

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

**MEETING MINUTES**

**Regular Meeting of the Board of Education**

**Date:** November 18, 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.

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 6:10 p.m.	Call to Order
On motion made by Trustee Wayne Oliver, seconded by Trustee Tammy Neumann, the Board entered Executive Session to discuss a personnel concern with no action to be taken. The Board entered Executive Session at 6:11 p.m.	Enter Executive Session
On a motion made by Trustee Mark Ackerly, seconded by Trustee Seth Haight, the Board left Executive Session at 7:05 p.m.	Leave Executive Session
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 7:12 p.m.	Call Open Session to Order
President Dr. Thomas Flanders opened the floor to public comments. There were no public comments.	Public Comments
<b>Routine Matters</b>	<b>Routine Matters</b>
On a motion made by Trustee Jay Wilson, seconded by Vice President Glenn Nealis, the Board of Education approved the Minutes of the Regular Board of Education Meeting held October 28, 2013 and the Minutes of the Special Board of Education Meeting held November 4, 2013 as submitted. There were no questions, comments or discussion and the motion carried unanimously.	Approval of Minutes
On a motion made by Vice President Glenn Nealis, seconded by Trustee Wayne Oliver, the Board of Education approved the Treasurer's Report and the Smith Barney Report on the ALK Education Fund Investment for October 2013 as submitted. There were no questions, comments or discussion and the motion carried unanimously.	Approval of Financial Reports
<b>Personnel</b>	<b>Personnel</b>
On a motion made by Trustee Tammy Neumann, seconded by Trustee Mark Ackerly, the Board of Education approved the following personnel recommendations from the Superintendent pending finger print clearance: <b>Retirements:</b> <i>No retirements for November 2013</i>	Personnel continued

<p><b>Resignations:</b> <i>No resignations for November 2013</i></p> <p><b>Provisional Appointments:</b> <i>No provisional appointments for November 2013</i></p> <p><b>Probationary Appointments:</b> <i>No probationary appointments for November 2013</i></p> <p><b>Permanent Appointments:</b> <i>No permanent appointments for November 2013</i></p> <p><b>Substitute Appointments pending Fingerprint Clearance – November 19, 2013 – June 30, 2014</b></p> <ul style="list-style-type: none"> <li>• <i>Goss, Austin, Substitute Cleaner, \$10.00/hr</i></li> <li>• <i>Merwin, Deborah, Substitute Bus Aide, \$7.75/hr</i></li> <li>• <i>Mostert, Crystal, Substitute Bus Aide, \$7.75/hr</i></li> </ul> <p><b>Leave of Absence Requests:</b> <i>No leave requests for the month of November 2013</i></p> <p><b>Leave Replacements:</b> <i>No leave replacements for the month of November 2013</i></p> <p><b>Co-Curricular Appointments – 2013-2014, Stipend per DAFA Agreement:</b> <i>No Co-Curricular appointments for November 2013.</i></p> <p><b>Coaching Appointments:</b> <i>No Coaching appointments for November 2013.</i></p> <p><b>Volunteer Coaching Appointment</b></p> <ul style="list-style-type: none"> <li>• <i>Cairns, Ben, Wrestling</i></li> </ul> <p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• <i>Shumard, Ruth M., Accompanist, Stipend of \$1000.00</i></li> <li>• <i>That Jessica Laing receives payment in the amount of \$360.00 for successfully completing 12 Credit Hours of Professional Courses, and an additional payment of \$550.00 for successfully completing her Masters of Science in Education. Degree effective October 13, 2013 for a total of \$910.00 as per DAFA Agreement, Article XXIV, E, and G2a.</i></li> </ul> <p>There were no questions, comments or discussion and the motion carried unanimously.</p> <p><b>CSE Recommendations</b></p> <p>On a motion made by Trustee Wayne Oliver, seconded by Trustee Seth Haight, the Board of Education approved the CSE Recommendations from the CSE Chairperson for November 2013 as submitted. There were no questions, comments or discussion and the motion carried unanimously.</p> <p><b>Reports</b></p> <p>Ms. Judith Byam, Elementary Principal reported:</p> <ul style="list-style-type: none"> <li>• We had a school-wide costume parade on Halloween, the K-5 students walked to the offices in the MS and HS for treats. Everyone enjoyed themselves.</li> </ul>	<p>Substitutes</p> <p>Goss Merwin Mostert</p> <p>Volunteer</p> <p>Cairns</p> <p>Other</p> <p>Shumard Laing</p> <p>Approve CSE Recommendations</p> <p>Reports</p> <p>Elementary</p>
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<ul style="list-style-type: none"> <li>• The students have been on several field trips; the Honey House, Sunflower Farm, etc.</li> <li>• We had an Assessment committee meeting on November 4, 2013. Committee members were asked to review teacher feedback from the October 25<sup>th</sup> Staff Development Day. Based on teacher feedback, the committee members discussed how to improve the Regional assessments; revising and editing the tests, consistency in directions and time allowed for testing. Mrs. Mable was asked to be the committee facilitator.</li> <li>• Last Thursday evening, Ms. Byam attended a dinner forum at BOCES. Dr. William Daggett was the guest speaker. Dr. Daggett was a teacher and administrator at the secondary and postsecondary levels and a director with the New York State’s education system on the skills and knowledge students need in a technological, information-based society. Dr. Daggett is the author of numerous books about learning and education, textbooks and research studies, reports, and journal articles. He gave a motivating presentation-encouraging everyone to look at education differently by challenging their assumptions about the purposes, benefits, and effectiveness of American schools to look at what is best about our education system and to make the changes necessary to meet the needs of all students in the 21<sup>st</sup> century. It was very informative.</li> <li>• This week, Thursday, November 21 and Friday, November 22, are half day sessions for students in order to hold Parent/teacher conferences.</li> </ul>	Elementary continued
<p>The Board thanked Ms. Byam for her report.</p>	MS/HS
<p>Ms. Laurie Alberti, MS/HS Principal reported:</p>	
<p>Building</p>	
<ul style="list-style-type: none"> <li>• November 1 was the MS Halloween dance – 107 students attended (we have 160 MS students)</li> <li>• Friday 11/15 was our assembly “Harmony for Humanity” – it was a great assembly</li> <li>• November 21 and 22 are our half days and next week is Thanksgiving break.</li> </ul>	
<p>Principal</p>	
<ul style="list-style-type: none"> <li>• She has been busy working on the regional assessments with our committee and with the regional Principals. They met on 11/6/13 in Norwich, compiled and discussed teacher feedback and divided the tests for revisions among the schools</li> <li>• As per her goals which she discussed at the data retreat, she has done 26 formal observations with 15 left to complete. These are being done in the fall to allow for feedback to teachers now rather than the end of the year. Informal observations will take place in the spring.</li> <li>• Graduation plans are underway. She has reserved the bagpipers and the photographer; still waiting for confirmation from the sound man. Students have signed off on the spelling of names for their diplomas.</li> </ul>	
<p>Students</p>	
<ul style="list-style-type: none"> <li>• There are 2 students out with tutors</li> <li>• We have 2 students on half days due to medical reasons</li> <li>• Six attendance letters were sent home to students who have missed 10 or more days of school (we have 399 students). Three were absent today.</li> </ul>	
<p>The Board thanked Ms. Alberti for her report.</p>	Superintendent’s

