

**Regular Meeting of the Board of Education (Monday, December 17, 2018)**

Generated by Susan Temple on Wednesday, January 2, 2019

**BOE Members Present:** Jay Wilson, Tammy Neumann, Seth Haight, Elizabeth Huneke, Lucy Kelly, Mark Schneider, and Kenneth Aikens.

**Others Present:** Jason D. Thomson, Superintendent, Bruce McKeegan, School Attorney, David Gilmore, Highland Associates, David Vaughn, LeChase Construction, Robert Grizwald, LeChase Construction, Susan Temple, District Clerk, and several members of the faculty, staff, and community.

**1. Opening of Meeting****A. Call to Order**

President, Jay Wilson called the Regular Meeting of the Board of Education of the Delaware Academy Central School District at Delhi to order with the Pledge of Allegiance at 5:05 p.m.

**2. Discussion on Capital Project****A. Discussion on Capital Project**

Note: The discussion portion of the Board meeting was tape recorded. Mr. David Gilmore from Highland Associates reviewed the revised project scope. The purpose of this discussion was for the Board of Education to make a few final decisions for the architect to move forward. Revised Capital Project Scope items discussed included, but were not limited to:

**Elementary School –****Item ES 3 - Canopy:**

- Evaluate repair of canopy posts
- Work in with new cafeteria glass wall – consider structure wraps
- Design element to complement the existing architecture

**Item ES 5 - Masonry:**

- Evaluate repointing of brick, 1962 section of 300 square feet – every third course has Dura Wall.
- Review condition of Chimney – temporary liner installed July of 2015.
- Evaluate crack in the wall at principal's office – through cornerstone.

**Item ES 7 - Smart Schools****PA and Telephone System:**

- Replace PA and telephone system.

**Item ES 8 - Upgrade Fire Alarm and Carbon Monoxide Detection, Provide Lockdown Strobes:**

- Provide CO detection throughout.
- Upgrade existing Fire Alarm.
- Provide Exterior Strobes in five locations for lockdown conditions.

**Item ES 13 - HVAC**

- Unit Ventilator Replacement
- Replace units and upgrade DDC
- Provide 4' X 6' concrete pads outside of Unit Ventilators ground floor.
- Controls in Server, Office Storage – tie controls into the system.
- Replace 32 doors that have existing louvers on them.

**Item ES 14 Boilers**

- Replace 2 boilers. Make provisions for future natural gas.

Mrs. Kelly inquired about ventilation issues. Mr. Gilmore will check – they're looking at options through Trane. Mrs. Kelly asked if snakes will still be able to get through to the classrooms with the new ventilation system. Mr. Gilmore said he doesn't know if they can stop that from completely happening.

Mr. Wilson confirmed that the count is 32. Mr. Gilmore replied they will need to look at this through the evaluation.

Mr. Haight asked a question regarding the budget; is the current plan still looking at adding concrete pads for each unit vent? If so, each concrete pad is a four to a five-inch slab. We are looking at boiler replacements in both schools. How would we accommodate for natural gas if we decided to go with that heating method in the future? Are we not purchasing fittings at this time? Mr. Thomson commented that he spoke with Mr. Nealis (former Board of Education member) who was an initial part of this project planning, and Mr. Nealis recommended the Board wait on this particular purchase. Mr. Aikens asked what happens to the old boiler fittings? The reply was they are used for parts.

Mr. Schneider asked if the district has some degree of diversity if the unit fails? Mr. Bartlett, Facilities Manager, replied yes, the boilers can maintain their use.

**Item ES 16 - Hazardous Materials:**

- Verify locations of Hazardous Materials
- Reported that none visible, only buried
- Radon testing/remediation not required by District
- The district does not have any Lead testing – District TBD

New York State Education Department requires testing.

Mrs. Kelly commented on the second bullet – buried hazardous material. What is this? Mr. Gilmore replied it is any hazardous material they may find behind the walls, and around doors. For example, caulking behind doors.

Mr. Bartlett commented that radon testing is not a part of this project. Mrs. Kelly replied that she was sure there was a report in last month's meeting that said the district does test for radon. A discussion was held on the possible cost for radon remediation. Mr. Gilmore stated he would feel better having someone who knows what they're doing take care of this item. The district would need to go through a contractor. Mr. Schneider stated radon testing is a priority item for him. Mr. Gilmore replied this item should be acceptable through the New York State Education Department. Mrs. Kelly agreed with Mr. Schneider that radon testing should be a priority.

