

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

**MEETING MINUTES**

**Regular Meeting of the Board of Education**

**Date:** January 26, 2015

**Members Present:** Dr. Thomas Flanders, Glenn Nealis, Wayne Oliver, Tammy Neumann, Jay Wilson, and Seth Haight

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

<p>President, Dr. Thomas Flanders called the Regular Meeting of the Board of Education of the Delaware Academy Central School District at Delhi to order at 6:00 p.m.</p>	<p>Call to Order</p>
<p>On a motion made by Trustee, Wayne Oliver, seconded by Trustee, Seth Haight, the Board entered Executive Session to discuss a student matter, with no action to be taken, at 6:01 p.m. Ms. Judi Byam, Elementary Principal and Mr. Bruce McKeegan, Attorney were invited to attend Executive Session.</p>	<p>Enter Executive Session</p>
<p>On a motion made by Trustee, Jay Wilson, seconded by Trustee, Tammy Neumann, the Board of Education left Executive Session at 6:59 p.m.</p>	<p>Leave Executive Session</p>
<p>President, Dr. Thomas Flanders called the Open Session of the Regular Meeting of the Board of Education to order with the Pledge of Allegiance at 7:03 p.m.</p>	<p>Call to Order with Pledge of Allegiance</p>
<p><b>Presentation – College Technology Education Program (CTEP) 2015-2017</b> – Mr. Jason D. Thomson, Superintendent, Mr. John Nader, Provost SUNY Delhi, Ms. Laurie Alberti, 6-12 Principal, Mr. Steven Tucker, Professor at SUNY Delhi, Ms. Michelle Cleveland, HS Guidance Counselor, Mr. Matt Albright, MS Guidance Counselor, Ms. Marian Chrisman, Business Manager, and Ms. Carol Bishop, Vice President of Business and Finance at SUNY Delhi.</p>	<p>Presentation – CTEP</p>
<p>The presenters gave an outline of their vision for a proposed partnership between Delaware Academy and SUNY Delhi. Mr. Thomson stated the program is a result of many years of collaboration on enhancing student outcomes.</p>	
<p>Students participating in this pilot program who successfully complete the program in good standing and graduate from Delaware Academy are guaranteed admission to either an AAS or AOS program in Automotive Technology or Automotive Mechanics. Students could earn a college degree within an additional two to three semesters of study.</p>	
<p>This pilot program partnership builds career and technical education bridges between public school and college. It will provide the option of replicating this in other fields of study. It is student centered so it offers multiple opportunities to earn a recognized college certificate or degree.</p>	
<p>Program comparisons were given between the SUNY Program and the BOCES Program. Students participating in the SUNY program will have the opportunity to attend a NATEF</p>	<p>CTEP Presentation continued</p>

<p>ASE Master Accredited Program and earn 29-32 college credits towards a 2-year degree. Students participating in BOCES programs attend a CTE Certified BOCES program and receive a certification of completion and an endorsement on the high school diploma.</p> <p>Mr. Thomson informed the Board that students will receive enhanced learning resulting from increased instructional time; the district can forge partnerships with area businesses where students apply skills in an automotive shop; perhaps utilization of the Delaware Academy bus garage as a hands on instructional space; maximize student instructional time while college is out of session.</p> <p>Presenters reviewed proposed student schedules for the two years they would participate in the pilot program to ensure the students will receive all the courses required to receive their high school diploma. Financial considerations were presented, as well as steps necessary to move forward with the program.</p> <p>Mr. Nader requested the Board of Education’s approval to move forward with a written agreement for the proposal. The Board unanimously approved the request from Mr. Nader.</p> <p>The Board thanked the presenters for their hard work and collaboration on bringing the proposal before them and wished them success with the pilot program.</p>	
<p><b>Public Comments –</b></p>	<p>Public Comments</p>
<p>President, Dr. Thomas Flanders opened the floor to public comments. There were no public comments.</p>	
<p><b>Routine Matters –</b></p>	<p>Routine Matters</p>
<p>On a motion made by Trustee, Jay Wilson, seconded by Trustee, Seth Haight, the Board of Education approved the Minutes of the Regular Board of Education meeting held on December 15, 2014 as submitted. There were no questions, comments or discussion and the motion carried unanimously.</p>	<p>Approval of Minutes</p>
<p>On a motion made by Trustee, Wayne Oliver, seconded by Trustee, Seth Haight, the Board of Education, upon recommendation by the Superintendent, approved a proposal received from Ashley McGraw Architects to provide professional services to perform 2015 Building Condition Surveys and a 5-Year Facility Plan with a total of \$29,752.00. There were no questions, comments or discussion and the motion carried unanimously.</p>	<p>Approval of Proposal – Ashley McGraw</p>
<p>On a motion made by Trustee, Wayne Oliver, seconded by Vice President, Glenn Nealis, the Board of Education approved the Treasurer’s Report and the Smith Barney Report on the ALK Education Fund for December 2014 as submitted. There were no questions, comments or discussion and the motion carried unanimously.</p>	<p>Approval of Financial Reports</p>
<p>On a motion made by Trustee, Wayne Oliver, seconded by Trustee, Jay Wilson, the Board of Education approved the following personnel recommendations by the Superintendent pending fingerprint clearance. Trustee, Tammy Neumann abstained from the vote for coaching.</p>	<p>Approval of Personnel Recommendations</p>
<p><b>Retirements:</b> <i>No retirements for January 2015.</i></p>	<p>Approval of Personnel continued</p>
<p><b>Resignations:</b></p>	<p><b>Resignations</b></p>

