

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

MEETING MINUTES

Annual Reorganizational / Regular Meeting of the Board of Education

Date: July 15, 2013

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

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

<p>Jason D. Thomson, Superintendent called the Annual Reorganizational Meeting of the Board of Education of the Delaware Academy Central School District at Delhi to order with the Pledge of Allegiance at 7:05 p.m.</p>	<p>Call to Order</p>
<p>Mr. Thomson called for nominations for President. Trustee Wayne Oliver nominated Dr. Thomas Flanders as President of the Board of Education. Trustee Glenn Nealis seconded the motion. There were no further nominations. Dr. Thomas Flanders was voted President of the Board of Education by unanimous vote.</p>	<p>Nominations – President Elect</p>
<p>Mr. Thomson called for nominations for Vice President. Trustee Wayne Oliver nominated Mr. Glenn Nealis for Vice President. Dr. Thomas Flanders seconded the motion. Mr. Glenn Nealis was voted Vice President of the Board of Education by unanimous vote.</p>	<p>Nominations – Vice President Elect</p>
<p>District Clerk, Susan Temple administered the Oath of Office to newly elected President, Dr. Thomas Flanders, newly elected Vice President, Mr. Glenn Nealis and newly elected Board members, Mr. Seth Haight and Mr. Mark Ackerly. Mr. Thomson turned the meeting over to newly elected President, Dr. Thomas Flanders.</p>	<p>Oath of Allegiance</p>
<p>On a motion made by Trustee Jay Wilson and seconded by Trustee Tammy Neumann, Susan Temple was appointed Clerk of the Board effective July 15, 2013 through the reorganizational meeting of the Board of Education in July 2014. There were no questions, comments or discussion and the motion carried unanimously.</p>	<p>Appointment - District Clerk</p>
<p>On a motion made by Trustee Tammy Neumann and seconded by Trustee Wayne Oliver, Ms. Nancy Hein was appointed Treasurer for the fiscal year 2013-2014 and through the reorganizational meeting of the Board of Education in July 2014. There were no questions, comments or discussion and the motion carried unanimously.</p>	<p>Appointment - Treasurer</p>
<p>On a motion made by Trustee Jay Wilson and seconded by Trustee Tammy Neumann, Mr. Jason D. Thomson was appointed Deputy Treasurer for the fiscal year 2013-2014 and through the reorganizational meeting of the Board of Education in July 2014. There were no questions, comments or discussion and the motion carried unanimously.</p>	<p>Appointment - Deputy Treasurer</p>
<p>On a motion made by Trustee Wayne Oliver and seconded by Vice President Glenn Nealis, the Board appointed Ms. Elizabeth Huneke as Tax Collector for the fiscal year</p>	<p>Appointment - Tax Collector</p>

<p>2013-2014. There were no questions, comments or discussion and the motion carried unanimously.</p>	
<p>On a motion made by Trustee Jay Wilson and seconded by Vice President Glenn Nealis, the Board appointed Mr. William Mokay the District's Internal Claims Auditor at a rate of \$200.00 per month plus mileage for the fiscal year 2013-2014. There were no questions, comments or discussion and the motion carried unanimously.</p>	<p>Appointment - Internal Claims Auditor</p>
<p>Mr. Bruce McKeegan, General Counsel administered the Oath of Allegiance to District Clerk Susan Temple who will in turn administer the Oath of Allegiance to the District Treasurer, Deputy Treasurer, Tax Collector and Claims Auditor.</p>	<p>Oath of Allegiance</p>
<p>On a motion made by Trustee Tammy Neumann and seconded by Trustee Wayne Oliver, the Board of Education of the Delaware Academy CSD at Delhi voted to continue the use of the DASH program (contracted through Mary Imogene Bassett Hospital) to provide services as the school-based health program as school physician. There were no questions, comments or discussion and the motion carried unanimously.</p>	<p>School Physician</p>
<p>On a motion made by Trustee Jay Wilson and seconded by Trustee Wayne Oliver, the Board of Education of the Delaware Academy CSD at Delhi appointed Mr. Bruce McKeegan as General Counsel for the 2013-2014 school year and Hogan, Sarzynski, Lynch, Surowka, DeWind and Gregory, LLP is appointed as Special Counsel for the 2013-2014 school year, through the reorganizational meeting of the Board in July 2014. There were no questions, comments or discussion and the motion carried unanimously.</p>	<p>General / Special Counsel</p>
<p>On a motion made by Trustee Tammy Neumann and seconded by Trustee Jay Wilson, the following people were appointed Student Activity Officers for the 2013-2014 fiscal year through the reorganizational meeting of the Board of Education in July 2014: Jason D. Thomson, Superintendent, Chief Faculty Counselor, Ms. Jennifer Amundsen, Accounts Payable Clerk, Treasurer, and Ms. Marian Chrisman, Business Administrator, Auditor. There were no questions, comments or discussion and the motion carried unanimously.</p>	<p>Student Activity Officers Thomson Amundsen Chrisman</p>
<p>On a motion made by Vice President Glenn Nealis and seconded by Trustee Wayne Oliver, the Board of Education appointed Ms. June Barriger, Attendance Officer effective July 15, 2013 through the reorganizational meeting in July 2014. There were no questions, comments or discussion and the motion carried unanimously.</p>	<p>Attendance Officer</p>
<p>On a motion made by Trustee Wayne Oliver and seconded by Vice President Glenn Nealis, the Board of Education appointed D'Archangelo & Company, LLP to do the Independent Audit of the Delaware Academy Central School Districts 2012-2013 fiscal records, including a separate audit of the A.L. Kellogg Educational Fund. There were no questions, comments or discussion and the motion carried unanimously.</p>	<p>Independent Auditor</p>
<p>On a motion made by Trustee Wayne Oliver and seconded by Trustee Jay Wilson, the Board of Education appointed the District Clerk the District's Records Access Officer – Freedom of Information Law Officer effective July 15, 2013 through the reorganizational meeting of the Board of Education in July 2014. There were no questions, comments or discussion and the motion carried unanimously.</p>	<p>Records Access /FOIL Officer</p>
<p>On a motion made by Trustee Wayne Oliver and seconded by Trustee Jay Wilson, the Board of Education appointed the Building and Grounds Supervisor the Asbestos (LEA) Designee effective July 15, 2013 through the reorganizational meeting of the Board of Education in July 2014. There were no questions, comments or discussion and the motion carried unanimously.</p>	<p>Asbestos (LEA) Designee</p>