President, Jay Wilson put the item of radon testing to a full Board vote. The results were as follows:

Jay Wilson VOTING, Aye  
 Tammy Neumann VOTING, Aye  
 Seth Haight VOTING, Aye  
 Elizabeth Huneke VOTING, Aye  
 Lucy Kelly VOTING, Aye  
 Mark Schneider VOTING, Aye  
 Kenneth Aikens VOTING, Aye

The results of the vote to have radon testing were 7 Aye, 0 Nay. The Board directed Mr. Bartlett to move on the radon testing as soon as possible.

#### Elementary Resource Rooms –

- Options to open up walls for more instructional space.

A discussion was held regarding the possibility of moving doors to the existing plans for the elementary classrooms. Mr. Bartlett commented adding dividers to the rooms, instead of a permanent wall, is less expensive. Mr. Haight and Mr. Thomson agreed the plan is worthy of investigating. Mr. Vaughn from LeChase Construction told the Board to keep in mind that this particular work will be more challenging, but they will evaluate the possibility.

#### Item ES 17 – Markerspace Rooms

- Possible space for STEM classrooms

#### Item ES 18 – Cafeteria and Kitchen

- The elementary kitchen was done in 1962
- Renovate elementary school kitchen in its present location
- Expansion of the kitchen into the copy, laundry, and office
- New receiving area and canopy – trucks can't get under existing canopy.
- Noise concerns from cafeteria serving and seating to adjacent classrooms.
- Provisions of accessibility to the stage.
- New stage lighting
- Provide a single toilet room in the cafeteria area
- E-control wireless monitoring of walk-ins.
- New layouts shall not affect the existing main entrance.

Further discussion was held to confirm the area of air conditioning units and how they will work for the elementary building; floor tiling; column removal and shades for the cafeteria area. Further discussion was held on the building-wide cooling system. Mr. Gilmore informed the Board they will know better about how the system will work once they meet with Trane. He commented the system will be able to cool the entire building, minus closets and storage areas; "every space where a human spends time will have some sort of cooling system." Mr. Gilmore said they will need to design both systems (current and with alternate add) to see what the Board can spend. The building-wide chiller unit was never a part of the conversation for this project.

Mr. Schneider asked for clarification on the bidding process. Mr. McKeegan explained the process. Mr. Thomson commented that replacing the windows will also make a huge difference by keeping the temperature lower in the summer and warmer in the winter. Mr. Bartlett commented the air conditioning never came into the conversation two years ago during the planning process. Mr. Haight noted by the time the district goes out to bid, Mr. Gilmore will have a very defined package for the Board of Education.

Mr. Haight commented about the layout of the cafeteria – he would expect the salad bar and ice cream freezer will go in the kitchen. Mr. Gilmore replied, yes, that is the plan, and one serving line will be added. Mr. Haight asked if we will keep the existing furniture. Mr. Gilmore replied yes.

#### ES 21 - Elementary Library and Art Room

- Library and Art Room Kalwall Barrel Vaults need replacement
- New finishes including carpeting, paint, refinishing Plam at a circular desk
- Color required.

#### Middle/High School -

##### MHS 1

- Repave lot north of high school cafeteria and then all front areas
- Continue replacing storm drains
- Replace concrete in front of high school granite island
- Replace paving behind the middle school building
- Replace middle school island and curbs with granite
- Replace sidewalk and curbs with granite curbs between middle school and elementary school.

##### MHS-5 Tennis Courts

- Reconstruct (4) tennis courts

**MHS-7 - Fire Alarm and Carbon Monoxide Detection - Same system for the middle school and high school**

A discussion was held regarding an ongoing drainage issue from the hill across from the elementary parking lot (45-50 feet). The district has been dealing with the problem for about five years where water is cracking the pavement. This has been a financial concern. Mr. Gilmore explained that the district can list this item as an alternate add-on if they so desire. It is not a part of the actual project plan. Mr. Aikens commented the school could look into funding from another agency. Mr. Gilmore said he will look at the finance line item, but it will cause growth and be expensive. Mr. Aikens agreed that it will be very expensive to do the drainage and repave this area. Mr. Bartlett noted that up until now, they have been doing minimal repairs to get by - it is not ideal, but has addressed the matter so far. The Board held further discussion on this matter. It was decided that all items on this project are high needs items, but they asked Mr. Bartlett to do test pours of the affected area and come back to the Board with results.

Mrs. Kelly asked about the air quality near the drop-off areas of the buildings. She would like the air flow quality checked out. Mr. Rolfe, Art Teacher, stated his room is located near a drop-off area, but he doesn't get any odor unless a vehicle is running for several minutes.

