

Delaware Academy Central School District at Delhi
2 Sheldon Drive
Delhi, NY 13753

MEETING MINUTES

Organizational Meeting of the Board of Education

Date: July 11, 2016

Members Present: Glenn Nealis, Tammy Neumann, Dr. Thomas Flanders, Elizabeth Huneke, Lucy Kelly, and Seth Haight

Absent: Jay Wilson

Others Present: Jason D. Thomson, Superintendent, Bruce McKeegan, School Attorney and several members of the community and staff.

<p>Mr. Jason D. Thomson, Superintendent, called the Organizational Meeting of the Board of Education of the Delaware Academy Central School District at Delhi to order with the Pledge of Allegiance at 7:07 p.m.</p>	<p>Call to Order</p>
<p>Mr. Jason D. Thomson, Superintendent, called for nominations for President of the Board of Education. Trustee, Seth Haight nominated Trustee, Glenn Nealis for President. Trustee, Dr. Thomas Flanders seconded the motion. There were no further nominations for President.</p>	<p>Nominate and Elect President</p>
<p>Resolved, that Glenn Nealis is elected President of the Board of Education of this District for the 2016-2017 fiscal year. Vote on the forgoing resolution was 5 ayes, 0 nays, 1 abstained.</p>	
<p>Mr. Jason D. Thomson, Superintendent, called for nominations for Vice President of the Board of Education. Trustee, Dr. Thomas Flanders nominated Trustee, Tammy Neumann as Vice President. President Elect, Glenn Nealis seconded the motion. There were no further nominations for Vice President.</p>	<p>Nominate and Elect Vice President</p>
<p>Resolved, that Tammy Neumann is elected Vice President of the Board of Education of this District for the 2016-2017 fiscal year. Vote on the forgoing resolution was 5 ayes, 0 nays, 1 abstained.</p>	
<p>The District Clerk administered the Oath of Allegiance to the newly elected President and Vice President of the Board of Education.</p>	<p>Administer Oath</p>
<p>Appointment of Officers -</p>	<p>Officers -</p>
<p>On a motion made by Vice President, Tammy Neumann, seconded by Trustee, Elizabeth Huneke, the Board of Education appointed Susan Temple as Clerk of the Board of Education effective July 12, 2016 through the organizational meeting of the Board of Education in July 2017. There were no questions, comments, or discussion, and the motion carried unanimously.</p>	<p>Clerk of the Board</p>

