

Oxford Academy & Central School Board of Education
Regular Meeting
November 1, 2021

Mr. O'Brien called the meeting to order at 6:00 p.m.

Call to Order

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

Flag Salute

Additions: 9.1 Approve Standard Work Day for Employees, 12.5 Accept Modified Volleyball Coach Resignation, 12.6 Approve Modified Volleyball Coach, 12.7 Approve Amending a Portion of Resolution 10-21(1) C2
Deletions: None

**Additions/
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

Kim Bohannon, Ed Holmquist, Megan Kappauf, Clayton Kappauf, Scott Donahue, Annick Donahue, Uday Mukhlis, Noah Banner and family

Visitors

Approve Minutes

Mr. Godfrey made a motion, seconded by Mrs. Gates to approve the meeting minutes of October 4, 2021. Yes-5, No-0, Motion carried.

**Meeting
Minutes**

Reports/Presentations

Student Video Game Development – Third grade student Noah Banner shared a presentation on the video game he developed. Noah also created a joystick using cardboard, paperclips and connecting wires to allow his game character to move and jump. He learned how to create the game program from watching videos. The game has 3 stages with a total of 5 in development.

**Student
Video Game
Development**

Summer Catalyst/Bridge Program – Mr. Holmquist provided a presentation on the activities that were experienced during the summer program. Those experiences included cooking, baking, gaming, building boats, puzzles, tie dying and working on social skills, teamwork and laughter.

**Summer
Catalyst/Bridge
Program**

Summer Reading and Math Program – Mr. Mukhlis shared summer program data which included 124 students in grades UPK-6 and 19 students in grades 7-12. The food program served 1,261 breakfasts and 1,663 lunches. Mr. Mukhlis reported students were very active and enjoyed a therapy dog, a planetarium from Roberson, a visit from Utica Zoo, the National Guard, FFA, Cornell Coop, and Chenango County Recycling. The summer STEAM academy focused on the Mars Perseverance Mission with experiments and activities tied directly to that mission.

**Summer
Reading &
Math
Program**

Digital Fabrication Lab – Mr. Donahue talked about the lab and shared examples of projects that have been completed (key chains, cup holders, t-shirt decaling, a three-dimensional heart, jigsaw puzzles). Area school district representatives, Senator Akshar and Assemblyman Angelino have visited the lab and are impressed. Mr. Donahue noted the district hopes to extend the lab and its technology utilization to area school district students.

**Digital
Fabrication
Lab**

Leadership Team Updates

State Testing/Regents Scores – Each principal shared state testing results from 2016 through 2021. The results included the number of students sitting for the exams, the percentage each

**State Testing/
Regents
Scores**

level scored at, who was proficient locally, regionally and throughout NYS. The district is focusing on 3-6 math curriculum due to low scores. Creating department chairs will help

Public Comment

A public attendee questioned why some high school Regents exams were not given. Mr. Hillis explained that due to COVID some exams were not created or offered. Local exams were given. At this time the district anticipates all Regents exams will be given in the future.

Superintendent's Report

None

At 6:52 p.m., Mrs. Locke made a motion, seconded by Mr. Godfrey 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 6:52 p.m., Ms. Hover and Mr. Collier were excused.

Excused

Mrs. Gates made a motion, seconded by Mrs. Locke to appoint Mr. Hillis 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 7:04 p.m., Mr. Lehr was excused.

Excused

At 7:04 p.m., Mrs. Gates made a motion, seconded by Mr. Godfrey to come out of executive session.

Come out of Executive Session

Communications

None

Board Committee Reports

Finance – Scheduled to meet 1/4/22 @ 5:30 pm

Policy – Met 9/27/21 – Approve Probationary Teacher Review Policy #19

Buildings & Grounds – Scheduled to meet 12/6/21 @ 5:30 pm

Transportation – Scheduled to meet 2/7/22 @ 5:30 pm

Personnel – Met 11/1/21

BOE Committees

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

11-21(1) G1

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve adopting the following policy:

- #19 – Probationary Teacher Review Policy

Policy #19 – Probationary Teacher Review Policy

Old Business

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

11-21(1) G1.5

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the attached standard work days for its employees, retroactive to July 1, 2021, and will report days worked to the New York State and Local Employees'

Standard Work Day

Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body.

