the recommendation of the Interim Superintendent of Schools, that this Board does hereby acknowledge receipt of the Internal Claims Auditor Report prepared by DCMO BOCES for October 2023.

**Internal
Claims
Auditor
Report**

12-23(1) G9

BE IT RESOLVED: Upon the recommendation of the Interim Superintendent of Schools, that this Board does hereby approve the Treasurers Report for October 2023 as given.

**Treasurers
Report**

12-23(1) G10

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

**Extracurricular
Account
Report**

October 2023 \$49,581.51

12-23(1) G11

BE IT RESOLVED: Upon the recommendation of the Interim Superintendent of Schools, that this Board does hereby approve the DCMO BOCES billings (contract invoices) for services rendered for C0082-24 AS-7 Contract Billing, CC028-24 Contract Credit Memo and 029-24OT Sports Officials totaling \$394,540.10.

**BOCES
Invoices**

12-23(1) G12 RESOLUTION AUTHORIZING PARTICIPATION IN COOPERATIVE ENERGY PURCHASING SERVICE (NYSMEC) FOR NATURAL GAS

BE IT RESOLVED: WHEREAS, Article 5-G of the New York State General Municipal Law authorizes municipal corporations to enter into cooperative agreements for the performance or exercise of services, functions, powers or activities on a cooperative or contract basis among themselves or one for the other, and

**Cooperative
Purchasing
Natural Gas**

WHEREAS, Section 119-n of the General Municipal Law defines the term "municipal corporation" for the purposes of Article 5-G as a county outside the city of New York, a city, a town, a village, a board of cooperative educational services, a fire district or a school district; and

WHEREAS, Oxford Academy and Central School District (hereinafter sometimes referred to as "Participant") is a "municipal corporation" as defined above; and

WHEREAS, this Board wishes for this municipal corporation to become or remain a Participant pursuant to the Municipal Cooperation Agreement For Energy Purchasing Services dated the 1st day of May, 2005 (the "Agreement"), among municipal corporations collectively identified as the New York School and Municipal Energy Consortium ("NYSMEC") upon the terms of the Agreement and further wishes to authorize participation as an energy consumer as specified below.

NOW THEREFORE, BE IT RESOLVED, that this Board hereby determines that it is in the interests of the Oxford Academy and Central School District to participate in the NYSMEC, and authorizes and directs Ms. Erin Gramstad to sign the Agreement/and or the Billing Schedule and Agreement for natural gas on its behalf; and

BE IT FURTHER RESOLVED, that this Board authorizes the Administrative Participant (as defined in the Agreement) to prepare, advertise, disseminate and open bids pursuant to the General Municipal Law and to award, execute and deliver binding contracts on behalf of this Board for the purchase of natural gas delivered to the city gate of the local utility distribution company for the Participant's facility or facilities, on a firm basis, for this Participant to the lowest responsible bidder as is determined by the Administrative Participant at a price for such commodity natural gas not to exceed \$.656 cents per therm for a term of at least one year and no more than three years commencing May 1, 2024, and other terms and conditions, all as may be determined by the Administrative Participant, or to reject any or all such bids; and

BE IT FURTHER RESOLVED, that this Participant agrees to advertise said bid as may be directed by the Administrative Participant; and

BE IT FURTHER RESOLVED, that the officers and employees of this Participant are authorized to execute such other confirming agreements, certificates and other documents and take such other actions as may be necessary or appropriate to carry out the intent of this resolution.

This Resolution shall take effect immediately.

12-23(1) G13 RESOLUTION AUTHORIZING PARTICIPATION IN COOPERATIVE ENERGY PURCHASING SERVICE (NYSMEC) FOR ELECTRICITY

Cooperative Purchasing Electricity

BE IT RESOLVED: WHEREAS, Article 5-G of the New York State General Municipal Law authorizes municipal corporations to enter into cooperative agreements for the performance or exercise of services, functions, powers or activities on a cooperative or contract basis among themselves or one for the other, and

WHEREAS, Section 119-n of the General Municipal Law defines the term "municipal corporation" for the purposes of Article 5-G as a county outside the city of New York, a city, a town, a village, a board of cooperative educational services, a fire district or a school district; and

WHEREAS, Oxford Academy and Central School District (hereinafter sometimes referred to as "Participant") is a "municipal corporation" as defined above; and

WHEREAS, this Board wishes for this municipal corporation to become or remain a Participant pursuant to the Municipal Cooperation Agreement For Energy Purchasing Services dated the 1st day of May 2005 (the "Agreement"), among municipal corporations collectively identified as the New York School and Municipal Energy Consortium ("NYSMEC") upon the terms of the Agreement and further wishes to authorize participation as an energy consumer as specified below.