<p>On a motion made by Trustee Wayne Oliver and seconded by Trustee Jay Wilson, the Board of Education appointed the Business Administrator the Purchasing Agent and she shall be responsible for certifying payrolls and the Chief School Administrator was appointed Assistant Purchasing Agent during the 2013-2014 school year, through the reorganizational meeting of the Board of Education in July 2014. There were no questions, comments or discussion and the motion carried unanimously.</p>	<p>Purchasing Agent / Payroll Certification / Assistant Purchasing Agent</p>
<p>On a motion made by Trustee Wayne Oliver and seconded by Trustee Jay Wilson, the Board of Education appointed the Superintendent Equal Rights Officer (Title IX) for the fiscal year 2013-2014 through the reorganizational meeting of the Board of Education in July 2014. There were no questions, comments or discussion and the motion carried unanimously.</p>	<p>Equal Rights Officer (Title IX)</p>
<p>On a motion made by Trustee Wayne Oliver and seconded by Trustee Jay Wilson, the Board of Education appointed the CSE Chairperson Chapter 504 Officer and the Speech and Language Pathologist was appointed Assistant 504 Officer for the school year 2013-2014 through the reorganizational meeting of the Board of Education in July 2014. There were no questions, comments or discussion and the motion carried unanimously.</p>	<p>Chapter 504 Officer / Assistant 504 Officer</p>
<p>On a motion made by Trustee Wayne Oliver and seconded by Trustee Jay Wilson, the Board of Education appointed the CSE Chairperson to the Committee on Special Education (CSE) and Pre-School Education (CPSE) Chair and the School Psychologist, Speech & Language Pathologist assistant CSE/CPSE Chairs for the school year 2013-2014 through the reorganizational meeting of the Board of Education in July 2014. There were no questions, comments or discussion and the motion carried unanimously.</p>	<p>CSE / CPSE Chairs</p>
<p>On a motion made by Trustee Wayne Oliver and seconded by Trustee Jay Wilson, the Board of Education appointed the CSE Chairperson Chair of the Sub-Committee of the Committee on Special Education and the Committee is to include one regular education teacher, one special education teacher or related service provider and a guidance counselor. There were no questions, comments or discussion and the motion carried unanimously.</p>	<p>Chair of Sub-Committee CSE</p>
<p>On a motion made by Trustee Tammy Neumann and seconded by Vice President Glenn Nealis, the Superintendent was designated the voting member of the Catskill Area Schools Employee Benefit Plan school district representative, and the Business Administrator was appointed alternate voting member effective July 15, 2013 through the reorganizational meeting of the Board in July 2014. There were no questions, comments or discussion and the motion carried unanimously.</p>	<p>CASEBP Voting Member</p>
<p>On a motion made by Trustee Tammy Neumann and seconded by Vice President Glenn Nealis the Supervisor of Buildings and Grounds was appointed the Right to Know Coordinator, effective July 15, 2013 through the reorganizational meeting in July 2014. There were no questions, comments or discussion and the motion carried unanimously.</p>	<p>Right to Know Coordinator</p>
<p>On a motion made by Trustee Tammy Neumann and seconded by Vice President Glenn Nealis, Ms. Elizabeth Huneke was appointed Substitute Registrar Officer effective July 15, 2013 through the reorganizational meeting in July 2014. There were no questions, comments or discussion and the motion carried unanimously.</p>	<p>Substitute Registrar</p>
<p>On a motion made by Trustee Tammy Neumann and seconded by Vice President Glenn Nealis, the MS/HS Principal was appointed the Safety Coordinator effective July 15, 2013 through the reorganizational meeting in July 2014. There were no questions,</p>	<p>Safety Coordinator</p>

comments or discussion and the motion carried unanimously.

On a motion made by Trustee Tammy Neumann and seconded by Vice President Glenn Nealis, the DCMO Regional Occupational Education Advisory Council was designated as the Delaware Academy Central School District at Delhi's 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.

On a motion made by Trustee Tammy Neumann and seconded by Trustee Wayne Oliver, the Board of Education appointed members of the A. L. Kellogg Independent Committee which is charged with recommending to the Board of Education expenditures from the Abraham L. Kellogg Memorial Fund (sub-subaccount 4) in accordance with the Decree of the Otsego County Surrogate's Court dated May 2, 2013. Said individuals shall serve as members of the independent committee until the later of the 2014 annual meeting of the Delaware Academy Central School District at Delhi or until their successors have been appointed by the Board of Education; Vice President Glenn Nealis, Chairman, the Superintendent and Trustee Mark Ackerly. President Thomas Flanders informed the audience that when the A.L. Kellogg Building was sold, the District gifted the fields to the Town of Franklin. The money received from the sale is to be used for enrichment programs for students and any student of the original Treadwell area. The committee is to be made up of three members from the District and two members from the Town of Franklin (TBD). There were no questions, comments or discussion and the motion carried unanimously.