**MHS-11 - HS Roofs Replacement**

- Roofs are EPDM everywhere
- Some EPDM locations need replacement.
- Complete box gutter rebuild.

Mr. Haight suggested Mr. Gilmore look into purchasing the copper that will be needed for the roof as soon as possible as they had a hard time locating and purchasing it during the last project. There is only one provider for the material. He suggested we put a placeholder on an order to be forthcoming. Mr. Vaughn from LeChase suggested we could also prepare the bids for the copper earlier in the process.

**MHS 18 - High School Electrical**

- HS Replace main switchgear
- HS gut the main electrical room and redo completely
- HS Replace panels

**MHS - Asbestos Removal Areas**

- HS/MS 1st Floor areas shown in mapping
- HS/MS 2nd Floor areas shown in mapping

**MHS 27 - HS Restrooms**

- Complete renovation, fixtures, finishes, accessibility
- Abate water lines above 1st-floor restroom ceilings
- Replace the exhaust system

**MHS 33 HS Boys and Girls Locker Room Showers**

- Shower privacy
- Coaches shower replacement, (2) locations
- Replace locker room benches
- Plumbing fixture replacement
- add paper towels

Mr. Gilmore informed the Board there is a two-page list of items they will need to keep on their radar for the next project. They are items that need to be addressed, but didn't get included in this project.

The Board reiterated they want radon testing done in this project. This will mean eliminating something else in the project to accommodate the expense, but they feel it is worth it.

The Board agreed to replace 80 lockers in the pods this year with single lockers (not stacked). The Board polled the teachers that were present at the meeting for locker size. The teachers recommended a wider locker for the students.

Mr. Schneider reminded the Board that if they are to make any changes to the project, they need to release the information to the public as soon as possible so it doesn't look like there is anything being withheld from them.

**3. Presentations**

No presentations for December 2018.

**4. Public Comments**

A. The Public may address the Board

President, Jay Wilson opened the floor to public comments. There were no public comments.

**5. Routine Matters****A. Approve Minutes - November 26, 2018, Regular Meeting**

On a recommendation made by Kenneth Aikens, seconded by Tammy Neumann, the Board of Education approved the Minutes of the Regular Meeting held on November 26, 2018, as submitted. There were no questions, comments, or discussion, and the motion carried unanimously.

**B. Personnel Recommendations**

On a motion made by Elizabeth Huneke, seconded by Mark Schneider, the following personnel recommendations by the Superintendent were made pending fingerprint clearance:

**Retirements:**

- Sikes, Nancy L., English Teacher, Effective June 30, 2019.

**Resignations:**

- Meszler, Kathleen, Bus Driver, Effective December 4, 2018.

**Provisional Appointments Awaiting Civil Service Exam:**

No provisional appointments for December 2018

**Probationary Appointments:**

No probationary appointments for December 2018

**Mentor Appointments, Stipend \$300.00 per semester per DAFA Agreement:**

No mentor appointments for December 2018.

**Leave Request:**

- Lane, Jennifer B., Elementary Teacher, Extended Leave of Absence, Personal, Unpaid, Effective January 2, 2019, through January 22, 2019.

**Permanent Appointments:**

No permanent appointments for December, 2018.

**Change in Position:**

- Haynes, Linda, Full-time Bus Driver Regular Run with added Full-time Bus Driver BOCES Run, Effective retroactive to December 5, 2018, with a contract daily rate of \$81.52.

**Substitute Appointments Pending Fingerprint Clearance - December 18, 2018, through June 30, 2019:**

- Heavey, Allison, Instructional, \$95.00 per day.
- Mable, Lauren, Non-Instructional, Elementary, \$74.00 per day.
- McIntosh, Ira, Non-Instructional, \$74.00 per day.
- Meszler, Kathleen, Bus Driver, retroactive to December 5, 2018, \$23.00 per hour.
- Morley, Hannah, Non-Instructional, \$74.00 per day.
- Raber, Linda, Instructional, Retired Teacher, \$110.00 per day, retroactive to December 1, 2018.
- White, Brett, Instructional, \$95.00 per day.

**Correction to Substitute Appointments:**

- Daye, Diane, Food Service Substitute, correct hourly rate should read \$10.40 per hour (refer to 8/31/18 BOE minutes).