<p>On a motion made by Trustee, Lucy Kelly, seconded by Trustee, Seth Haight, the Board of education appointed Nancy Hein as Treasurer for the fiscal year 2016-2017 through the organizational meeting of the Board of Education in July 2017. There were no questions, comments, or discussion, and the motion carried unanimously.</p>	Treasurer
<p>On a motion made by Trustee, Elizabeth Huneke, seconded by Vice President, Tammy Neumann, the Board of Education appointed Jason D. Thomson as Deputy Treasurer for the fiscal year 2016-2017 through the organizational meeting of the Board of Education in July 2017. There were no questions, comments, or discussion, and the motion carried unanimously.</p>	Deputy Treasurer
<p>On a motion made by Trustee, Seth Haight, seconded by Trustee, Lucy Kelly, the Board of Education appointed Elizabeth Marino, Tax Collector for the fiscal year 2016-2017. There were no questions, comments, or discussion, and the motion carried unanimously.</p>	Tax Collector
<p>On a motion made by Trustee Elizabeth Huneke, seconded by Vice President, Tammy Neumann, the Board of Education appointed William Mokay as the District's Internal Claims Auditor with a salary of \$250.00 per month plus mileage through the organizational meeting in July 2017. There were no questions, comments, or discussion, and the motion carried unanimously.</p>	Internal Claims Auditor
<p>The District's General Counsel administered the Oath of Allegiance to the Clerk of the Board of Education. The District Clerk was directed to administer the Oath of Allegiance to the remaining officers.</p>	Administer Oath
<p>Other District Appointments -</p>	Other District Appointments -
<p>On a motion made by Trustee, Elizabeth Huneke, seconded by Trustee, Seth Haight, the Board of Education resolved that it will continue to use the DASH program (contracted through M.I. Bassett Hospital) to provide services as a school-based program as school physician including the services of a dental hygienist. There were no questions, comments or discussion, and the motion carried unanimously.</p>	Physician
<p>On a motion made by Trustee, Seth Haight, seconded by Trustee, Lucy Kelly, the Board of Education appointed Bruce McKeegan of McKeegan & McKeegan Attorneys as General Counsel for the 2016-2017 school year and Hogan, Sarzynski, Lynch, Surowka, DeWind, and Gregory, LLP was appointed as Special Counsel for the 2016-2017 fiscal year through the organizational meeting of the Board of Education in July 2017. There were no questions, comments or discussion, and the motion carried unanimously.</p>	General and Special Counsel
<p>On a motion made by Trustee, Elizabeth Huneke, seconded by Trustee, Seth Haight, the Board of Education appointed the following people to serve as Student Activity Officers for the 2016-2017 fiscal year through the organizational meeting of the Board of Education in July 2017:</p> <ul style="list-style-type: none"> • Jason D. Thomson, Superintendent, Chief Faculty Counselor • Jennifer Amundsen, Accounts Payable Clerk, Treasurer • Carey Shultz, Business Manager, Auditor <p>There were no questions, comments or discussion, and the motion carried unanimously.</p>	Student Activity Officers
<p>On a motion made by Vice President, Tammy Neumann, seconded by Trustee, Lucy Kelly, the Board of Education appointed June Barriger as Attendance Officer effective July 12, 2016 through the organizational meeting in July 2017. There were no questions, comments or discussion, and the motion carried unanimously.</p>	Attendance Officer

<p>On a motion made by Trustee, Lucy Kelly, seconded by Trustee, Elizabeth Huneke, the Board of Education appointed Cwyner & Company, CPAs, PLLC, to conduct the independent audit of the Delaware Academy Central School District at Delhi's 2015-2016 fiscal records, including a separate audit of the A.L. Kellogg Educational funds. There were no questions, comments or discussion, and the motion carried unanimously.</p>	<p>Independent Auditor</p>
<p>On a motion made by Vice President, Tammy Neumann, seconded by Trustee, Lucy Kelly, the Board of Education appointed the District Clerk as the District's Records Retention and Disposition Officer, (Freedom of Information Law), effective July 12, 2016 through the organizational meeting of the Board of Education in July 2017. There were no questions, comments or discussion, and the motion carried unanimously.</p>	<p>Records Retention and Disposition Officer</p>
<p>On a motion made by Trustee, Elizabeth Huneke, seconded by Trustee, Seth Haight, the Board of Education appointed the Building and Grounds Supervisor as the Asbestos (LEA) Designee effective July 12, 2016 through the organizational meeting of the Board of Education in July 2017. There were no questions, comments or discussion, and the motion carried unanimously.</p>	<p>Asbestos Designee</p>
<p>On a motion made by Trustee, Lucy Kelly, seconded by Trustee, Seth Haight, the Board of Education appointed the Business Manager as Purchasing Agent, and he shall be responsible for certifying payrolls. On the same motion, the Board of Education appointed the Chief School Administrator as Assistant Purchasing Agent during the 2016-2017 fiscal year, effective July 12, 2016 through the organizational meeting of the Board of Education in July 2017. There were no questions, comments or discussion, and the motion carried unanimously.</p>	<p>Purchasing Agent / Assistant Purchasing Agent</p>
<p>On a motion made by Trustee, Elizabeth Huneke, seconded by Trustee, Dr. Thomas Flanders, the Board of Education appointed Carey Shultz, Business Manager, as Equal Rights Officer (Title IX) for the fiscal year 2016-2017, effective July 12, 2016 through the organizational meeting of the Board of Education in July 2017. There were no questions, comments or discussion, and the motion carried unanimously.</p>	<p>Equal Rights Officer</p>
<p>On a motion made by Vice President, Tammy Neumann, seconded by Trustee, Lucy Kelly, the Board of Education appointed the CSE Chairperson as Chapter 504 Officer for both the elementary building and the MS/HS building, and the Speech Language Pathologist was appointed as Assistant 504 Officer for both the elementary building and the MS/HS building for the school year 2016-2017, effective July 12, 2016 through the organizational meeting of the Board of Education in July 2017. There were no questions, comments or discussion, and the motion carried unanimously.</p>	<p>Chapter 504 Officer</p>
<p>On a motion made by Trustee, Lucy Kelly, seconded by Trustee, Elizabeth Huneke, the Board of Education appointed the CSE Co-Chairperson, to serve as CSE Coordinator, and that the Pre-School Education (CPSE) Chair, the School Psychologist, and the Speech-Language Pathologist are appointed assistant CSE/CPSE Chairs for the school year 2016-2017, effective July 12, 2016 through the organizational meeting of the Board of Education in July 2017. There were no questions, comments or discussion, and the motion carried unanimously.</p>	<p>CSE Coordinator and CPSE Chair</p>
<p>On a motion made by Vice President, Tammy Neumann, seconded by Trustee, Dr. Thomas Flanders, the Board of Education appointed the CSE Chairperson as Chair of the Sub-Committee of the Committee on Special Education and the Committee will include: one regular education teacher, one special education teacher or related service provider, and one guidance counselor. There were no questions, comments or discussion, and the</p>	<p>Chair of the Sub-Committee of the Committee on Special Education</p>