New Business

None

Business Office

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

11-21(1) G2

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**

September 2021 \$46,150.14

11-21(1) G3

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools and Board of Education Recommended Policy #8 Disposal of District Property, that this Board does hereby approve the disposal of the following surplus equipment: 2016 Computers and 2017 iPads in such a way as to maximize the net proceeds of sale via public auction and/or eBay.

**Surplus
Equipment
Computers &
IPads**

BE IT FURTHER RESOLVED: All proceeds from the sale(s) will be deposited in the General Fund.

11-21(1) G4

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 2021-2022 season.

**Wrestling
Merger**

11-21(1) G5

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 2021-2022 season.

**Bowling
Merger**

Personnel

Mrs. Gates made a motion, seconded by Mr. Godfrey to approve resolutions C1- C7. Yes-5, No-0, Motion carried.

11-21(1) C1

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve payment for services offered, to those whom qualify, during sporting events, including but not limited to, ticket taking, score keeping and/or crowd control, for the 2021-2022 school year to the following individuals, retroactive to October 4, 2021:

Ticket takers

Katie Blanchard Corey Endress Christopher Palmer

11-21(1) C2

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the appointment of the following Fall Coaches for the 2021-2022 school year, pending coaching certification requirements, retroactive to September 1, 2021.

Fall Coaches

<u>SPORT</u>	<u>COACH</u>	<u>SALARY</u>
Modified Boys Soccer	Dustin Hendricks	\$1,803 - Step 1

11-21(1) C3

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 2021-2022 school year.

Substitute Teachers

Jazmine Albin - Uncertified
Jacob Camiel - Uncertified

11-21(1) C4

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby create nine (9) Department Chairperson stipend positions, effective for the 2021-2022 school year, yearly stipend of \$2,500, prorated to \$1,250 for the 2021-2022 school year with a February 1, 2022 effective date.

Create Department Chairs

Primary Literacy Primary Math Primary STEAM
5-12 ELA/LOTE 5-12 Math 5-12 Social Studies
5-12 Science UPK-12 Related Arts UPK-12 Health and PE

11-21(1) C5

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby accept **Sandra Acevedo**'s letter of resignation from her position of Modified Volleyball Coach, retroactive to October 7, 2021.

Modified Volleyball Coach Resignation S. Acevedo

11-21(1) C6

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the appointment of the following Winter Coaches for the 2021-2022 school year, pending coaching certification requirements.

Winter Coaches

SPORT **COACH** **SALARY**
Modified Volleyball **Renee Johnson** \$2,230 - Step 3

11-21(1) C7

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve amending a portion of Resolution 10-21(1) C2 from the October 4, 2021 meeting as follows:

Amend Resolution 10-21(1) C2 Coach Stipend

SPORT **COACH** **SALARY**
Modified 8th Grade Boys Basketball **Edward Holmquist** \$2,230 - Step 3

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

11-21(1) UC1

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 2021-2022 school year.

Substitute Support Staff

Jazmine Albin - Teacher Aide PT Sub
Annette Barrows - Teacher Aide PT Sub, *pending fingerprint clearance*
Jacob Camiel - Teacher Aide PT Sub
Lisa Lawton - Teacher Aide PT Sub
Cameron Lints - Custodial Worker PT Sub, *pending fingerprint clearance*

11-21(1) UC2

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve increasing the hourly pay for substitute bus drivers to \$25.00 per hour, retroactive to October 1, 2021.

**Increase
Sub Bus
Driver Pay**

11-21(1) UC3

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve increasing each full-time bus driver’s hourly rate by \$5.00 which was retroactively adjusted July 1, 2021.

**Increase bus
driver hourly
rate**

11-21(1) UC4

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby acknowledge **Carly Hendricks’** letter of resignation from her position of Clerk, effective December 31, 2021.