**Extracurricular Activity Appointments 2018-2019, Stipend as per DAFA Agreement and paid in June 2019:**

No extracurricular activity appointments for December 2018 —

**Athletic Appointments 2018-2019, Stipend as per DAFA Agreement Unless Otherwise Specified:**

- Branigan, Michael, Boys Modified Basketball Coach - two teams, Step IV, with 5 years of experience, and a stipend of \$4,819.50 (1.5 stipend for coaching both modified teams)
- Hannigan, Peggy, Basketball Game Worker, \$20.00 per game.
- Mokay, Leslie, Basketball Game Worker, \$20.00 per game.
- Mokay, William, Basketball Game Worker, \$20.00 per game.
- Morley, Gayle, Basketball Game Worker, \$20.00 per game.
- Silano, Kristen, Basketball Game Worker, \$20.00 per game.
- Spangenberg, Colin, Basketball Game Worker, \$20.00 per game.
- Wood, Dawn, Basketball Game Worker, \$20.00 per game.
- Wood, Kayla, Basketball Game Worker, \$20.00 per game.

**Volunteer Appointments:**

- Hadley, Wendy, Volunteer to winter and spring track and field program.

There were no questions, comments, or discussion, and the motion carried unanimously.

**C. Financial Reports**

On a motion made by Tammy Neumann, seconded by Kenneth Aikens, the Board of Education accepted the Treasurer's Report for October 2018 as submitted. There were no questions, comments, or discussion, and the motion carried unanimously.

**D. CSE Recommendations**

On a motion made by Elizabeth Huneke, seconded by Mark Schneider, the Board of Education approved the CSE Recommendations for December 2018 as submitted. There were no questions, comments, or discussion, and the motion carried unanimously.

A brief discussion was held on the meaning of an item on the CSE report. Mr. Petrilli, CSE Coordinator explained what information the Board is receiving on the report.

There were no further questions, comments, or discussion, and the motion carried unanimously.

**6. Reports**

- Principal's Monthly Reports
- Departmental Reports
- Superintendent Monthly Report

**7. Policy Review / Adoption****A. Adopt Policy #2 Sexual Harassment Policy - Revised**

On a motion made by Elizabeth Huneke, seconded by Mark Schneider, the Board of Education adopted the Revised Sexual Harassment Policy with changes. Trustee, Mark Schneider requested the policy identify a female sexual harassment officer for the complaint process. This would make the process more comfortable for some complainants. Mrs. Mable, Elementary Principal volunteered to be identified for the position. She will be formally approved at next month's Board meeting. There were no further questions, comments, or discussion, and the motion carried unanimously.

**B. Policy Review #1-20**

The Policy Review Committee met on November 30, 2018 and conducted the annual review of policies #1-20. The committee will submit the recommended changes to the policies for the full Board of Education to review. All policies are available on the district's website.

**8. Old Business****A. Approve Instructional Technology Plan 2018-2021**

On a motion made by Kenneth Aikens, seconded by Tammy Neumann, the Board of Education Approved the 2018-2021 Instructional Technology Plan as submitted and approved by the New York State Education Department. There were no questions, comments, or discussion, and the motion carried unanimously.

**9. New Business****A. Accept Audit 2017-2018**

On a motion made by Seth Haight, seconded by Lucy Kelly, the Board approved the following resolution: WHEREAS, Cwynar & Company, Certified Public Accountants, have presented their findings and opinions to the Board of Education for the Delaware Academy Central School District at Delhi for the Financial Statements as of June 30, 2018, and WHEREAS, the Board of Education has had the opportunity to review the findings of Cwynar & Company for the Financial Statements as of June 30, 2018, THEREFORE, BE IT RESOLVED, that the Board of Education accepts the Financial Statements as of June 30, 2018, as submitted by Cwynar & Company. There were no questions, comments, or discussion, and the motion carried unanimously.

**B. Approval of Settlement Agreement**

On a motion made by Lucy Kelly, seconded by Kenneth Aikens, the Board approved the following resolution: RESOLVED that a Settlement Agreement regarding a legal matter and an employee be approved and the Board President is authorized to execute the agreement on behalf of the Board. There were no questions, comments, or discussion, and the motion carried unanimously.

**C. Accept Donation - CTEP Classes**

On a motion made by Seth Haight, seconded by Elizabeth Huneke, the Board of Education accepted a donation of eight (8) Chef Coats from Ms. Roseann Aikens to be used in the CTEP program. There were no questions, comments, or discussion, and the motion carried unanimously.

**D. Accept Donation - Art Department**

On a motion made by Seth Haight, seconded by Elizabeth Huneke, the Board of Education accepted one Hot/Cold Laminator with instructional manuals, one Three-foot Scissor, and one Large (3 meters) cutting table, from Ms. Heidi Prime, to be used in the art department. The value for all three pieces together were estimated by Mrs. Prime, to be \$3,500.00. There were no questions, comments, or discussion, and the motion carried unanimously.