On a motion made by Trustee Wayne Oliver and seconded by Trustee Tammy Neumann, the Delaware Academy Central School District at Delhi's Board of Education committee assignments for the fiscal year 2013-2014 are as follows:

Local Advisory Council
for Occ. Ed.

ALK Independent
Committee Members

BOE Committees

BOE Committee	Time Frame of Meetings	2013-2014 Members
Finance	Once a month	Dr. Thomas Flanders, Glenn Nealis and Wayne Oliver
Finance & ALK Educ. Fund	As needed	Jay Wilson, Chairperson, Wayne Oliver and Seth Haight
ALK Scholarship Committee	Twice a year	Tammy Neumann
Board Liaison	Once a month	Glenn Nealis and Tammy Neumann
Technology Committee	TBD as needed	
Facilities and Safety Committee	Once a month	Wayne Oliver, Mark Ackerly, Dr. Thomas Flanders
Transportation Committee	TBD	Mark Ackerly
DASH (DA Student Health)	Twice a year	Tammy Neumann
Superintendent's Evaluation	As needed	Jay Wilson, Chairperson, Glenn Nealis
Insurance	TBD	Tammy Neumann
Agenda Setting (BOE President & Vice President)	TBD	Dr. Thomas Flanders, Glenn Nealis
Code of Conduct	As needed	TBD
Policy Committee (new 2013-2014)	Quarterly	Dr. Thomas Flanders, Tammy Neumann
ALK Independent		

BOE Committees
continued

Committee (3 Members) (New 2013-14)	TBD	Glenn Nealis (VP), Mark Ackerly and Superintendent	
<p>Trustee Wayne Oliver reported that it has been ten years since the Finance and ALK Education Fund committee has submitted request for proposals to institutions to respond. He is recommending the committee do this again. He commented that serving on this committee has been a great opportunity to learn about the Kellogg funds.</p>			
<p>President Thomas Flanders noted that the Board Liaison Committee is being reactivated at the request of teachers. He charged Trustee Tammy Neumann and Vice President Glenn Nealis with setting up discussion and rules for the committee meetings.</p>			
<p>President Thomas Flanders asked for input from Mr. Luke Potrzeba regarding the Technology Committee – does Mr. Potrzeba recommend a committee. Mr. Potrzeba responded the District is going paperless soon and it may be a good idea to have a committee to get feedback.</p>			
<p>President Thomas Flanders commented the Facilities and Safety Committee will be good to have with the upcoming building project. The members will be able to spend some time with the architects and contractors.</p>			
<p>President Thomas Flanders asked for a report on what the insurance committee does. Ms. Marian Chrisman, Business Administrator reported she and Trustee Tammy Neumann met with insurance agents this past year to see what other agencies can offer and compare to the agency we deal with currently. The committee then comes to the Board with a recommendation.</p>			
<p>President Thomas Flanders thanked the members for volunteering to serve on various committees.</p>			
<p>On a motion made by Trustee Tammy Neumann and seconded by Vice President Glenn Nealis, the Board of Education approved Mr. Ted Martin and Ms. Bonnie Martin as parent members of the CSE Committee starting with the school year 2013-2014. There were no questions, comments or discussion and the motion carried unanimously.</p>			Parent Members of CSE Committee
<p>On a motion made by Trustee Tammy Neumann and seconded by Vice President Glenn Nealis, the Board of Education approved the CSE Committee to be made up of the CSE Chairperson, school psychologist, parent member, one regular education teacher, one special education teacher, or related service provider, and a guidance counselor. There were no questions, comments or discussion and the motion carried unanimously.</p>			CSE Committee Members
<p>On a motion made by Trustee Tammy Neumann and seconded by Vice President Glenn Nealis, the Board of Education approved the Elementary, MS/HS Guidance Counselors designees for “Dignity for All” for 2013-2014. There were no questions, comments or discussion and the motion carried unanimously.</p>			Dignity for All Designees
<p>On a motion made by Trustee Tammy Neumann and seconded by Vice President Glenn Nealis, the Board of Education approved the MS/HS Principal the Unsafe School Choice Procedures Officer. There were no questions, comments or discussion and the motion carried unanimously.</p>			Unsafe School Choice Procedures Officer
<p>On a motion made by Trustee Tammy Neumann and seconded by Vice President</p>			Integrated Pest Management

