

**Oxford Academy & Central School Board of Education  
Special Budget Meeting  
March 31, 2025**

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: None

**Additions**

Deletions: 4.1 Capital Project Update, 15.1 Particular Personnel

**Deletions**

Present were Trustees: Julie Gates, Nathaniel Emerson, Matthew Leach, and Brian Sheridan. *John Godfrey was not able to attend.*

**Present**

School Business Manager

Erin Gramstad

District Clerk

Michele Rice

High School Principal

Jonathan Cooley

Middle School Principal

Greg Lehr

Primary School Principal

Michelle Hardler

**Visitors**

Claudia Tefft, Cody Hrehor, Courtney Emerson, Julia Bogardus, Danny Dewey

**Visitors**

**Approve Minutes**

Mr. Sheridan made a motion, seconded by Mr. Emerson to approve the meeting minutes of March 3, 2025. Yes-4, No-0, Motion carried.

**Minutes**

**Reports/Presentations**

American Flag – Mr. Hrehor stated he purchased a USA flag and had it flown over the Capitol. The flag and a certificate were presented to the BOE and will be put in a display case.

**American  
Flag**

Equipment Review – Mr. Hrehor presented on a piece of equipment that could replace all other equipment. The Ventrac has several attachments which would benefit the district. The BOE thanked him for the information.

**Equipment  
Review**

2025-2026 Budget Presentation – Ms. Gramstad reviewed the details of the proposed budget and known factors. The proposed budget is \$24,032,771, an increase of \$347,451 from the current year. She share what a 1%, 4.5%, 5.5% and 6.5% tax levy would be.

**2025-26  
Budget**

Budget: Programs – Ms. Gramstad spoke about the programs part of the budget which includes everything that pertains to educating students (teacher salaries/benefits, student placements, operating costs of transporting students, etc.).

**Budget:  
Programs**

Budget: Capital – Ms. Gramstad reviewed the capital component of the budget (expenditures related to short and long-term debt payments and facilities related expenses).

**Budget:  
Capital**

**Public Comment**

None

**Superintendent's Report**

Utica National Insurance – In the absence of Mr. Colosi, Ms. Gramstad informed the BOE that the district received a safety excellence award from Utica National. The award comes with a monetary donation of \$500.

**Utica  
National  
Insurance**

At 6:31 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. Yes-4, No-0, Motion carried. Mr. Lehr was invited to attend.

**Executive  
Session**

At 6:31 p.m., Mr. Cooley, Mrs. Hardler were excused.	<b>Excused</b>
Mr. Emerson made a motion, seconded by Mr. Sheridan to appoint Mrs. Gates Clerk Pro Tem. Yes-4, No-0, Motion carried.	<b>Clerk Pro Tem</b>
Mr. Leach made a motion, seconded by Mr. Sheridan to approve the CSE minutes. Yes-4, No-0, Motioned Carried.	<b>CSE Minutes</b>
At 7:11 p.m., Mr. Lehr was excused.	<b>Excused</b>
At 7:12 p.m., Mr. Emerson made a motion, seconded by Mr. Sheridan to come out of executive session.	<b>Come out of executive session</b>

**Communications**

The BOE acknowledged correspondences from Mr. Davis, DCMO BOCES and Mrs. Tefft. **Correspondence**

**Old Business**

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

**3-25(2) G1**

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve amending Resolution **3-25(1) G1** from the March 3, 2025 meeting as follows:

**Amend Resolution Substitute Pay**

**Substitute Rates (Up to 9 Consecutive Days):**

- Uncertified Teacher/Out-of-State Certified Teacher/LTA: \$120/day
- NYS Certified Teacher: \$130/day
- OTA Retired LTA: \$140/day
- OTA Retired Teacher: \$150/day
- Support Staff: Minimum wage/hour
- Typists: \$115/day
- Bus Driver: \$25/hour (Minimum 2 hours)
- Registered Nurse: \$120/day

**Extended-Period Substitute Teacher Rates:**

- Extended-period substitutes will assume the planning and instructional duties of a certified teacher for a minimum of 10 consecutive business days in the same position but no more than 30 days.
- Daily rate as applicable above plus \$20/day.
- If applicable, additional \$20/hour for planning and meetings outside of the school day (e.g., Superintendent Conference Days, Faculty Meetings, Parent-Teacher Conferences, etc.)

