

**Oxford Academy & Central School Board of Education  
Regular Meeting  
November 2, 2020**

Mr. O'Brien called the meeting to order at 6:03 p.m.

**Call to Order**

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

**Flag Salute**

Additions: 12.4 – Approve Increasing Account Clerk Salary for Foster Care Business Operations

**Additions/  
Deletions**

Deletions: None

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. Gates made a motion, seconded by Mrs. Locke to approve the meeting minutes of October 5, 2020. Yes-5, No-0, Motion carried.

**Meeting  
Minutes**

**Reports/Presentations**

**District-wide Safety Plan** – The public was invited to comment on the plan prior to it being approved at the December meeting.

**District  
Safety Plan**

**Leadership Team Updates**

Ms. Hover reported holding a FAFSA meeting with approximately 18 people in attendance. The HS has 21 parent/teacher conferences scheduled. Several academically struggling students will be attending in-person instruction 4-5 days a week to get back on track. The HS links team met. They will start reviewing weighting courses. Ms. Hover complemented Mrs. Palmer for her work on the weekly HS newsletter. Mr. Godfrey applauded the HS virtual awards assembly.

**HS Update**

Mr. Lehr reported the MS held trick or treating and a Halloween contest. More events will be planned since community opportunities are limited. He reported moving to phase II of the reopening plan has been seamless. The MS will be adding a handful of students to in-person instruction on Wednesdays to get them on track. Mr. Lehr spoke about teacher observations and how comfortable teachers and students seem to be with remote and in-person teaching simultaneously.

**MS Update**

Mr. Collier reported having a successful transition to phase II. Teachers and students have adjusted to the schedule and have established a routine. He reported the PS has a 95% attendance and participation rate. He thanked the Oxford Lions Club for supplying donuts and cider to all PS students and noted a slideshow is being developed. Students will be making cards for residents at the NYS Veteran's Home. The PS continues to work on character education and has extended its LINKS team membership to include all PS teachers.

**PS Update**

**Public Comment**

None

## Superintendent's Report

Capital Project Update – Mr. Hillis reported the bus garage should be completed by November 20. He noted a modification to the bus washing system will occur. Punch list items are being developed and completed. The HS lab tables are coming together, the PS steam room is almost complete and technology has a neat new water jet machine that makes precise cuts on all sorts of material. Once completed the district will share a social media post about the renovations/updates. Planning for installing the surveillance cameras, which run off their own server, has begun. The district is currently two million dollars to the good in the project. As things are completed a wish list of items will be created.

Capital  
Project  
Update

New Committee Development – Mr. Hillis reported inviting faculty and staff to be part of a new committee that will review district finances and new ideas on possible savings. The committee will consist of members of each bargaining unit. The first meeting is scheduled for November 18 and will include a recap of the budget process to clear up any misconceptions.

New  
Committee  
Development

At 6:33 p.m., Mrs. Locke made a motion, seconded by Mrs. Gates 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 6:33 p.m., Ms. Hover, Mr. Collier and Mr. Gugino 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 6:38 p.m., Mr. Godfrey made a motion, seconded by Mrs. Locke to come out of executive session.

Come out of  
Executive  
Session

At 6:38 p.m., Mr. Lehr was excused.

Excused

## Communications

The BOE acknowledged two communications from Mr. Diamond.

Correspondence

## Board Committee Reports

Finance – Met at 5:30 pm.

Policy – Will schedule to meet via Zoom.

Buildings & Grounds – Will meet December 7 at 5:30 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

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

### 11-20(1) G1

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the video surveillance system and access control system contract with Linstar, Inc., 430 Lawrence Bell Drive, Suite 1, Buffalo, NY in the amount \$346,151.21.

Video  
Surveillance  
System  
Approval

**Business Office**

Warrants were given for information only.

**Warrants**

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

**11-20(1) 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 September 2020.

**Internal  
Claims  
Auditor  
Report**

**11-20(1) G3**

**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 2020                      \$50,136.40

**11-20(1) G4**

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby acknowledged and approve the corrective action plan from the 2019-2020 external audit pertaining to the extracurricular activity funds.

