

**Oxford Academy & Central School Board of Education  
Regular Meeting  
December 7, 2020**

Mr. O'Brien called the meeting to order at 5:00 p.m.

**Call to Order**

Mr. O'Brien led those present in the flag salute.

**Flag Salute**

Additions: None

**Additions/**

Deletions: None

**Deletions**

Present were Trustees: Timothy O'Brien, Julie Gates, John Godfrey, Nathaniel Emerson and Betsy Locke.

**Present**

Superintendent

John Hillis

Business Administrator

Joseph Gugino

District Clerk

Michele Rice

High School Principal

Dawn Hover

Middle School Principal

Gregory Lehr

Primary School Principal

Brian Collier

**Visitors**

**Visitors**

None

**Approve Minutes**

Mrs. Locke made a motion, seconded by Mr. Emerson to approve the meeting minutes of November 2, 2020. Yes-5, No-0, Motion carried.

**Meeting  
Minutes**

**Reports/Presentations**

**Catalyst Students Report** – Prior to the meeting Mr. Holquist shared a student prepared video introducing the school store officers and an overview of the store. Mr. Holmquist reported students are looking forward to the grand opening of the store. He's hopeful the BOE will be able to take a tour of the store in the near future. Mr. Paden continues to monitor catalyst students that moved on to the high school. The program is working on adding outdoor classroom activities, while continuing to work on social/emotional support. Mr. Holmquist applauded Mrs. Bohannon and noted the program is successful because of the relationships being built with students. The BOE thanked Mr. Holmquist and those involved with the program.

**Catalyst  
Students  
Report**

**Cafeteria Report** – Mr. Gugino shared a report showing the cafeteria fund is \$93,770 in the red from the 2019-2020 school year. Contributors to the loss include the free meal program, rising food costs, and purchasing take-and-go containers during the COVID pandemic. Before the free meal program 51% of students purchased meals at the regular cost and 41% were free and reduced. That revenue alone caused a lot of the loss. The BOE will need to decide (by the end of June) if they want to continue to offer the free meal program. Ms. Morris noted she applied for a \$6,000 grant that will hopefully be awarded to absorb some of the loss. When asked about food being wasted, Ms. Morris noted less food is being wasted because students pick from a menu daily and that is all that is prepared. Another update will be provided in February.

**Cafeteria  
Report**

**Leadership Team Updates**

Ms. Hover reported positive COVID cases have quarantined 5 high school and 3 primary school employees. She reported working with nurses and the school physician for Oxford Academy to become a COVID testing site. On December 17 at 12:30 Senator Fred Akshar will present the Akshar All-star award to a senior. Mr. Rovente is going to produce a small reader's theater to be shared for the holidays. Ms. Hover noted she is working on tying business courses and internships into the pathways and work-based learning programs.

**HS Update**

The National Honor Society induction will be virtual. Ms. Hover invited 16+ students to come in on extra days to get help with instruction. Some students declined the invitation but those that accepted are getting caught up.

Mr. Lehr noted the school store will be up and running soon. Students of the Month were recognized, along with Remote Students of the Month. The 5<sup>th</sup> graders initiated a steps program which recorded some students taking 21,000 steps in a month. Mr. Lehr reported a few students are not participating in remote learning. Parents of those students were contacted and a letter went home. The next steps are to conduct home visits and if no progress is shown, the district will have to hotline the students and parents.

MS Update

Mr. Collier reported primary school students sent holiday cards to the Veteran's Home. They celebrated Thanksgiving in different ways this year, one way included a turkey zip line. Ms. Korver was awarded Teacher of the Week in November. Upcoming primary school events include morning program and a 2-week spirit week.

PS Update

Mrs. Locke questioned if there was a policy on extra in-person student instructional time. Ms. Hover noted special education students and 15-1-1 kids attend every day as well as CTE students that are transported to BOCES. Mr. Lehr noted 12-1-1 students and special education students attend 4 days a week and others are invited on an as-needed basis. Mr. Collier reported special education students come in 4 days a week and others attend based on necessary interventions.

### Public Comment

None

### Superintendent's Report

Capital Project – Mr. Hillis reported punch list items from Phase I are being completed. After the DOT inspection of the bus maintenance building occurs, the transportation department can move into the new location and construction on the MS STEAM room can begin. Security cameras have arrived and should be installed by February. The district anticipates being 1.5 million dollars in the black which will be absorbed by Phase 3 items.

Capital Project

Winter Sports – Mr. Hillis noted bowling is scheduled to begin December 14. Other sports are scheduled to begin shortly thereafter unless Governor Cuomo decides to stop all sports.

Winter Sports

Financial Report – Mr. Gugino predicted the district would have spent \$5,981,916 at this point in the year but after reviewing expenses, the district is 3% to 4% less than the budget. Mr. Gugino pointed out the \$31,519 materials and supplies line item which is all PPE. It is anticipated that FEMA will reimburse the cost of PPE. The district is currently \$158,000 to the good and will continue to be mindful of spending. Also, the district may receive transportation aid from March through June that was previously noted to be non-aidable.