<p><b>Superintendent's Report</b></p> <p>Mr. Jason D. Thomson, Superintendent reported:</p> <ul style="list-style-type: none"> <li>• An assessment committee was formed and the first meeting was held. The Board liaison committee will also serve on the assessment committee. The committee will meet monthly.</li> <li>• November 14, Trustee Jay Wilson, Ms. Alberti, Ms. Byam, Mr. Hannigan and Ms. Mable attended the DCMO BOCES Educational Forum where we heard Dr. Bill Daggett speak.</li> <li>• He met with Sheriff Mills and Delhi Chief of Police Mills. They would like to have more presence in the school district. They envisioned that they would stop by school one day a week. This would serve as a program similar to the former NYS Police Resource Officer Program. They are working with many of the local school districts to offer the program. We are working on finding space for the office so they can begin the program here at Delaware Academy.</li> <li>• He has begun informal meetings with the non-tenured teachers and informal classroom visits when time allows. He said he's happy with what he's seen while out-and-about.</li> <li>• Kudos to Mr. Jasper Millhone and teaching staff for pulling off a very successful "Harmony for Humanity" assembly for the students.</li> <li>• On November 25, he will be meeting with a DCMO group and Commissioner King.</li> </ul>	<p>Report</p>
<p><b>Departmental Reports</b></p> <p>Mr. Jeffrey Ferrara, Athletic Director reported to the Board with rankings from the different sports activities. He noted that winter sports are beginning.</p> <p>There was discussion about the digital sports schedule being hard to navigate. Mr. Ferrara is aware of this issue and has people working on it.</p>	<p>Athletics</p>
<p>Ms. Christine Miller, Food Service Supervisor reported:</p> <ul style="list-style-type: none"> <li>• The school lunch fund has shown a profit for the month of October of \$13,953. This puts us in the black overall for the year of \$394. Last year at this time, the department was noted to be at negative \$2,300. This increase is noted due to: increased cost of Breakfast prices in both buildings by \$.10 and an increase in lunch prices \$.10 in the elementary building and \$.20 in the high school; increased participation with our variety of ala carte offerings and reimbursable meal choices; increased participation in extra-curricular sales with clubs and organizations.</li> <li>- On November 5<sup>th</sup> she met with Instructor, Julie Hilson, from SUNY Delhi and her 2013-2014 culinary students to discuss bringing a Chef of the Week or Chef of the Month to Delaware Academy. The students were interested in the possibilities of providing a menu item for the students. Last year SUNY Delhi received a 5210 grant to bring healthy menu samplings to the middle and high school students which was well received. The students were given items that are currently available through our government commodities and in-house menu items.</li> <li>- On November 7<sup>th</sup>-10<sup>th</sup> she attended the Annual New York School Nutrition Association Conference in Rochester. She was able to network with other directors from across New York State and attended several workshops and the conferences food show.</li> <li>- She has asked several different vendors to bring product to the district for our students to sample.</li> <li>- She is currently serving on the 2013-2014 NYSNA Board Farm to School committee.</li> </ul>	<p>Food Service</p> <p>Food Service continued</p>