<p>motion carried unanimously.</p> <p>On a motion made by Trustee, Dr. Thomas Flanders, seconded by Trustee, Seth Haight, the Board of Education appointed the Superintendent as the designated voting member for the Catskill Area Schools Employee Benefit Plan (CASEBP) school district representative, and that the Business Manager is appointed as the designated alternate voting member, effective July 12, 2016 through the organizational meeting of the Board of Education in July 2017. There were no questions, comments or discussion, and the motion carried unanimously.</p>	<p>Voting Member for CASEBP / Alternate Voting Member</p>
<p>On a motion made by Trustee, Elizabeth Huneke, seconded by Trustee, Seth Haight, the Board of Education appoints the Supervisor of Buildings and Grounds as the Right to Know Officer for Delaware Academy Central School District at Delhi, effective July 12, 2016 through the organizational meeting of the Board of Education in July 2017. There were no questions, comments or discussion, and the motion carried unanimously.</p>	<p>Right to Know Officer</p>
<p>On a motion made by Vice President, Tammy Neumann, seconded by Trustee, Elizabeth Huneke, the Board of Education appointed Elizabeth Marino as Substitute Registrar Officer, effective July 12, 2016 through the organizational meeting of the Board of Education in July 2017. There were no questions, comments or discussion, and the motion carried unanimously.</p>	<p>Substitute Registrar</p>
<p>On a motion made by Trustee, Lucy Kelly, seconded by Trustee, Seth Haight, the Board of Education appointed the Middle/High School Principal as the Safety Coordinator for the Delaware Academy Central School District at Delhi, effective July 12, 2016 through the organizational meeting of the Board of Education in July 2017. There were no questions, comments or discussion, and the motion carried unanimously.</p>	<p>Safety Coordinator</p>
<p>On a motion made by Trustee, Elizabeth Huneke, seconded by Trustee, Lucy Kelly, the Board of Education appointed the Delaware-Chenango-Madison-Otsego BOCES Regional Occupational Education Advisory Council to be designated as Local Advisory Council for Occupational Education as required by Education Law, Section 4601. There were no questions, comments or discussion, and the motion carried unanimously.</p>	<p>Local Advisory Council for Occupational Ed.</p>
<p>On a motion made by Trustee, Lucy Kelly, seconded by Vice President, Tammy Neumann, the Board of Education appointed Delaware-Chenango-Madison-Otsego (DCMO) BOCES to act as the Career and Technical Education Advisory Council for Delaware Academy Central School District at Delhi as per Education Law, Section 4601. There were no questions, comments or discussion, and the motion carried unanimously.</p>	<p>CTE Education Advisory Council</p>
<p>Board of Education Committee Assignments 2016-2017:</p> <ul style="list-style-type: none"> • Finance Committee - Glenn Nealis, Tammy Neumann, Jay Wilson with alternate members: Seth Haight and Lucy Kelly • Finance & ALK Education Fund - Seth Haight - point person • A.L. Kellogg Scholarship Committee - Lucy Kelly • Board Liaison - Tammy Neumann and Lucy Kelly • Technology Committee - Seth Haight and Jay Wilson • Facilities and Safety/Transportation Committee - Jay Wilson and Elizabeth Huneke • DASH (DA Student Health) - Elizabeth Huneke • Superintendent's Evaluation - Tammy Neumann and Seth Haight • Insurance - Set up as a Finance Committee duty • Agenda Setting - Glenn Nealis and Tammy Neumann 	<p>BOE Committee Assignments</p>