Financial Report

### Communications

The BOE acknowledged communications from Jehovah witnesses.

Correspondence

### Board Committee Reports

Finance – Met November 2 at 5:30 pm

Policy – Will be scheduled via Zoom

Buildings & Grounds – Met December 7 at 4:30 pm

Transportation – Will meet January 4 at 5:30 pm

Personnel – Will meet February 1 at 5:30 pm

BOE Committees

### Old Business

None

### New Business

Mrs. Gates made a motion, seconded by Mr. Godfrey to approve resolutions G1-G3. Yes-5, No-0, Motion carried.

**12-20(1) G1**

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

**Retention  
and  
Disposition  
Schedule**

**BE IT FURTHER RESOLVED,** that in accordance with Article 57-A:

- (a) Only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods described therein;
- (b) Only those records will be disposed of that do that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

**12-20(1) G2**

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the Affiliation Agreement with SUNY Binghamton for planning and executing its educational program in the discipline of social work as per described in such Agreement.

**SUNY  
Binghamton  
Social Work  
Agreement**

**12-20(1) G3**

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the 2020-2021 District-wide Safety Plan.

**2020-2021  
District-wide  
Safety Plan**

**Business Office**

Warrants were given for information only.

*(Mrs. Locke questioned a Pathfinder Village invoice and the cost of Bassett Health Care physicals.)*

**Warrants**

Mrs. Gates made a motion, seconded by Mrs. Locke to approve resolutions G4-G12. Yes-5, No-0, Motion carried.

**12-20(1) G4**

**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**

October 2020                      \$51,979.82

**12-20(1) G5**

**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 October 2020.

**Internal  
Claims  
Auditor  
Report**

**12-20(1) G6**

**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 November 2020.

**Internal  
Claims  
Auditor  
Report**

**12-20(1) G7**

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the Treasurer's Report for September 2020 as given.

**Treasurers  
Report**

12-20(1) G8

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the Treasurer's Report for October 2020 as given.

Treasurers  
Report

12-20(1) G9

**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 *John Hillis* 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 \$0.583 cents per therm for a term of at least one year and no more than three years commencing May 1, 2021, 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.

Natural Gas  
Cooperative  
Agreement

12-20(1) G10

**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 *John Hillis* to sign the Agreement/and or the Billing

Electricity  
Cooperative  
Agreement

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 \$0.0736 cents per kWh for a term of at least one year and no more than three years commencing May 1, 2021, 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.

#### 12-20(1) G11

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the Merger of Schools for Athletic Activity with Greene Central School District for wrestling for the 2020-2021 season.

**Wrestling  
Merger –  
Greene CSD**

#### 12-20(1) G12

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the Merger of Schools for Athletic Activity with Greene Central School District for bowling for the 2020-2021 season.

**Bowling  
Merger –  
Greene CSD**

#### Personnel

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

#### 12-20(1) C1

**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 2020-2021 school year.

**Substitute  
Teachers**

**Megan Matts** - Uncertified  
**Angela Tracy** - Uncertified, retroactive to November 20, 2020

Mr. Emerson made a motion, seconded by Mrs. Locke to approve resolutions UC1- UC3. Yes-5, No-0, Motion carried.

#### 12-20(1) UC1

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby acknowledge, with regret, **Cynthia Solyian's** letter of intent to retire from her position of Registered Nurse (School), effective April 30, 2021.

**RN Intent to  
Retire  
C. Solyian**

#### 12-20(1) UC2

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby acknowledge, with regret, **Rosetina Kenyon's** letter of intent to retire from her position of Teacher Aide, effective June 30, 2021.

**Teacher Aide  
Intent to  
Retire  
R. Kenyon**

#### 12-20(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 2020-2021 school year.

**Substitute  
Support Staff**

**Planning**

**Reminders**

Mr. O'Brien noted the following reminders.

- December 23-31 – No School
- January 1 – No School
- January 4 – BOE Transportation Committee Meeting, 5:30 pm
- January 4 – BOE Meeting, 6:00 pm

**Public Comment**

None

**BOE Member Comments/Concerns**

The BOE wished everyone a Merry Christmas and noted they are looking forward to the New Year.

At 6:00 p.m., Mrs. Locke 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 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.

**Executive Session**

Yes-5, No-0, Motion carried. Mr. Lehr was invited to attend.

Mrs. Gates made a motion, seconded by Mrs. Locke to appoint Mr. Hillis Clerk Pro Tem.

**Clerk Pro Tem**

Yes-5, No-0, Motion carried.

Mr. Emerson made a motion, seconded by Mr. Godfrey to approve the CSE minutes. Yes-5,

**CSE Minutes**

No-0, Motioned Carried.

At 6:05 p.m., Mr. Lehr was excused.

**Excused**

At 7:29 p.m., Mrs. Gates 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, Mrs. Gates made a motion, seconded by Mr. Godfrey to adjourn. Yes-5, No-0, Motion carried.

**Meeting Adjourned**

Meeting adjourned at 7:30 p.m.



Michele D. Rice  
District Clerk