*Retroactive pay will be issued for substitutes hired on a daily basis who surpass 10 consecutive days in the same position, with extended-period substitute pay from day 11-29.*

**Long-Term Substitute Rates:**

- Long-term substitutes will assume the full responsibilities of a certified teacher for a minimum of 30 consecutive business days in the same position.
- The regular substitute teacher rate will apply for the first 30 consecutive days.
- On day 31, the long-term substitute rate will take effect.

*Retroactive pay will be issued for substitutes hired on a daily basis who surpass 30 consecutive days in the same position, with long-term substitute pay applied from day 31 onward.*

**Long-Term Substitute Pay:**

- Retired OTA Teacher: \$230/day
- Any Certified/Non-Certified Teacher/LTA: \$200/day

**New Business**

Mr. Sheridan made a motion, seconded by Mr. Emerson to approve resolutions G2-G3. Yes-4, No-0, Motion carried.

**3-25(2) G2**

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the Summer Transportation Contract between Delaware-Chenango-Madison-Otsego BOCES and Oxford Academy & Central School District for July 1, 2025 through August 31, 2025 at a cost of \$3.02/mile plus \$35.44/hour, plus meals, tolls, lodging(s).

**Transportation  
Contract  
DCMO  
BOCES  
Summer**

**3-25(2) G3**

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the Transportation Contract between Delaware-Chenango-Madison-Otsego BOCES and Oxford Academy & Central School District for September 1, 2025 through June 30, 2026 at a cost of \$3.02/mile plus \$35.44/hour, plus meals, tolls, lodging(s).

**Transportation  
Contract  
DCMO  
BOCES  
Summer**

A draft student board of education member application and 2025-2026 board of education meeting schedule was shared.

**Business Office**

Warrants for February 2025 were shared for information only.

An Appropriation Status Report and Revenue Status Report for February 2025 were also shared.

**Warrants  
Appropriation  
Status &  
Revenue  
Status  
Reports**

Mr. Emerson made a motion, seconded by Mr. Leach to approve resolutions G4-G9. Yes-4, No-0, Motion carried.

**3-25(2) G4**

**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 February 2025.

**Internal  
Claims  
Auditor  
Report**

**3-25(2) G5**

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the Treasurers Report for February 2025 as given.

**Treasurers  
Report**

**3-25(2) G6**

**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 CO244-25 AS-7 Contract Invoice, 073-25OT and 093-25OT Sports Officials Warrants and CSA Retreat totaling \$431,139.57.

**BOCES  
Invoices**

**03-25(2) G7**

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the 2025-2026 Unit Cost Methodology for DCMO BOCES Shared Services.

**Unit Cost  
Methodology**

**03-25(2) G8**

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the 2025-2026 Notice of Public Budget Hearing and Annual Meeting and Election as given and attached.

**Notice of Public Hearing & Annual Meeting**

**03-25(2) G9**

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve Ferrara Fiorenza PC rates for Legal Services for the 2025-2026 School Year as presented.

**Legal Services**

**Personnel**

Mr. Emerson made a motion, seconded by Mr. Sheridan to approve resolutions C1-C8 and UC1-UC8. Yes-4, No-0, Motion carried.

**03-25(2) C1**

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the Memorandum of Agreement (MOA) with the Oxford Teachers' Association (Retirement Incentive) as presented.

**MOA - OTA Retirement**

**03-25(2) C2**

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the Memorandum of Agreement (MOA) with the Oxford Teachers' Association (Department Chairs) as presented.

**MOA - OTA Department Chairs**

**03-25(2) C3**

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby accept **Timothy Davis's** letter of intent to retire from his position of Technology Teacher, effective after the close of day July 31, 2025.

**Tech Teacher Retirement Mr. Davis**

**03-25(2) C4**

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the following appointments for the 2025 Summer Reading and Math Program, per salary noted.

**Summer Reading Coordinator**

Program Coordinator

**Claudia Tefft**

Stipend

**\$3,000**

**03-25(2) C5**

**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.

**Substitute Teachers**

**Roberta Caldwell**

-

Uncertified

**Melanie Tumminia**

-

Uncertified, retroactive to March 11, 2025

**03-25(2) C6**

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the appointment of the following Spring Coaches for the 2024-2025 school year, pending coaching certification requirements, stipend as per Oxford Teachers' Association Agreement.