<p>Glenn Nealis, the Board of Education approved the Building and Grounds Supervisor to serve as Integrated Pest Management Coordinator for 2013-2014. There were no questions, comments or discussion and the motion carried unanimously.</p>	<p>Coordinator</p>
<p>On a motion made by Trustee Wayne Oliver and seconded by Vice President Glenn Nealis, the Board of Education designated the Delaware National Bank of Delhi, Smith Barney and JP Morgan Chase the official depositories for District funds. There were no questions, comments or discussion and the motion carried unanimously.</p>	<p>Official Depository for District Funds</p>
<p>On a motion made by Trustee Wayne Oliver and seconded by Vice President Glenn Nealis, the Board designated the Delaware National Bank of Delhi the depository for Student Activity Funds and that all persons responsible for such funds are directed to deposit such funds in said bank, and that withdrawals of such funds be by check with authorization, signed by the Chief Faculty Counselor and the Treasurer effective July 15, 2013 through the reorganizational meeting in July 2014. There were no questions, comments or discussion and the motion carried unanimously.</p>	<p>Depository for Student Activity Funds</p>
<p>On a motion made by Trustee Wayne Oliver and seconded by Trustee Jay Wilson, the Board of Education approved the 2013-2014 Board of Education Meeting Schedule. The schedule is placed on the District's website for the public. There were no questions, comments or discussion and the motion carried unanimously.</p>	<p>Approval 2013-14 BOE Meeting Schedule</p>
<p>On a motion made by Trustee Jay Wilson and seconded by Trustee Tammy Neumann, the <i>Daily Star</i> newspaper in Oneonta, New York is designated the official newspaper of this district commencing on July 15, 2013 through the reorganizational meeting of the Board of Education in July 2014. There were no questions, comments or discussion and the motion carried unanimously.</p>	<p>Official Newspaper</p>
<p>On a motion made by Vice President Glenn Nealis and seconded by Trustee Wayne Oliver, 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 will support attendance as the budget allows and requests are approved by the Superintendent. There were no questions, comments or discussion and the motion carried unanimously.</p>	<p>Authorization of Conferences, conventions & Workshops</p>
<p>On a motion made by Vice President Glenn Nealis and seconded by Trustee Wayne Oliver, petty cash funds were established in the amount of \$100.00 each for Student Activities, Athletics, and Cafeteria. There were no questions, comments or discussion and the motion carried unanimously.</p>	<p>Petty Cash Funds Established</p>
<p>On a motion made by Vice President Glenn Nealis and seconded by Trustee Wayne Oliver, the Treasurer is authorized 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. There were no questions, comments or discussion and the motion carried unanimously.</p>	<p>Authorization to Approve Payment & Issue Checks</p>
<p>On a motion made by Vice President Glenn Nealis and seconded by Trustee Wayne Oliver, the Board approved the Business Administrator to recommend budget transfers to the Chief School Officer and Board of Education for approval. There were no questions, comments or discussion and the motion carried unanimously.</p>	<p>Authorization for Business Mgr to Recommend Transfers</p>
<p>On a motion made by Vice President Glenn Nealis and seconded by Trustee Wayne Oliver, the Board of Education directs and supports the Superintendent to apply for Grants in Aid that may be available to the District. There were no questions, comments or discussion and the motion carried unanimously.</p>	<p>Apply for Grants in Aid</p> <p>Uniflex Endorsement –</p>

On a motion made by Vice President Glenn Nealis and seconded by Trustee Wayne Oliver, 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. There were no questions, comments or discussion and the motion carried unanimously.

On a motion made by Vice President Glenn Nealis and seconded by Trustee Wayne Oliver, the Chief School Administrator, Business Administrator and Treasurer are authorized to sign tax exemption certificates. There were no questions, comments or discussion and the motion carried unanimously.

On a motion made by Vice President Glenn Nealis and seconded by Trustee Wayne Oliver, the Business Administrator and Treasurer were given the authority 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. There were no questions, comments or discussion and the motion carried unanimously.

On a motion made by Vice President Glenn Nealis and seconded by Trustee Wayne Oliver, the Delaware Academy CSD at Delhi is authorized by the Board of Education to join in any of the group bids offered through BOCES effective July 15, 2013 through the reorganizational meeting in July 2014. There were no questions, comments or discussion and the motion carried unanimously.

On a motion made by Trustee Tammy Neumann and seconded by Vice President Glenn Nealis, the Board of Education approved the recommendation of the A. L. Kellogg Scholarship Committee that awards under the Guidelines for Financial Aid from the A. L. Kellogg Education Fund, Sub-account 1, as revised, to Delhi graduates for the academic year ending June 2013, shall be funded (subject to pro-ration under paragraph 2 of the revised guidelines) 63.46% of the maximum awards available under said guidelines. There were no questions, comments or discussion and the motion carried unanimously.

On a motion made by Trustee Tammy Neumann and seconded by Trustee Mark Ackerly, the Board of Education approved a transfer from the A. L. Kellogg Education fund for the purposes outlined below:

Excess Employee Dishonesty Coverage

Authorization to Sign Tax Exemption Certificates

Permission to Invest Surplus Funds

Authorization to Join Group Bids

Recommendation of ALK Percentage for 2013 Awards

Approval of Transfer from ALK Education Fund

Subaccount	Purpose	Amount
# 1, Scholarship	Student Awards	\$83,410.59
# 2, Kellogg Capital	Bond Payment and Facility Improvements	\$ 0
# 3, Delhi Capital	Bond Payments	\$59,224
# 4, Delhi Supplemental	Advanced Placement Program Audit Fees A. L. Kellogg Fund Coordination & Supervision Alternate Learning Program Drivers Education Program	\$70,000**
# 5, Kellogg Supplemental	Food Service Custodial Salary Teacher Salaries	\$ 0