<ul style="list-style-type: none"> <li>• <i>Chrisman, Marian, Business Administrator, with regret, effective April 9, 2015.</i></li> <li>• <i>Kipp, Betty, Software Trainer, with regret, effective January 30, 2015.</i></li> </ul> <p><b>Provisional Appointments:</b> <i>No provisional appointments for January 2015.</i></p> <p><b>Probationary Appointments:</b> <i>No probationary appointments for January 2015.</i></p> <p><b>Permanent Appointments:</b> <i>No permanent appointments for January 2015.</i></p> <p><b>Substitute Appointments Pending Fingerprint Clearance - January 27, 2015 - June 30, 2015:</b></p> <ul style="list-style-type: none"> <li>• <i>Brown, Michael, Instructional</i></li> <li>• <i>Moyse, Benjamin, Instructional, Retroactive to January 22, 2015</i></li> <li>• <i>Okoniewski, Peter, Instructional</i></li> <li>• <i>Pagerie, Ronald, Non-Instructional, Substitute Custodian</i></li> </ul> <p><b>Leave of Absence Request:</b></p> <ul style="list-style-type: none"> <li>• <i>Raber, Linda, Elementary Teacher, Unpaid, Effective, on or about February 2, 2015 to on or about March 1, 2015</i></li> <li>• <i>Yando, Allison, Health &amp; Physical Education Teacher, Paid, Anticipated to be Effective March 28, 2015 - May 11, 2015</i></li> </ul> <p><b>Tenure Appointments:</b> <i>No tenure appointments for January 2015.</i></p> <p><b>Co-Curricular Appointments:</b> <i>No co-curricular appointments for January 2015.</i></p> <p><b>Coaching Appointments (Spring):</b></p> <ul style="list-style-type: none"> <li>• <i>Albright, Matthew, Varsity Track and Field</i></li> <li>• <i>Cairns, Ben, Modified Baseball</i></li> <li>• <i>Chambers, Matthew, Golf</i></li> <li>• <i>Darling, Katie, Modified Track and Field</i></li> <li>• <i>Legg, Terry, Assistant Varsity Track and Field</i></li> <li>• <i>Neumann, Philip, Varsity Baseball</i></li> </ul> <p><b>Other:</b> <i>That Kimberly Stahl receives \$250.00 added to her base salary for obtaining 9 credit hours as per the Delhi Educational Support Staff Association Contract, Article 21.</i></p> <p>There were no questions, comments, or discussion and the motion carried unanimously.</p> <p>On a motion made by Trustee, Jay Wilson, seconded by Vice President, Glenn Nealis, the Board of Education approved CSE Recommendations as submitted by the CSE Chairperson for December 2014.</p> <p><b>Reports –</b></p>	<p>Chrisman Kipp</p> <p><b>Substitutes</b></p> <p>Brown Moyse Okoniewski Pagerie</p> <p><b>Leave Requests</b></p> <p>Raber Yando</p> <p><b>Coaching</b></p> <p>Albright Cairns Chambers Darling Legg Neumann</p> <p>Other Stahl</p> <p>Approval of CSE Recommendations</p> <p>Reports</p>
--	---