NOW THEREFORE, BE IT RESOLVED, that this Board hereby determines that it is in the interests of the Oxford Academy and Central School District to participate in the NYSMEC, and authorizes and directs Ms. Erin Gramstad to sign the Agreement/and or the Billing Schedule and Agreement for electricity on its behalf; and

BE IT FURTHER RESOLVED, that this Board authorizes the Administrative Participant (as defined in the Agreement) to prepare, advertise, disseminate and open bids pursuant to the General Municipal Law and to award, execute and deliver binding contracts on behalf of this Board for the purchase of electricity delivered to the delivery point of the local utility distribution company for the Participant's facility or facilities, on a firm basis for this

Participant to the lowest responsible bidder as is determined by the Administrative Participant at a price for such commodity electricity not to exceed \$.0845 cents per kWh for a term of at least one year and no more than three years commencing May 1, 2024, and other terms and conditions, all as may be determined by the Administrative Participant, or to reject any or all such bids; and

BE IT FURTHER RESOLVED, that this Participant agrees to advertise said bid as may be directed by the Administrative Participant; and

BE IT FURTHER RESOLVED, that the officers and employees of this Participant are authorized to execute such other confirming agreements, certificates and other documents and take such other actions as may be necessary or appropriate to carry out the intent of this resolution.

This Resolution shall take effect immediately.

Personnel

Mr. Emerson made a motion, seconded by Mr. Godfrey to approve resolutions C1-C2 and UC1-UC2. Yes-5, No-0, Motion carried.

12-23(1) C1

BE IT RESOLVED: The Board hereby approves the separation agreement with **John Hillis** and authorizes the Board President to sign the agreement.

**Hillis
Agreement**

12-23(1) C2

BE IT RESOLVED: Upon the recommendation of the Interim Superintendent of Schools, that this Board does hereby approve the appointment of the following Substitute Teachers for the 2023-2024 school year.

**Substitute
Teachers**

Erin Howard	-	Uncertified
Daya Muppalla	-	Uncertified
Liam O'Brien	-	Uncertified
Kristine Stroh	-	Certified

12-23(1) UC1

BE IT RESOLVED: Upon the recommendation of the Interim Superintendent of Schools, that this Board does hereby acknowledge **Deborah Copeland's** letter of resignation from her position of Teacher Aide, retroactive to November 9, 2023.

**Teacher Aide
Resignation
D. Copeland**

12-23(1) UC2

BE IT RESOLVED: Upon the recommendation of the Interim Superintendent of Schools, that this Board does hereby approve the appointment of the following Substitute Support Staff for the 2023-2024 school year.

**Substitute
Support Staff**

Teresa Titus - Custodial Worker PT Substitute

Planning

Mrs. Gates noted the following reminders.

- December 8 & 9 – *Game of Tiaras* Play, 7 pm, OAPAA
- December 12 – MS-HS Winter Concert & Art Show, 6 pm, OAPAA
- December 14 – 3-4 Grade Choral Concert, 6:00 pm, OAPAA
- December 15 – UPK-2nd Grade Winter Concert, 8:30am, OAPAA
- December 15 – District Employee Holiday Party, American Legion, 3-6 pm
- December 25-29 – No School, Christmas Recess (Offices Closed 12/25 & 12/26)
- January 1 – No School, New Year's Day Observed (Offices Closed)
- January 8 – BOE Regular Meeting, 6 pm, MS Conference Room

Reminders

Public Comment

Mr. Gross questioned where the funds for the superintendent separation agreement came from, noting its taxpayer money so the settlement should be voted on by residents. He also asked about specific correspondences.

**Public
Comment**

Mr. and Mrs. Ivans voiced their disapproval of the superintendent settlement agreement and questioned why the superintendent wasn't held to the Code of Conduct as students are.

Mr. Mayhood stated the superintendent settlement agreement is unfair to taxpayers. He stated the health insurance should have been capped as Oxford Academy needs every penny it has being a low income district.

Mrs. Abbott spoke about the required computer testing of PS students and suggested offering a typing class to allow them to become familiar with computers.

Mrs. Cirello thanked the BOE for their volunteerism, noting they have extremely tough decisions to make. She thanked them for getting through tough times.

BOE Member Comments/Concerns

Mr. Leach wanted to offer thanks for the people that helped with the Clyde Cole wrestling tournament. *(He requested this after the meeting ended but requested his appreciation be publically noted.)*

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

Meeting adjourned at 7:49 p.m.



Michele D. Rice
District Clerk

**BOE
Member
Comments/
Concerns**

**Meeting
Adjourned**