**Spring Coaches**

**SPORT**

Boys Volleyball (retroactive)

Modified Baseball

Modified Softball

**COACH**

**Booker Davis**

**George Heggie**

**Brenda Strauss**

**03-25(2) C7**

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the appointment of the following Department Chairs for the remainder of the 2024-2025 school year, at a stipend of \$2,500.00 (prorated).

Primary Literacy  
UPK-12 Related Arts

**Stephanie Smith**  
**Charity Gipp**

**Department  
Chairs**

**03-25(2) C8**

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the 2025 Middle School Summer Catalyst/Bridge Program Coordinator.

**Kimberly Bohannon**

**Summer  
Catalyst/Bridge  
Program  
Coordinator**

**03-25(2) UC1**

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the Memorandum of Agreement (MOA) with the Oxford Employee support Personnel Association (Retirement Incentive) as presented.

**MOA -  
OESPA  
Retirement**

**03-25(2) UC2**

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby accept **Robert Donholt Jr.**'s letter of intent to retire from his position of Bus Driver, effective after the close of day June 26, 2025.

**Bus Driver  
Retirement  
Mr. Donholt  
Jr.**

**3-25(2) 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.

**Cale Baier** - Custodial Worker PT Sub  
**Shawn Merritt** - Custodial Worker PT Sub

**Substitute  
Support Staff**

**3-25(2) UC4**

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the appointment of **Melyssa Lockwood** to the position of Bus Attendant, subject to successful completion of a probationary period as defined in the rules for the Classified Civil Service of Chenango County, retroactive to March 19, 2025. (Vice: D. Ross)

**Bus  
Attendant  
M. Lockwood**

**3-25(2) UC5**

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve accepting **Richard Hadlock**'s request to rescind his November 19, 2024 letter of intent to retire, (acknowledged December 2, 2024), to submit a letter of intent to retire under the OESPA retirement incentive as below:

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby accept **Richard Hadlock**'s letter of intent to retire from his position of Custodial Worker, effective after the close of day June 30, 2025.

**Rescind  
Retirement  
for Incentive**

**Custodial  
Worker  
Retirement  
Mr. Hadlock**

**03-25(2) UC6**

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby accept **Michelle Williams**'s letter of intent to retire from her position of Teacher Aide, effective after the close of day June 26, 2025.

**Teacher Aide  
Retirement  
Mrs. Williams**

**03-25(2) UC7**

**BE IT RESOLVED:** Upon the recommendation of the Superintendent, that this Board does hereby resolve that **Stamtios Makris** be terminated from his position of custodial worker, effective March 31, 2025.

**Termination  
Custodial  
Worker  
S. Makris**

**03-25(2) UC8**

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby accept **Nicole Head's** letter of resignation from her position of School Monitor, effective March 31, 2025.

**School  
Monitor  
Resignation  
N. Head**

**Planning**

Mrs. Gates noted the following reminders.

- April 14, 2025 - Strategic Planning Meeting, 5-7 pm
- April 16, 2025 - BOCES Budget Vote and Regular Meeting, MS Conference Room, 6 pm
- April 18, 2025 - No School/Offices Closed - Good Friday
- April 21-25, 2025 - No School – Spring Recess
- May 2, 2025 - PS Spring Concert, 8:30 AM
- May 6, 2025 - Strategic Planning Meeting, 4-8 pm
- May 13, 2025 - Annual Budget Hearing & Regular BOE Meeting, MS Conference Room, 6 pm

**Reminders**

**Public Comment**

None

**BOE Member Comments/Concerns**

Mr. Emerson complemented all involved with the Annie performance.  
 Mr. Leach also complemented all saying they did an amazing job and kudos to the backstage crew. He suggested that the district add lights to the bell tower at the middle school.  
 Mrs. Gates talked about a health consortium meeting she attended and also a workshop on civic readiness and seal of biliteracy.  
 Ms. Gramstad spoke about training sessions she attended in Albany.  
 Mr. Sheridan noted the play and the greatest show and tell were great and offered kudos to all involved.

**BOE  
Member  
Comments/  
Concerns**

There being no further action to come before this Board, Mr. Emerson made a motion, seconded by Mr. Leach to adjourn. Yes-4, No-0, Motion carried.

**Meeting  
Adjourned**

Meeting adjourned at 7:30 p.m.

Michele D. Rice  
District Clerk