<p>Ms. Judith Byam, Elementary Principal reported:</p> <ul style="list-style-type: none"> <li>• They continue meeting to monitor student progress. Teachers had the option of assessing students in the area of Math by using the Regional Math tests.</li> <li>• She continues to observe teachers, formally and informally.</li> <li>• They have been working with the district’s SED Regional Special Education Representative, Deb Rous, on a Focused Review of Delaware Academy’s Special Ed program and Services. She is assigned to DCMO BOCES and will be doing five reviews each year.</li> <li>• Upcoming events in the Elementary building are: <ul style="list-style-type: none"> <li>○ The Bake A Book and Read in on Jan. 28<sup>th</sup>, snow date Jan. 29<sup>th</sup>.</li> <li>○ Staff Development Day is Friday, Jan. 30<sup>th</sup>, teachers will use the day to review data and work on student progress reports.</li> </ul> </li> </ul>	<p>Elementary</p>
<p>The Board thanked Ms. Byam for her report.</p>	
<p>Ms. Laurie Alberti, 6-12 Principal reported: MS/HS</p> <ul style="list-style-type: none"> <li>• Today is wear blue day in honor of our Olweus anti-bullying program</li> <li>• They had their 3<sup>rd</sup> annual safety assembly Jan 7<sup>th</sup>.</li> <li>• They have 2 half days on February 12 and February 13</li> <li>• Regents exams started today.</li> <li>• Friday, January 30 is a conference day.</li> <li>• There will be a parent meeting on Thursday for the German trip.</li> </ul>	<p>MS/HS</p>
<p>Principal</p> <ul style="list-style-type: none"> <li>• She attended training and is now certified in Drug Impairment Recognition for Educational Professionals.</li> <li>• She has been working with Guidance on the schedule for next year and how we can best meet the needs of our students.</li> <li>• She has been meeting regularly to work on the pilot program with SUNY Delhi</li> <li>• She met with Mrs. Darling today to discuss the Climate Change conference that Delhi will be hosting on March 13.</li> <li>• The last several weeks have been busy with the NYSED CSE Audit.</li> </ul>	
<p>The Board thanked Ms. Alberti for her report.</p>	
<p>Ms. Marian Chrisman, Business Manager reported:</p> <ul style="list-style-type: none"> <li>• Kellogg Funds experienced a slight decrease for December of \$9,346.00 Mr. Matt Sohns, Fiscal Advisor for the fund will present at the February Board meeting on the funds.</li> <li>• The Capital Project is close to being closed out. We are waiting on final estimates for the scoreboard replacement which hopefully will be presented at the February Board meeting.</li> <li>• As you’ve heard, school aid runs will not be made available until the legislature agrees to all of Governor Cuomo’s demands. This puts districts in a bind as far as calculating tax cap and budget projections. We are awaiting guidance from State Ed and Office of the Controller on how to calculate the cap which is due March 1, 2015. The CPI for the 2015-2016 Budget will be 1.67%. Based on last year’s tax warrant this will give us additional new money of \$150,272.</li> <li>• This year in order for taxpayers to receive their rebate checks, efficiency plans for saving 1% of tax levy (in Delhi’s case that equaled \$89,000) must be submitted by June 1, 2015 as well as stay under your calculated tax cap. Delaware academy has shown efficiencies by changing health care plans and also requiring employees to pay a larger portion of the premium. This will more than cover the \$89,000. The saving has to continue through the 2016-2017 school year.</li> </ul>	<p>Business Office</p>