<ul style="list-style-type: none"> • Code of Conduct / Policy Committee - Tammy Neumann and Elizabeth Huneke • ALK Independent Committee - Jason D. Thomson, Superintendent, Carey Shultz, Business Manager, Lucy Kelly and Elizabeth Huneke, and Ms. Debbie Tuthill 	BOE Committee Assignments continued
<p>There were no questions, comments or discussion, and the motion carried unanimously.</p>	
<p>On a motion made by Trustee, Elizabeth Huneke, seconded by Trustee, Seth Haight, the Board of Education approved Ted Martin and Bonnie Martin as parent members of the CSE Committee, effective July 12, 2016 through the organizational meeting of the Board of Education in July 2017. There were no questions, comments or discussion, and the motion carried unanimously.</p>	CSE Committee Parent Members
<p>On a motion made by Trustee, Lucy Kelly, seconded by Vice President, Tammy Neumann, the Board approved the CSE Committee to be made up as follows: CSE Chairperson, School Psychologist, parent member(s), one regular education teacher, one special education teacher or related service provider, and one guidance counselor. There were no questions, comments or discussion, and the motion carried unanimously.</p>	CSE Committee
<p>On a motion made by Trustee, Elizabeth Huneke, seconded by Vice President, Tammy Neumann, the Board of Education approved the Elementary and MS/HS Guidance Counselors as designees for “Dignity for All” for the 2016-2017 school year through the organizational meeting of the Board of Education in July 2017. There were no questions, comments or discussion, and the motion carried unanimously.</p>	Designees for Dignity for All
<p>On a motion made by Trustee, Dr. Thomas Flanders, seconded by Vice President, Tammy Neumann, the Board of Education appointed the MS/HS Principal as the Unsafe School Choice Procedure Officer for the school year 2016-2017 through the organizational meeting of the Board of Education in July 2017. There were no questions, comments or discussion, and the motion carried unanimously.</p>	Unsafe School Choice Procedure Officer
<p>On a motion made by Trustee, Elizabeth Huneke, seconded by Trustee, Lucy Kelly, the Board of Education appointed the Supervisor of Buildings and Grounds to serve as Integrated Pest Management Coordinator for the fiscal year 2016-2017 through the organizational meeting of the Board of Education in July 2017. There were no questions, comments or discussion, and the motion carried unanimously.</p>	IPM Coordinator
<p>On a motion made by Trustee, Elizabeth Huneke, seconded by Trustee, Lucy Kelly, the Board of Education appointed Laurie Alberti as the Chief Emergency Officer for 2016-2017. There were no questions, comments or discussion, and the motion carried unanimously.</p>	Chief Emergency Officer
<p>On a motion made by Trustee, Lucy Kelly, seconded by Trustee, Seth Haight, the Board of Education resolved that the following banks and/or trustee companies be designated as the official Depositories for the funds shown during the school year 2016-2017:</p> <ul style="list-style-type: none"> • Delaware National Bank of Delhi • Morgan Stanley Smith Barney • JP Morgan Chase 	Official Depositories
<p>There were no questions, comments or discussion, and the motion carried unanimously.</p>	
<p>On a motion made by Trustee, Dr. Thomas Flanders, seconded by Trustee, Lucy Kelly, the Board of Education designated the Delaware National Bank of Delhi as the depository for student activity funds and that all persons responsible for such funds be directed to deposit such funds in said bank, and that withdrawals of such funds be by check with</p>	