Total Transfer	Budgeted Costs Outlined Above	\$212,654.59	
<p>*Up to a maximum of \$83,410.59 ** Up to maximum.</p>			
<p>There were no questions, comments or discussion and the motion unanimously carried.</p>			Annual Adoption of BOE Policies
<p>On a motion made by Trustee Tammy Neumann and seconded by Vice President Glenn Nealis, the Board adopted annual policies with the following motion:</p>			
<p>“WHEREAS the Board of Education of the Delaware Academy CSD at Delhi has reviewed all Legally Mandated Policies and Additional Appropriate Policies prepared by the law offices of Hogan, Sarzynski, Lynch, DeWind and Gregory, LLP and</p>			
<p>WHEREAS the Board of Education of the Delaware Academy CSD at Delhi desires to use the Mandated Policies and Additional Appropriate Policies submitted by Hogan, Sarzynski, Lynch, DeWind & Gregory, LLP,</p>			
<p>RESOLVED, that the Board of Education of the Delaware Academy CSD at Delhi accepts the Mandatory Policies and Additional Appropriate Policies, prepared by Hogan, Sarzynski, Lynch, DeWind & Gregory, LLP, including revisions made by the Board of Education, as the Policy Manual for the Delaware Academy CSD at Delhi to supersede the Policy Manual prepared by Erie 1 BOCES dated 2002 effective July 15, 2013.”</p>			
<p>There were no questions, comments or discussion and the motion unanimously carried.</p>			Enter Executive Session
<p>On a motion made by Trustee Jay Wilson and seconded by Trustee Wayne Oliver, the Board of Education entered into Executive Session to discuss employee raises listed on the agenda for the regular meeting scheduled to occur immediately following the reorganizational meeting, with no action to be taken. The Board entered Executive Session at 7:40 p.m.</p>			Leave Executive Session
<p>On a motion made by Trustee Tammy Neumann and seconded by Trustee Wayne Oliver, the Board left Executive Session at 7:49 p.m.</p>			Enter Regular Meeting
<p>The Board entered into Open Session at 7:50 p.m. and continued on with the Regular Meeting Agenda Items.</p>			Approval of Minutes
<p>On a motion made by Vice President Glenn Nealis and seconded by Trustee Wayne Oliver, the Board of Education approved the Minutes of the Regular Board of Education Meeting held on June 17, 2013 as submitted. There were no questions, comments or discussion and the motion unanimously carried.</p>			Approval of Financial Reports
<p>On a motion made by Vice President Glenn Nealis and seconded by Trustee Wayne Oliver, the Board of Education approved the June 2013 Treasurer’s Report and the Smith Barney Report on the A. L. Kellogg Educational Fund Investment as submitted. There were no questions, comments or discussion and the motion unanimously carried.</p>			Approval of Personnel
<p>On a motion made by Trustee Jay Wilson and seconded by Trustee Tammy Neumann, the Board of Education approved the following personnel recommendations by the Superintendent pending fingerprint clearance:</p>			
<p>Retirements:</p> <ul style="list-style-type: none"> • <i>Johnson, Paul, Bus Driver, <u>with regret</u>, 22 years of service, effective June 30, 2013</i> 			

Resignations:

No resignations for July 2013

Provisional Appointments:

No provisional appointments for July 2013

Probationary Appointments:

- *Rescind appointment, Marchese, Samantha, Special Education, Elementary, Certified Students with Disabilities (Gr. 1-6) effective September 2013 to June 30, 2016.*

Permanent Appointments:

- *No permanent appointments in July 2013.*

Corrections to Substitute Appointments /Student Worker's pending Fingerprint Clearance – July 1, 2013-June 30, 2014:

- *Burns, Sarah, Non-Instructional, Buildings & Grounds Substitute Cleaner*
- *Clark, Sarah, Non-Instructional, Buildings & Grounds, Student Worker*
- *Craft, Richard Jr., Non-Instructional, Buildings & Grounds, Substitute Cleaner*
- *Craft, Richard, Non Instructional, Buildings & Grounds, Student Worker*
- *Hannigan, Brian, Non-Instructional, Buildings & Grounds, Student Worker*
- *Havens, Dale, Non-Instructional, Buildings & Grounds, Substitute Cleaner*
- *Haynes, Kaitlin, Non-Instructional, Buildings & Grounds, Student Worker*
- *LoRusso, Frank J., Non-Instructional, Buildings & Grounds, Substitute Cleaner*
- *Pringle, Andrew, Non-Instructional, Buildings & Grounds, Substitute Cleaner*

Substitute Appointments pending Fingerprint Clearance – July 1, 2013 – June 30, 2014

- *Ackerly, Nicole, Nurse*
- *Anderson, Lorraine, District Office*
- *Anderson, Tracy, Tutor & Instructional*
- *Bagley, Marcia E., Non-Instructional*
- *Baldwin, Margaret O., Instructional & Non-Instructional*
- *Barnhart, Richard, Bus Driver*
- *Bartlett, Katelyn, Non-Instructional*
- *Bedient, Devin, Instructional*
- *Blocker, Linda, Instructional*
- *Bracchy, Kimberly, Instructional, Bus Driver*
- *Beaulieu, Rachel, Tutor*
- *Brandenburg, Arletta, Non-Instructional*
- *Branigan, Patricia, Instructional*
- *Bray, Janine, Instructional*
- *Burr, Linda, Instructional*
- *Butler, Carl, Instructional*
- *Chimento, John, Instructional*
- *Cipperly, Mike, Bus Driver*
- *Curley, Kathleen, Instructional*
- *Darling, Katie., Instructional*
- *Dumond, Fred, Instructional*
- *Davino, Alan, Instructional*
- *Davino, Kathryn, Instructional*
- *DelSavio, Gail, Instruction*
- *Finkle, Krista, Instructional*
- *Fleming, Bonnie, Instructional*