- She has been nominated as 1 of 4 to possibly represent New York State in the annual United States Department of Agriculture Produce Safety training in Fredricksburg- Virginia, Fresno- California or Atlanta-Georgia.
- The group toured the Barilla pasta plant in Avon NY. She was able to meet the President of Barilla pasta from Italy.
- She attended a breakfast with area directors and met with the current New York State President, President Elect and National President of the NYSNA. She is currently serving as the President of the Delaware/Otsego Chapter NYSNA.
- She has also been invited to judge SUNY Delhi's culinary programs Healthy Cuisine Team Menu Project again this year on December 10<sup>th</sup> and December 12<sup>th</sup>.
- We had a recent health inspection and were written up for having four cleaning cloths lying in the HS cafeteria. They will be more careful in the future.

The Board thanked Ms. Miller for her report.

Mr. Luke Potrzeba, Technology Supervisor reported:

- During the last two weeks we have held 5 Trainings for Faculty and staff. Wednesday Nov. 6- MS212-All Grades Welcome - Student email and Google Drive. - 1 Attendee, Thursday November 7- MS212 -Google Drive on the iPad. - 6 attendees (3 teachers), Tuesday, Nov. 12- MS212 All Grades Welcome - Student email and Google Drive- No Attendees, Wednesday, Nov. 13- DES-Professional Development On your own time with Simple K-12. - Large DES faculty showing, and Thursday, Nov. 14- MS- Professional Development On your own time w/Simple K-12. -1 attendee
- Next Week- attending the NYSCATE Conference in Rochester
- Bus Garage Wireless connected for Mr. Verspoor and the bus video monitoring system. He is now able to pull video from a parked bus without it being pre-recorded. Before setup, the wireless system was tested between the HS and the Sap House, which was successful. We will be working to set up a permanent wireless connection between the two buildings; this will allow the logging and reporting of the solar system to a web dashboard.
- Cable TV Outage - Resolved a CATV Signal Issue with the help of Buildings and grounds, Time Warner, and DCMO BOCES staff. CATV in the MS/HS is now operational
- Internet Connection Issues - We were encountering intermittent (1-2 minute outages every 10-30 minutes) connection problems with accessing the Internet. Through troubleshooting and working with BT BOCES, the problem was resolved.
- Quarter One Report Cards are done in the elementary in preparation for the parent teacher conferences this week. We have been working closely with Guidance to get the MS/HS report cards and honor rolls completed as well.
- Update: One-to One Roll Out Grades 6-8
- Student E-mail Preliminary setup steps are done for all students in grades 6-12, Classrooms in K-5 will be assigned an account for the classroom iPads.
- iPad Management and Content Filtering has been reconfigured and is being tested on iPads
- Core apps (numbers, pages, keynote) will be free, reducing rollout costs.

The Board thanked Mr. Potrzeba for his report.

Mr. Gregg Verspoor, Transportation Supervisor reported:

- Fall sports schedule has come to a close and we were driven to be more creative this year due to the recent District reduction of spare buses coinciding with buses out of service (OOS) for repairs. The spare bus pool is primarily dictated by the

Technology

Transportation continued

sports schedule but can also be affected by the OOS repair time as it was this fall. As a recap this fall we had bus 213 OOS for a couple of weeks for warrantee work. This was extensive work that was sent to the dealer as it was their responsibility. During this time 202 was damaged and was put OOS for body work. 202 remains out as it took time to get a body shop that handles all that is specified for school bus repair. (Schedule the work then generate the standard estimates, adjustments and obtain the specialized OE parts. )It is anticipated that it will be returned to service next week. We worked with the Athletic department to keep the sports events with transportation. On seven occasions we put sports teams on with PM Routes. Typically this would delay our arrival time by no more than 20 minutes whereas the team would be an hour later if they had to wait for the bus to return to the school. Research on each event has remained consistent with this. We have received some negative feedback from this and after reviewing each situation it was found that it was more miscommunication. As we are implementing this procedure more we are fine tuning each step to insure to inform the coach and the host school of the impending delay and our plan.