<ul style="list-style-type: none"> <li>• She and Mr. Thomson met with Senator Seward today as well as Assemblywoman, Claudia Tenney regarding school funding issues. They have expressed concern with the governor’s demands but also realize they will have to approve the plan he has submitted with very little room for objection.</li> </ul>	Business Office Continued
<p>The Board thanked Ms. Chrisman for her report.</p>	
<p>Mr. Bill Bartlett, Buildings and Grounds Supervisor reported:</p>	Building & Grounds
<ul style="list-style-type: none"> <li>• During the Christmas break, his staff performed heating and plumbing repairs, stripped and waxed the elementary cafeteria, and polished the terrazzo in the MS hallways.</li> <li>• Re-painted the hallway around the middle school and high school gyms and performed detailed cleaning.</li> </ul>	
<p>The Board thanked Mr. Bartlett for his report.</p>	
<p>Ms. Christine Miller, Food Service Supervisor reported:</p>	Food Service
<ul style="list-style-type: none"> <li>• A pilot Breakfast in the Classroom project with the 3<sup>rd</sup> grade class started the week of December 15<sup>th</sup> and 4<sup>th</sup> grade classes started the week of January 5<sup>th</sup> in the elementary building. The Breakfast in the Classroom is based on the teacher’s schedules. Ms. Temming and Ms. McAteer’s classrooms participate daily. The program has noted 25-40 students participating on a daily basis.</li> <li>• The Food Service staff attended a one - day training in November through the New York School Nutrition Association Annual Conference in Saratoga.</li> <li>• She currently attended conferences and workshops to obtain credit hours to maintain credentials as a Certified Dietary Manager as well as to stay current on all of the ongoing regulations and changes within the School Food Service industry. Under the proposed rule of The Healthy Hunger Free Kids Act, all levels of food service staff working an average of 20 hours or more a week must receive eight hours of training annually.</li> <li>• Menu planning and Point of Sale software updates - The Food Service department worked with Technology and Superintendent, Mr. Thomson to feature <u>Free and Reduced Applications</u> and the <u>myschoolbucks</u> online point of sale software on the districts website. The Point of Sale menu boards were updated in December to feature individual a la carte items sold and their respective individual price points. Previously our menu boards were focused generally on a price point instead of a particular item. In January the menu boards were updated to note a specific reimbursable meal choice replacing the generic reimbursable meal as it appears on our menu boards and online account histories. The ongoing updates will give parents a better understanding of their students Food Service accounts.</li> </ul>	
<p>The Board thanked Ms. Miller for her report.</p>	
<p>Mr. Luke Potrzeba, Technology Supervisor reported:</p>	Technology
<ul style="list-style-type: none"> <li>• Technology committee met; they will be reviewing other school’s technology plans at the next meeting.</li> <li>• Wireless and cabling enhanced over the break along with many other updates</li> <li>• They have had two meetings of the DES Tech Club, Programming Scratch</li> <li>• Built Lab for CAD and Digital Art using GIMP.</li> </ul>	
<p>The Board thanked Mr. Potrzeba for his report.</p>	
<p>Mr. Gregg Verspoor, Transportation Supervisor reported:</p>	Transportation