Personnel continued

- *Gearhart, Susan, Instructional*
- *Grant, Kenneth, Bus Driver*
- *Hadley, Philip D., Bus Driver*
- *Haight, Lois, Instructional*
- *Hoffmann, Cheyanne, Instructional*
- *Holland, William, Instructional*
- *Irvin, David, Instructional*
- *Jacksto, Evelyn, Non-Instructional*
- *Jaddis, Sharon, Bus Driver*
- *Johnson, Paul, Bus Driver*
- *Kiviranna, Barbara, Instructional*
- *Lodovice, Andrea J., Instructional*
- *Lynn, Patricia, Instructional / Non-Instructional*
- *Macaulay, Edward, Instructional*
- *Maxwell, Arthur, Bus Driver*
- *Merwin, James, Instructional*
- *Miller, Janice, Bus Driver*
- *Olechnowicz, Nancy, Instructional*
- *Ostrom, Suzanne, Instructional*
- *Rabeler, M. Wylla, Non-Instructional*
- *Sanford, Donald, Bus Driver*
- *Sapinsky, Max, Instructional*
- *Savage, Pamela Irene, Non-Instructional*
- *Silano, Kristin M. Nurse*
- *Verlaan, Patricia, Tutor*
- *Verspoor, Amy, Instructional*
- *Vita, Tina, Instructional, Non-Instructional*
- *Warren, Riann, Non-Instructional*
- *Weaver, Toni, Instructional*
- *Weber, John J., Instructional*
- *Wheatley, David, Instructional*
- *Young, Allen, Bus Driver*
- *Zinkievich, Ruth, Nurse / Instructional*
- *Zinkievich, Winsome Grace, Instructional*

Personnel continued

Leave of Absence Request:

No Leave of Absence appointments for July 2013

Leave Replacements:

No leave replacement appointments for July 2013

Co-Curricular Appointments – 2013-2014, Stipend per DAFA Agreement:

- *Rolfe, Brian, Art Club, Class of 2016*
- *Ainsworth, David, Creative Writing (Co-Advisor)*
- *Graham, Amanda, Creative Writing (Co-Advisor)*
- *Sherman, Teresa, HS / MS Honor Society (Co-Advisor), FCCLA*
- *Cipperly, Michael, FFA*
- *Legg, Terence, German Club*
- *Tucker, Brittany, Class of 2014 (Co-Advisor), Spanish Club*
- *Hannigan, Peggy, MS / HS Honor Society (Co-Advisor)*
- *Krick, Diane, Marching Band and Jazz Band (Co-Advisor), Musical Stage Crew Manager*
- *Rabeler, Jonelle, Marching Band and Jazz Band (Co-Advisor), Musical: Instrumental Director*

- *Yando (Cole), Allison, SADD*
- *Hannigan, Peter, Science Club (Co-Advisor)*
- *Kline, Mark, Science Club (Co-Advisor), Class of 2015*
- *Stanton, Jennifer, Speech and Debate*
- *Collison, Kimberly, Musical Vocal Director/Choreographer*
- *Degan, Sean, Musical Director*
- *McGrath, Doreen, High School Student Senate*
- *Sanford, Donald, Middle School Student Senate*
- *Pecori, Jonathan, Class of 2014 (Co-Advisor)*

Coaching / Athletic Appointments:

- *Newman, Matthew, Assistant Sports Coordinator, stipend \$10,000.00*

Correction to Change in Position

- *Newman, Matthew, Driver Education Teacher, Certification in Physical Education, Driver Education Teacher pending certification, DAFA, Probationary appointment, effective September 1, 2013 to June 30, 2016.*

Pay Increases:

- *Alberti, Laurette, 3.0%*
- *Amundsen, Jennifer, \$.50/hr*
- *Byam, Judith, 3.0%*
- *Chrisman, Marian, 3.0%*
- *Hein, Nancy, 3.0%*
- *Hoyt, Taylor, 3.5%*
- *Huneke, Elizabeth, 3.0%*
- *Miller, Christine, \$4,000/Merit*
- *Temple, Susan, 3.0%*

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

On a motion made by Vice President Glenn Nealis and seconded by Trustee Wayne Oliver, the Board of Education approved the CSE Recommendations from the CSE Chairperson for July 2013 as submitted. There were no questions, comments or discussion and the motion unanimously carried.

Reports –

Elementary Principal, Ms. Judi Byam reported:

- The end of the school year was very busy, end of the year programs, field days and beach party. This year, we had parent volunteers who worked on publishing an Elementary yearbook. It was very nicely put together. I need to thank Mrs. Nicole Ackerly, who put in hundreds of hours, coordinating this. She edited photos, coordinated parent volunteers, worked with the publisher, edited drafts and reviewed the final copy.
- Last week, she attended Instructional training along with members of the elementary faculty. We will in turn, be training members of the faculty the last week in July on primary source reading material with real world strategies... underlining information within the text for authentic literacy, and what an authentic assessment is: a task that measures or evaluates the cognitive skill taught. Examples are: writing a research paper, completing a literary analysis.
- On Wednesday, the district OLWEUS team will be meeting, then we will be breaking down into building level teams to plan activities for the upcoming school year.
- In August we have several meetings and trainings that she will be attending,

Approval of CSE
Recommendations

Reports

Elementary

MS/HS

including being “re-calibrated” on the NYSUT Teacher evaluation rubric. Kindergarten Roundup is to be held on Thursday, August 22.

The Board thanked Ms. Byam for her report.

Middle / High School Principal, Ms. Laurie Alberti reported:

- Graduation was lovely with great speech by Amanda Graham
- Attended the Instruction Training at GMU last week and am preparing (with Mark Kline) to present on July 29 – Aug 1st for our teachers and 2 from BG MS/HS
- Wednesday the Olewus will meet to discuss our roll-out for the 13/14 SY
- 7/23 she is attending the “pre-links” at Norwich and will report back to Judi and Jason
- 7/30 she is attending the legal update conference hosted by Hogan
- She and June Barriger worked on putting together the duties/expectations for the new secretary
- She is in the process of putting together interview teams and get started on the position in the MS/HS building
- The handbook is at the attorney for a check before printing
- Regents results have been analyzed with her findings. She will give the report to Jason.

The Board thanked Ms. Alberti for her report.