<p>authorization signed by the Activity Advisor and the Treasurer, effective July 12, 2016 through the organizational meeting of the Board of Education in July 2017. There were no questions, comments or discussion, and the motion carried unanimously.</p>	
<p>On a motion made by Trustee, Elizabeth Huneke, seconded by Vice President, Tammy Neumann, the Board of Education established the following meetings:</p> <ul style="list-style-type: none"> • Regular meetings of the Board of Education for the 2016-2017 fiscal year as submitted/amended to commence at 6:00 p.m. in the High School Media Library • The Board of Education Retreat for the purpose of team building will be held on August 26, 2016 in the High School Media Library • Meetings of the Board of Education for the purpose of developing and adopting a budget will be held in March and April • The Board of Education Regular Meeting held in April will coincide with the DCMO BOCES Annual Meeting for purposes of voting on the DCMO BOCES Administrative Budget Vote and Board of Education Elections • The Annual Budget Hearing will be held on Monday, May 8, 2017 in the High School Auditorium, and • The Annual Meeting, Budget Vote and Board of Education Elections will be held on Tuesday, May 16, 2017 in accordance with the Commissioner's Regulations. <p>There were no questions, comments or discussion, and the motion carried unanimously.</p>	<p>BOE Meetings 2016-17</p>
<p>On a motion made by Vice President, Tammy Neumann, seconded by Trustee, Elizabeth Huneke, the Board of Education designates the Daily Star in Oneonta, New York as the official newspaper of this district commencing on July 12, 2016 through the organizational meeting of the Board of Education in July 2017. There were no questions, comments or discussion, and the motion carried unanimously.</p>	<p>Designated Newspaper</p>
<p>Authorizations -</p> <p>On a motion made by Trustee, Seth Haight, seconded by Trustee, Lucy Kelly, the Board of Education encourages employees to attend conferences, conventions, and workshops as is necessary to provide ongoing excellent educational services to the students, and the Board will support attendance as the budget allows and approved by the Superintendent. There were no questions, comments or discussion, and the motion carried unanimously.</p>	<p>Authorizations -</p> <p>Conferences, Conventions, Workshops</p>
<p>On a motion made by Trustee, Elizabeth Huneke, seconded by Vice President, Tammy Neumann, the Board of Education authorizes the following petty cash amounts of \$100.00 each to be established for Student Activities, Athletics, and the Cafeteria, effective upon approval of Board policy through the organizational meeting in July 2017. Each individual activity club and supervisor of each department will be responsible for their petty cash fund. There were no questions, comments or discussion, and the motion carried unanimously.</p>	<p>Petty Cash</p>
<p>On a motion made by Trustee, Lucy Kelly, seconded by Vice President, Tammy Neumann, the Board of Education authorized the Treasurer of Delaware Academy Central School District at Delhi to approve payment and issue checks as they become due for payroll, debt service, postage, trust and agency payments, health and dental insurance, and the retirement systems, effective July 12, 2016 through the organizational meeting in July 2017. There were no questions, comments or discussion, and the motion carried unanimously.</p>	<p>Approve Payments and Issue Checks</p>
<p>On a motion made by Trustee, Dr. Thomas Flanders, seconded by Trustee, Elizabeth</p>	<p>Recommend Budget</p>