**E. Excess Equipment - Music Department**

On a motion made by Seth Haight, seconded by Elizabeth Huneke, the Board of Education approved a request from the music department to deem the following equipment excess due to the poor condition: - Clarinet wooden body and bell - no barrel or mouthpiece, Manufacturer: Paul Dupp, Serial No: 42536, Condition: not playable - needs keys; - Trumpet - no mouthpiece, Manufacturer: Ohio Band Instrument Co., Model: The Regent, Serial #39065, Condition: not playable; - Marching drum with nylon snares, Manufacturer: Ludwig, Condition: poor; - Snare Drum, Manufacturer: Slingerland, Serial #460456, Condition: broken-needs new snare. There were no questions, comments, or discussion, and the motion carried unanimously.

**F. Excess Equipment - Transportation Department**

On a motion made by Seth Haight, seconded by Elizabeth Huneke, the Board of Education approved a request from the transportation department to deem one 2010 Dodge Grand Caravan #208, VIN #2D4RN4DE6AR397049, Mileage: 112,696, Condition: Fair - body repair needed for DOT standard exceeds worth. Mrs. Kelly inquired about how the administration will dispose of the van and Mr. Verspoor reported they will go through DCMO BOCES for a bid to sell the van. There were no further questions, comments, or discussion, and the motion carried unanimously.

**G. Approve Agreement Between the Downsville Central School and Delaware Academy Central School District at Delhi**

On a motion made by Seth Haight, seconded by Elizabeth Huneke, the Board approved an Agreement Between the Downsville Central School District and Delaware Academy Central School District for an athletic partnership for winter track. Mr. Schneider inquired if the district received Section IV approval, and if not, we should reword or remove that section from the agreement. Mr. Thomson will look into this question with Mr. Ferrara, Athletic Director, and get back to the Board with an answer. There were no further questions, comments, or discussion, and the motion carried unanimously.

**H. Appoint LeChase Construction, Construction Manager**

Item H was tabled to the January 2019 Board meeting.

**10. Public Comments****A. The Public May Address the Board**

President, Jay Wilson opened the floor to public comments.

Mr. Will Outsen, Delhi resident asked:

1. Lockdown Drill - Is there anything on the website to describe or outline our intent to the public?
2. Fuel Bid 2019-2020?
3. Cybersecurity Issue mentioned in the administrative reports - was this through D.A.? Mr. Shultz replied no.
4. Chrome Books - If one gets damaged, does the student get another? Mr. Potrzeba replied that students are responsible for repairs, but the district has loaners available. The district works with families if they can't afford repairs.
5. Technology Plan that was approved during the meeting - Is this a plan we developed that is State approved? Mr. Potrzeba replied yes.
6. He heard about a cafeteria incident with chemicals that created quite a buzz. Parents didn't know about it, why? President, Jay Wilson replied the incident was personnel related and therefore not up for discussion.

President, Jay Wilson, asked Mr. Thomson to follow up with Mr. Outsen to answer his questions after the meeting.

## **11. Board of Education Comments**

### **A. Board Comments**

Lucy Kelly gave kudos to those involved in preparing meal packages for families in need. She commented our schools do many things for the community, for example, there is a group that donates to pay outstanding cafeteria debts. This is a nice gesture, and she appreciates that our students have the support.

Elizabeth Huneke commented that Mrs. Sikes will be sorely missed. She had her as a teacher. She thanked Mrs. Sikes for her time.

Kenneth Aikens commented he liked the information provided on the capital project and he knows there will be hold-ups for certain for different reasons. He doesn't want any hold-ups to be because of the Board of Education.

Tammy Neumann thanked Mr. Gilmore and the administration for the discussion on the capital project. She feels we are in a good place and in a position to move forward.

Jay Wilson thanked Mrs. Sikes for her time and agreed she will be missed. He's seen certain talent emerge from her classes - congratulations on her retirement! On another note, he felt the meeting tonight was one of the better meetings the Board has held regarding the capital project and he feels confident with the decisions that were made.

## **12. Enter Executive Session**

On a motion made by Tammy Neumann, seconded by Lucy Kelly, the Board entered Executive Session to discuss the employment history of one or more individuals with no action to be taken. The Board entered Executive Session at 8:03 p.m.

## **13. Close Meeting**

On a motion made by Mark Schneider, seconded by Seth Haight, the Board left Executive Session and adjourned the Regular Meeting at 10:07 p.m.

Respectfully submitted,

Susan J. Temple  
District Clerk

Minutes approved by BOE 1/28/19.