Departmental Reports –

Business Office

Ms. Marian Chrisman, Business Administrator reported:

- Kellogg funds have decreased by \$138,000. The scholarship fund ended the year with \$83,410.00 for income. An increase of about \$8,000 over last year. It allows us to establish a percentage of 63.46% of the maximum allowed award to this year’s ALK Scholarship Awards. Last year’s rate was 46.74% and 2011 was 36.47%
- Cafeteria fund ended with a profit margin of \$34, 482. With the amount we were over on prior year fund balance we transferred \$61,502. to offset expense paid by General Fund. This paid all the ERS, FIC/Medicare and 40% of health benefits.
- We had a bidder on the school bus on eBay for \$38,000. However, the bidder has not contacted us about picking it up. We are going to contact the second place bidder and see if they would still like to purchase the bus for their bid price \$36,500, or we may put it back on eBay with the original threshold of \$38,000.
- Our quote came in from NYSIR and for the same coverage as we currently have with Utica Mutual the premium was \$78,348. Utica Mutual quote was 70, 975. Documents were forwarded to Ms. Neumann and she believes we are recommending to remain with the Robert Mable Agency providing coverage through Utica Mutual.
- We are closing the books for the year and auditors are arriving on Wednesday for the rest of the week.

The Board thanked Ms. Chrisman for her report.

Ms. Christine Miller, Supervisor of Food Service reported:

Departmental Reports

Business Office

Food Service

<ul style="list-style-type: none"> ➤ July and August have been dedicated to the New Nutrient Standard Breakfast and Lunch menu's set forth by the USDA. Menu's have been created by grade level and meet strict nutritional guidelines based on Grains, Meat/Meat alternatives, Fruits, Vegetables and Milk. ➤ August 6 and 7 she will be attending a Leadership Conference for the New York School Nutrition Association. She will be starting her term on the NYSNA Board under the Farm to School Committee in the fall. ➤ Garden updates – the gardens are doing well both at Smith Pond and the six raised beds at the elementary school. Mr. Cipperly, Mr. Kline and Mrs. Davino are again working three days per week with our CDO Workforce students, Brianna Crosby and Billy Branciforte maintaining the gardens. Garden volunteers including myself, Tina Hanrahan, Doreen McGrath and Dawn Brown will be assisting with the watering throughout the summer. Taylor installed the Plant Cam at the elementary raised beds. 	Technology
<p>The Board thanked Ms. Miller for her report.</p>	
<p>Mr. Luke Potrzeba, Supervisor of Technology reported:</p> <ul style="list-style-type: none"> ➤ The week of June 21st was allocated to calculating the local 20% scores for the Teacher's APPR ratings. We also managed to set up a Summer Project checklist. ➤ The last week of June gave the department a chance to get a jump start on our summer projects. ➤ We mounted locking cabinets in the elementary (iPads for grades 3-5) ➤ Added additional access points and cabling to the 6th and 8th grade pod ➤ Repaired faulty cabling ➤ Performed Year-end system rollovers for (Nurse and School Lunch systems) – PowerSchool likely this week. ➤ Year-end numbers, 1607 tickets closed, 76 active access points and 681 devices on our network. 	Technology continued
<p>The Board thanked Mr. Potrzeba for his report.</p>	
<p>Superintendent, Jason D. Thomson reported:</p> <ul style="list-style-type: none"> ➤ Graduation went well. ➤ Completed Extracurricular end of year reports – recommendations are on the Board agenda for 2013-14 ➤ Have been working on minor corrections to resubmit APPR plan ➤ Working on P-TECH grant ➤ Data for final quarterly report in process ➤ Met recently with Mr. Bartlett, Eric Robert, C&S, and Elbert Eller, Ashley McGraw to be brought up to date on the project plans. ➤ July 8, 9, 10, I attended Training for Principal and Teachers training at Gilbertsville Mt. Upton. ➤ Tuesday, July 16-18, I will be attending the Annual Superintendent's Retreat. 	Superintendent Report
<p>The Board thanked Mr. Thomson for his report.</p>	
<p>Old Business –</p> <p>On a motion made by Trustee Tammy Neumann and seconded by Trustee Wayne Oliver, the following resolution was approved to adopt a complete new Board Policy Manual:</p> <p>“WHEREAS the Board of Education of the Delaware Academy CSD at Delhi has</p>	<p>Old Business</p> <p>Approve BOE Policy Manual</p>