<p>Huneke, the Board of Education authorized the Business Manager to recommend budget transfers to the Chief School Officer and Board of Education for approval, effective July 12, 2016 through the organizational meeting of the Board of Education in July 2017. There were no questions, comments or discussion, and the motion carried unanimously.</p>	<p>Transfers</p>
<p>On a motion made by Trustee, Lucy Kelly, seconded by Trustee, Dr. Thomas Flanders, the Board of Education directed and supports the Superintendent to apply for Grants in Aid that may be available to the District for the fiscal year 2016-2017 through the organizational meeting of the Board of Education in July 2017. There were no questions, comments or discussion, and the motion carried unanimously.</p>	<p>Apply for Grants</p>
<p>On a motion made by Trustee, Lucy Kelly, seconded by Trustee, Seth Haight, the Board of Education approved the Head of the Class Uniflex Endorsement-Excess Employee Dishonesty Coverage with additional indemnity on the Treasurer in the amount of \$1,000,000.00 and on the Tax Collector in the amount of \$1,000,000.00 over the blanket bond limit of \$1,100,000.00 for the fiscal year 2016-2017 through the organizational meeting of the Board of Education in July 2017. There were no questions, comments or discussion, and the motion carried unanimously.</p>	<p>Additional Indemnity Coverage</p>
<p>On a motion made by Vice President, Tammy Neumann, seconded by Trustee, Elizabeth Huneke, the Board of Education authorizes the Chief School Administrator, the Business Manager, and the Treasurer to sign tax exemption certificates, effective July 12, 2016 through the organizational meeting of the Board of Education in July 2017. There were no questions, comments or discussion, and the motion carried unanimously.</p>	<p>Sign Tax Exempt Certificates</p>
<p>On a motion made by Trustee, Seth Haight, seconded by Trustee, Lucy Kelly, the Board of Education authorizes the Business Manager and the Treasurer to invest surplus funds as the need arises keeping in mind the interests of the school district and the General Municipal Laws of New York State, effective July 12, 2016 through the organizational meeting of the Board of Education in July 2017. There were no questions, comments or discussion, and the motion carried unanimously.</p>	<p>Invest Surplus Funds</p>
<p>On a motion made by Vice President, Tammy Neumann, seconded by Trustee, Lucy Kelly, the Board of Education authorizes Delaware Academy Central School District at Delhi to join in any of the group bids offered through DCMO BOCES effective July 12, 2016 through the organizational meeting in July 2017. There were no questions, comments or discussion, and the motion carried unanimously.</p>	<p>Join Group Bids</p>
<p>On a motion made by Trustee, Seth Haight, seconded by Trustee, Lucy Kelly, the Board of Education entered into Executive Session for the purpose of discussing a legal matter with no action to be taken, at 7:29 p.m. There were no questions, comments or discussion, and the motion carried unanimously.</p>	<p>Enter Executive Session</p>
<p>On a motion made by Trustee, Lucy Kelly, seconded by Trustee, Seth Haight, the Board of Education left Executive Session and returned to Open Session at 7:35 p.m.</p>	<p>Leave Executive Session</p>
<p>On a motion made by Trustee, Dr. Thomas Flanders, seconded by Trustee, Elizabeth Huneke, the Board approved a recommendation from the A.L. Kellogg Scholarship Committee to approve two separate percentages of payments for 2016: The available A.L. Kellogg Scholarship fund is \$88,908.32. The A.L. Kellogg Scholarship recommends 75% of the available funds be distributed to applicants of year's one and two or 90.75%, and 25% of the available funds be distributed to applicants of year's three and four or 72.02%. There were no questions, comments or discussion, and the</p>	<p>ALK Scholarship Recommendation</p>

<p>motion carried unanimously.</p> <p>Other Items -</p> <p>On a motion made by Vice President, Tammy Neumann, seconded by Trustee, Elizabeth Huneke, the Board of Education re-adopted all Policies and Code of Ethics in effect during the academic school year of 2015-2016. There were no questions, comments or discussion, and the motion carried unanimously.</p> <p>On a motion made by Vice President, Tammy Neumann, seconded by Trustee, Dr. Thomas Flanders, the Board of Education established mileage reimbursement for 2016-2017 when appropriate staffs use their own vehicles on official business to be at the current rate set by the IRS. There were no questions, comments or discussion, and the motion carried unanimously.</p> <p>On a motion made by Trustee, Dr. Thomas Flanders, seconded by Trustee, Seth Haight, the Board of Education adjourned the Organizational Meeting at 7:36 p.m.</p> <p>Respectfully submitted,</p> <p>Susan J. Temple District Clerk</p>	<p>Other Items -</p> <p>Re-adopt BOE Policies</p> <p>Establish Mileage Reimbursement Rate</p> <p>Adjournment</p>
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