<ul style="list-style-type: none"> <li>• The last of three drivers obtained their Class B with Passenger and School bus endorsements. Many hours go into training before a driver is qualified to drive with students.</li> <li>• He and Mr. Bartlett attended a Fuel Summit sponsored by Mirabito Fuels. They received information on modern fuels, what problems to look for and how to handle them, and how fuel has changed over the years.</li> <li>• He and Mr. Thomson hosted a luncheon for our local Highway Superintendents. Ms. Miller and her staff provided the food. During the luncheon, they reviewed our District policies and procedures regarding closing and delays and gave the Supervisor’s route information for their planning. We discussed what the Highway Superintendent’s require from the District, and exchanged updated data; names, contacts, and calendars.</li> <li>• DOT inspections continue to do well.</li> <li>• He is in the process of conducting annual reviews on each driver. These are the required DMV Article 19A Defensive Driving Performance and the Review of Employees Driving Records. Drivers are observed while driving and the performance is documented by a DMV 19A Certified Examiner and that document is placed in a 19A file that is kept by the District and audited by DMV. Driving Abstracts are requested from DMV and the drivers’ records are reviewed.</li> </ul>	
<p>The Board thanked Mr. Verspoor for his report.</p>	
<p>Mr. Jason D. Thomson, Superintendent reported:</p> <ul style="list-style-type: none"> <li>• The K-6 Sing-a-long held in the High School Auditorium for the first time this year went well. There are a few tweaks we will need to make for next year regarding seating, but, all-in-all it went well.</li> <li>• Play for Tay (Taylor Mostert) Fundraiser – Thank you to Glenn and Wayne for their participation in shaving their heads. The fundraiser was well received.</li> <li>• Congratulations to all the athletic teams for their accomplishments.</li> <li>• Ms. Alberti held the mid-year safety assemblies after the holiday break to remind students of the consequences of making bad choices. The Student Handbook is reviewed for the students again and we have local law enforcement officials that attend and present to the students.</li> <li>• Special Education meetings with NYSED continue.</li> <li>• Kindergarten registration is currently taking place</li> <li>• He held the 4<sup>th</sup> “Open Superintendent Meeting” – no major issues.</li> <li>• Meetings with Senators and Assemblymen and women will be held over the next few weeks; Mrs. Chrisman and I met with two today, and on February 25<sup>th</sup>, Mrs. Alberti, Ms. Avila, and Mr. Hannigan will join me in meetings to discuss the NYS Budget and its implications for Delaware Academy.</li> <li>• Mrs. Chrisman has accepted a new position, but she won’t be starting until April so she’ll be here to assist us in the budget process for 2015-2016.</li> </ul>	<p>Superintendent</p>
<p>The Board thanked Mr. Thomson for his report.</p>	
<p><b>New Business –</b></p>	<p>New Business</p>
<p>On a motion made by Vice President, Glenn Nealis, seconded by Trustee, Tammy Neumann, the Board of Education approved substitutes to cover chaperones during the German Club’s trip to Germany in February 2015. There were no questions, comments, or discussion and the motion carried unanimously.</p>	<p>Approve Chaperones</p>
<p>On a motion made by Vice President, Glenn Nealis, seconded by Trustee, Seth Haight, the Board of Education approved a request from the German Club for an advance in funds not exceeding \$3,000.00 to be used to purchase items such as subway and train tickets, museum passes, dining expenses, and any other unforeseen expenses. There were</p>	<p>Approve Advance of Funds</p>

<p>no questions, comments, or discussion and the motion carried unanimously.</p> <p>On a motion made by Vice President, Glenn Nealis, seconded by Trustee, Jay Wilson, the Board of Education approved a request to issue a proof of insurance for 6<sup>th</sup> grade boys basketball for a 6<sup>th</sup> grade boys basketball tournament to take place on February 28, 2015 at Bainbridge-Guilford Central School District. There were no questions, comments, or discussion and the motion carried unanimously.</p> <p>On a motion made by Trustee, Tammy Neumann, seconded by Vice President, Glenn Nealis, the Board of Education approved the following programs submitted and recommended by the ALK Memorial Committee from the Kellogg Educational and Community Center: 1) "All Things Seussical" performed by Southern Tier Actors Read (STAR), on March 2, 2015. Approximately \$1,750.00; 2) "Reading Contest" opens to children of all ages to begin on March 2, 2015, approximately \$550.00. There were no questions, comments, or discussion and the motion carried unanimously.</p> <p>On a motion made by Trustee, Seth Haight, seconded by Vice President, Glenn Nealis, the Board of Education resolved, with gratitude, to accept a donation of \$11,000.00 from the Mahadeva family in memory of the late Dr. Jana Mahadeva, for purpose of funding a scholarship to be known as the Dr. Jana Mahadeva Memorial Award, upon the terms and conditions set forth in Prassana Mahadeva's letter to District Counsel dated January 5, 2015. There were no questions, comments, or discussion and the motion carried unanimously.</p> <p>On a motion made by Vice President, Glenn Nealis, seconded by Trustee, Tammy Neumann, the Board of Education accepted a donation from the "Chrysler Corporation Drive for the Kids" in the amount of \$2,030.00, to be deposited in the Delaware Academy Elementary Activity Account. There were no questions, comments, or discussion and the motion carried unanimously.</p> <p>On a motion made by Trustee, Wayne Oliver, seconded by Trustee, Seth Haight, the Board of Education accepted a donation from the "Box Tops for Education" program in the amount of \$326.60, to be deposited in the Delaware Academy Elementary Activity Account. There were no questions, comments, or discussion and the motion carried unanimously.</p> <p>On a motion made by Trustee, Wayne Oliver, seconded by Trustee, Seth Haight, the Board of Education accepted a donation from "Box Tops for Education" in the amount of \$345.80 to be placed in the Middle School Student Senate Account. There were no questions, comments, or discussion and the motion carried unanimously.</p> <p>On a motion made by Trustee, Tammy Neumann, seconded by Vice President, Glenn Nealis, the Board of Education accepted a donation in the amount of \$150.00 from the Bovina United Presbyterian Church to be deposited and used for the AVP/Rachel's Challenge program. There were no questions, comments, or discussion and the motion carried unanimously.</p> <p>On a motion made by Trustee, Jay Wilson, seconded by Vice President, Glenn Nealis, the Board of Education approved a request from the athletic department to surplus the following equipment as it is outdated, broken, unused, unsafe, and/or new ones were purchased:</p> <ul style="list-style-type: none"> <li>• Three (3) bench press machines</li> <li>• One (1) curl machine</li> <li>• One (1) assisted dip/pull-up machine</li> <li>• One (1) non-assisted dip/pull-up machine</li> <li>• Two (2) dumbbell racks</li> </ul>	<p>Approve Request for Proof of Insurance</p> <p>Approved ALK Memorial Fund Activities</p> <p>Approve Donation – Mahadeva</p> <p>Approve Donation – Chrysler Corp. Drive for Kids</p> <p>Approve Donation – Box Tops for Education</p> <p>Approve Donation – Box Tops for Education</p> <p>Approve Donation – Bovina UPC</p> <p>Approve Surplus Equipment – Athletics</p>
---	---