<p>reviewed all Legally Mandated Policies and Additional Appropriate Policies prepared by the law offices of Hogan, Sarzynski, Lynch, DeWind & Gregory, LLP and</p> <p>WHEREAS the Board of Education of the Delaware Academy CSD at Delhi desires to use the Mandated Policies and Additional Appropriate Policies submitted by Hogan, Sarzynski, Lynch, DeWind & Gregory, LLP,</p> <p>RESOLVED, That the Board of Education of the Delaware Academy CSD at Delhi adopts the Mandatory Policies and Additional Appropriate Policies, prepared by Hogan, Sarzynski, Lynch, DeWind & Gregory, LLP, including revisions made by the Board of Education, excluding policy #3, Wellness Policy, which is only being accepted at this time,</p> <p>RESOLVED, That the Policy Manual prepared for Delaware Academy Central School District at Delhi by Hogan, Sarzynski, Lynch, DeWind & Gregory, LLP, including revisions made by the Board of Education of the Delaware Academy Central School District at Delhi is adopted the new official Policy Manual and supersedes any policies prior to July 1, 2013.”</p> <p>President Thomas Flanders requested the District Clerk place the policies online prior to the beginning of school for the public’s access.</p> <p>There were no questions, comments or discussion and the motion unanimously carried.</p> <p>New Business –</p> <p>On a motion made by Vice President Glenn Nealis and seconded by Trustee Tammy Neumann, the Board of Education established substitute pay rates as follows:</p> <ul style="list-style-type: none"> ➤ Instructional Substitutes (including nurses) \$85.00/day ➤ District Retired Teachers @ \$100.00/day ➤ Non-Instructional Substitutes @ \$7.75/hour (includes food service, Aide, and Bus Aide) ➤ Substitute Custodian @ \$10.00/hour ➤ Bus Drivers @ \$23.00/hour <p>There were no questions, comments or discussion and the motion unanimously carried.</p> <p>On a motion made by Vice President Glenn Nealis and seconded by Trustee Tammy Neumann, the Board of Education approved an Agreement Between Bassett Medical Center and the Board of Education of the Delaware Academy CSD at Delhi for the purpose of providing a Sports Medicine Program effective August 15, 2013 through June 30, 2014. There were no questions, comments or discussion and the motion unanimously carried.</p> <p>On a motion made by Vice President Glenn Nealis and seconded by Trustee Tammy Neumann, the Board of Education approved a Memorandum of Understanding Between Bassett Medical Center and Delaware Academy CSD at Delhi for the purposes of operating the school-based health service program effective July 1, 2013 through June 30, 2014. There were no questions, comments or discussion and the motion unanimously carried.</p> <p>On a motion made by Vice President Glenn Nealis and seconded by Trustee Tammy Neumann, the Board of Education approved a request from International Day (Ms. Karen Thompson) sixth grade to donate the following items to the local 4-H and Girl Scouts as they are no longer needed for the International Day program:</p>	<p>New Business</p> <p>Substitute Rates 2013-14</p> <p>Approve Agreement Between MIB and BOE for Sports Medicine Program</p> <p>Approve MOU Between MIB & DA for School-Based Health Service</p> <p>Approval of Donation</p>
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<ul style="list-style-type: none"> ● Coats/Robes (63) ● Shirts (35) ● Aprons (26) ● Dresses/Skirts (130) ● Pants (30) ● Shorts (29) ● Shoes (27 pairs) ● Handkerchiefs (69) ● Assorted Ribbons ● Accessories (100) <p>Note: The music department was given any costumes and items they felt they could use for the musical. There were no questions, comments or discussion and the motion unanimously carried.</p> <p>On a motion made by Vice President Glenn Nealis and seconded by Trustee Tammy Neumann, the Board of Education approved a request from the Elementary Principal to excess the following books as they are in fair or poor condition:</p> <ul style="list-style-type: none"> ● Nine (9) Intermediate Dictionaries, c1935 – poor condition ● 21 “Neighborhoods” (Hold S.S.) c1983 – fair condition ● 27 “Focus” Scott Foresman texts leveled c1985 – fair condition. <p>There were no questions, comments or discussion and the motion unanimously carried.</p> <p>On a motion made by Vice President Glenn Nealis and seconded by Trustee Tammy Neumann, the Board of Education approved a “Seven-on-Seven Touch Football Club” open to students grades 9-11 from June to August each year. There were no questions, comments or discussion and the motion unanimously carried.</p> <p>On a motion made by Vice President Glenn Nealis and seconded by Trustee Tammy Neumann, the Board awarded Bloomville Disposal as the vendor to remove solid waste for the district for the fiscal year 2013-2014. There were no questions, comments or discussion and the motion unanimously carried.</p> <p>On a motion made by Vice President Glenn Nealis and seconded by Trustee Tammy Neumann, the Board awarded Instant Whip as the vendor to provide milk for the 2013-2014 academic school year, and Huff Ice Cream the vendor to provide ice cream to the district for the 2013-2014 academic school year. There were no questions, comments or discussion and the motion unanimously carried.</p> <p>On a motion made by Vice President Glenn Nealis and seconded by Trustee Tammy Neumann, the Board approved a request from the Business Administrator to transfer funds in the amount of \$317,192.00 to the General fund. There were no questions, comments or discussion and the motion unanimously carried.</p> <p>On a motion made by Vice President Glenn Nealis and seconded by Trustee Tammy Neumann, the Board of Education approved a Request for Proposals (RFP) to explore the use of contracted pupil transportation companies. There were no questions, comments or discussion and the motion unanimously carried.</p> <p>On a motion made by Vice President Glenn Nealis and seconded by Trustee Tammy Neumann, the Board of Education approved a request from the Business Administrator</p>	<p>Approval to Excess Books</p> <p>Excess Books continued</p> <p>Approve Seven-on-Seven Touch Football Club</p> <p>Award Solid Waste Vendor</p> <p>Award Milk and Ice Cream Vendors</p> <p>Approve Transfer</p> <p>Approve RFP</p> <p>Approve Increase to Breakfast / Lunch prices</p> <p>Discussion of Project Updates</p>
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<p>to increase breakfast prices by 10 cents, K-12 lunch prices by 10 cents, and 6-12 lunch prices by 20 cents. There were no questions, comments or discussion and the motion unanimously carried.</p> <p>There being no further business to take action on, President Thomas Flanders announced the Board of Education's plans to meet with representatives from C&S Corporation and Ashley McGraw Architects to discuss the upcoming project updates with no action to be taken. The discussion was held in open session.</p> <p>On a motion made by Trustee Wayne Oliver and seconded by Vice President Glenn Nealis, the Board of Education of the Delaware Academy CSD at Delhi adjourned the meeting at 11:45 p.m.</p> <p>Respectfully submitted,</p> <p>Susan J. Temple District Clerk</p>	Adjournment
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