**Corrective  
Action Plan  
Extracurricular  
Activity  
Funds**

**11-20(1) G5**

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby acknowledged and approve the corrective action plan from the 2019-2020 external audit pertaining to the unassigned fund balance.

**Corrective  
Action Plan  
Unassigned  
Funds  
Balance**

**Personnel**

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

**11-20(1) C1**

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve the appointment of the following Winter Coaches for the 2020-2021 school year, pending New York State Public High School Athletic Association (NYSPHSAA) authorization to move forward with sports and pending coaching certification requirements.

**Winter  
Coaches  
2020-2021**

| <u>SPORT</u>                           | <u>COACH</u>             | <u>SALARY</u>    |
|--|--------------------------|------------------|
| Boys Varsity Basketball                | <b>Booker Davis</b>      | \$4,203 - Step 2 |
| Boys JV Basketball                     | <b>Ronald Smith</b>      | \$2,870 - Step 2 |
| Girls Varsity Basketball               | <b>Chris Palmer</b>      | \$5,552 - Step 5 |
| Girls JV Basketball                    | <b>Margo Barrows</b>     | \$2,870 - Step 2 |
| Girls 8 <sup>th</sup> Grade Basketball | <b>Jason Finch</b>       | \$1,953 - Step 2 |
| Girls 7 <sup>th</sup> Grade Basketball | <b>Brenda Strauss</b>    | \$2,409 - Step 5 |
| Varsity Wrestling                      | <b>Craig Tefft</b>       | \$5,552 - Step 5 |
| Bowling                                | <b>Lance Thorne</b>      | \$4,770 - Step 5 |
| Indoor Track                           | <b>Shannon Gawronski</b> | \$4,586 - Step 3 |
| Indoor Track Volunteer Asst.           | <b>Irene DeJager</b>     |                  |

Mr. Emerson made a motion, seconded by Mrs. Locke to approve resolutions UC1-UC2. Yes-5, No-0, Motion carried.

**11-20(1) UC1**

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

**Teacher Aide  
Intent to  
Retire  
D. Meade**

**11-20(1) 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 2020-2021 school year.

**Substitute  
Support Staff**

**Gwen Hornbeck** - Bus Attendant PT Sub, retroactive to 10/19/20

Mrs. Gates made a motion, seconded by Mrs. Locke to table UC3 and add an executive session for particular personnel. Yes-5, No-0, Motion carried.

**Executive  
Session  
Request**

**Planning**

Mr. O'Brien noted the following reminders.

- November 6 – Parent/Teacher Conferences, ½ Day of Instruction
- November 9 – Parent/Teacher Conferences, ½ Day of Instruction
- November 11 – Veterans Day – No School
- November 25-27 – Thanksgiving Break – No School
- December 7 – BOE Buildings & Grounds Committee Meeting, 5:30 pm
- December 7 – BOE Meeting, 6 pm, MS Conference Room

**Reminders**

**Public Comment**

None

**BOE Member Comments/Concerns**

None

At 6:55 p.m., Mrs. Gates 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**

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**

At 7:05 p.m., Mr. Godfrey made a motion, seconded by Mrs. Locke to come out of executive session.

**Come out of  
Executive  
Session**

Mr. Emerson made a motion, seconded by Mr. Godfrey to approve resolution UC3. Yes-5, No-0, Motion carried.

**11-20(1) UC3**

**BE IT RESOLVED:** Upon the recommendation of the Superintendent of Schools, that this Board does hereby approve amending Account Clerk Hope Crawford's job description duties to include Foster Care transactions (student compliance, applications and quarterly correspondence).

**Amend  
Account  
Clerk Duties**

**BE IT FURTHER RESOLVED** that this Board does hereby authorize a one-time \$1,000 increase to be added to Hope Crawford's annual salary for such increase in duties, effective immediately.

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

Meeting adjourned at 7:06 p.m.

**Meeting  
Adjourned**

A handwritten signature in cursive script that reads "Michele D. Rice". The signature is written in dark ink and is positioned above the printed name and title.

Michele D. Rice  
District Clerk