<ul style="list-style-type: none"> <li>• Four (4) curl bars</li> <li>• Three (3) (10 lb) metal plates</li> <li>• One (1) (1.25 lb) metal plate.</li> </ul> <p>There were no questions, comments, or discussion and the motion carried unanimously.</p> <p>On a motion made by Trustee, Jay Wilson, seconded by Vice President, Glenn Nealis, the Board of Education approved a request from the Technology department for the attached items to be approved as surplus, as submitted as the items no longer have value. There were no questions, comments, or discussion and the motion carried unanimously.</p> <p><b>Board Comments –</b></p> <p>Trustee, Tammy Neumann thanked Ms. Chrisman and Ms. Kipp for their services to the school district.</p> <p>Trustee, Wayne Oliver thanked Ms. Chrisman for her services.</p> <p>President, Dr. Thomas Flanders commented on how nicely done the Chamber Open House was. He pointed out how nice the terrazzo floors look in the HS lobby. Dr. Flanders also thanked Ms. Chrisman for her services to the district.</p> <p>President, Dr. Thomas Flanders thanked Mr. Thomson for the countless hours he spent on the SUNY Delhi presentation. He commented on how amazing it was to hear about the hours of education the students can utilize (400 hours) if it isn't spent riding a bus to BOCES. He commented on how many student incidents alone, can be avoided. He thinks the proposal is "very exciting" and he thanked Mr. Thomson and the entire team for their continued efforts to bring great things to Delaware Academy.</p> <p><b>Public Comments –</b></p> <p>President, Dr. Thomas opened the floor to public comments. There were no public comments.</p> <p><b>Next Board of Education Meeting – Monday, February 23, 2015.</b></p> <p>On a motion made by Vice President, Glenn Nealis, seconded by Trustee, Jay Wilson, the Board of Education entered Executive Session to discuss personnel items, with no action to be taken at 8:47 p.m.</p> <p>On a motion made by Vice President, Glenn Nealis, seconded by Trustee, Wayne Oliver, the Board left Executive Session at 10:30 p.m. The Board entered back into Open Session at 10:31 p.m.</p> <p>On a motion made by Trustee, Jay Wilson, seconded by Trustee, Seth Haight, the Board of Education adjourned the Regular Meeting of the Board of Education at 10:32 p.m.</p> <p>Respectfully submitted,</p> <p>Susan J. Temple District Clerk</p> <p>Attachment (Technology surplus items)</p>	<p>Approve Surplus Equipment – Technology</p> <p>Board Comments</p> <p>Neumann</p> <p>Oliver</p> <p>Flanders</p> <p>Enter Executive Session</p> <p>Leave Executive Session</p> <p>Adjournment</p>
---	---