**Clerk
Resignation
C. Hendricks**

11-21(1) UC5

BE IT RESOLVED: Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the appointment of **Donald Rogers** to the position of full-time Bus Driver subject to successful completion of a probationary period as defined in the rules for the Classified Civil Service of Chenango County, effective November 8, 2021, prorated base salary of \$9,940. (Vice: A. Zdobyak)

**Bus Driver
D. Rogers**

Planning

Mr. O’Brien noted the following reminders.

- November 5 & 8 – ½ Day of School & Parent/Teacher Conferences
- November 11 – No School, Veterans Day
- November 24-26 – No School, Thanksgiving Recess
- December 6 – BOE Buildings and Grounds Committee Meeting, 5:30 pm
- December 6 – BOE Meeting, 6 pm, MS Conference Room

Reminders

Public Comment

None

BOE Member Comments/Concerns

Mrs. Locke talked about the Chenango County School Boards Association requesting a homework assignment that was later not necessary due to a lawsuit settlement. She also spoke about something the science teachers did.

Mr. Godfrey reminded the BOE that the National Honor Society Induction is November 4. He also commented on a BOCES audit that showed the lunch program \$5 to the good and questioned how Oxford Academy’s lunch program could be in the red. He will share the reason when it’s known.

**BOE
Comments/
Concerns**

At 7:19 p.m., Mrs. Locke made a motion, seconded by Mr. Emerson to enter into executive session for the purpose of 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**

At 7:45 p.m., Mrs. Gates made a motion, seconded by Mrs. Locke to come out of executive session.

**Come out of
Executive
Session**

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

Meeting adjourned at 7:46 p.m.

**Meeting
Adjourned**

Michele D. Rice

Michele D. Rice
District Clerk

Received Date

Standard Work Day Resolution for Employees*

Please type or print clearly
in blue or black ink

Employer Location Code

70801

See Instructions for completing form on reverse side

RS 2418

(Rev.12/19)

BE IT RESOLVED, that the Oxford Academy + CSD, Location code 70801, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)
School District Clerk	7.5
Account Clerk	7.5
Bus Drivers	6.5
Typists	7.5
Teacher Aide	7
Custodians	8
Food Service Helper	6
Secretary to the Superintendent	7.5

Continued on additional page.

On this 1 day of November, 2021

Michelle D. Rice
(Signature of Clerk)

Date enacted: 11/1/21 retroactive to 7/1/21

Michelle D. Rice, clerk of the governing board of the

Oxford Academy + CSD
(Name of Employer)

of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 1 day of November, 2021 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of 5 members, and that 5 of such members were present at such meeting and that 5 of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I hereunto
Set my hand and the seal of the

Michelle D. Rice / Oxford Academy + CSD
(Name of Employer)



(seal)

*To be used for all employees. Please list Elected and Appointed Officials on the form Standard Workday and Reporting Resolution for Elected and Appointed Officials (RS2417-A).

For important information and instructions – See Back Page



TITLE	Standard Work Day
	Hrs/Day
Account Clerk Typist	7.5
Teacher Aide – Part Time	7
Teacher Aide PT Sub	7
Teacher Aide FT Plus	7.25
Bus Attendant	6.5
Cook/Manager	7.5
Clerk	7.5
Conf. Account Clerk	7.5
Cook	6.5
Custodial Worker	8
Custodial Worker PT Sub	8
Custodial Worker – Part Time	8
Food Service Helper PT Sub	6
Food Service Helper – Part Time	6
Groundskeeper	8
Groundskeeper PT Sub	8
Head Bus Driver	8
School Monitor	7
School Monitor – Part Time	7
Retired Hourly ERS	6
Reg. Professional Nurse	7
Reg. Professional Nurse PT Sub	7
School Business Manager	8
Bus Attendant PT Sub	6.5
Bus Driver PT Sub	6.5
Director of Facilities	8
Senior Typist	7.5
Computer Technician	7
Transportation Dispatcher	8
Typist PT Sub	7.5