**Fall 2013 Sports;**

42 days -81 sports runs  
 10 - days used all the spares  
 7 - trips scheduled en route

- We are providing transportation service to Elm Street after working diligently with the Village to properly sign the street so that the District is free of liability.
- The Wireless Touchdown system is running and very beneficial. This has saved a lot of time and has proven to be very resourceful. Each bus checks in and downloads data and marked video when it enters the yard. For a period of time I can connect to the DVR hard drive in the bus and view video of any bus from my PC at my desk. This saves physically approaching each bus and exchanging the hard drive then returning to the office to connect then watch the necessary section.

The Board thanked Mr. Verspoor for his report.

**Old Business**

On a motion made by Trustee Mark Ackerly, seconded by Vice President Glenn Nealis, the Board of Education approved the Addendum to Policy #24 as submitted. This addendum will be added to the Policy Manual. There were no questions comments or discussion and the motion carried unanimously.

**New Business**

On a motion made by Trustee Tammy Neumann, seconded by Trustee Wayne Oliver, the Board of Education approved a request from the Business Administrator to establish an extra-classroom activity fund for the purpose of promoting anti-bullying activities. No stipend position is associated. There were no questions, comments or discussion and the motion carried unanimously.

On a motion made by Trustee Wayne Oliver, seconded by Vice President Glenn Nealis, the Board of Education appointed Jason D. Thomson, Judith Byam, and Laurie Alberti as Lead Evaluators for the Delaware Academy Central School District at Delhi. There were no questions, comments or discussion and the motion carried unanimously.

**Old Business**

Approved Addendum to Policy #24

**New Business**

Approval to Establish Extra-Classroom Activity Fund

Appoint Lead Evaluators

Approval of

<p>On a motion made by Vice President Glenn Nealis, seconded by Trustee Wayne Oliver, the Board approved a resolution that capital project change orders may be authorized as follows: The Superintendent of Schools is authorized to approve change orders up to a maximum of \$10,000.00. The Finance Committee is authorized to approve change orders up to a maximum of \$25,000.00. All change orders over \$25,000.00 will require Board approval. There were no questions, comments or discussion and the motion carried unanimously.</p> <p><b>Other Discussion</b></p> <p>Trustee Tammy Neumann reported that on November 13, the ALK Scholarship Committee held a meeting. The committee reviewed the application process and determination for scholarships. The committee reviewed a three-year comparison of ALK awards, including 2013 denied applications (of which there were 5 for various reasons). The next committee meeting will be held in July 2014 prior to the Board of Education Re-Organizational meeting.</p> <p>Trustee Tammy Neumann also reported that the Policy Review Committee met on November 13, 2013. The purpose of this committee is to systematically review current policies so all are kept up to date; additionally, to review/modify/add procedures where necessary.</p> <p>Trustee Tammy Neumann noted that at the recommendation of our attorney, we should remove any regulations and/or procedures that we don't have policies for. We should also try to identify policies that are specific to our school district and may require additional procedure documentation.</p> <p>The first six policies were reviewed to determine any reference to procedure, and their accuracy. There are areas requiring minimal updates and revision. The Wellness Policy is being updated as well.</p> <p>The Board thanked Trustee Neumann for her report.</p> <p><b>Public Comments</b></p> <p>President Dr. Thomas Flanders opened the floor to public comments.</p> <p>Ms. Julie Mable, Facilitator for the newly formed assessment team briefed the Board of Education on progress made during recent meetings on the assessments:</p> <p>On October 16, 2013, the Board Liaison Committee met and discussed the assessment framework. On October 25, the three regional districts (Delhi, Bainbridge-Guilford, Gilertsville-Mount Upton) met for the staff development day to discuss the results from the beginning of the year benchmark assessments and to provide feedback to the district's superintendents.</p> <p>She reported several steps need to be taken:</p> <ul style="list-style-type: none"> <li>• Tests need to be proofread</li> <li>• Needs connection with the CCSS</li> <li>• Comprehensive piece needs to be looked at</li> <li>• Testing needs to be looked at</li> <li>• Data piece – need to receive more timely</li> <li>• End-of-year data from last year</li> <li>• Breakdown of tests</li> </ul>	<p>Authorization to approve Change Orders</p> <p><b>Other Discussion</b></p> <p>Neumann</p> <p><b>Public Comments</b></p> <p>Mable</p> <p>Mable continued</p>
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<p>An action plan is in place where all assessments:</p> <ul style="list-style-type: none"> <li>• Assessments will be reviewed <u>prior</u> to giving them.</li> <li>• Edit for tests</li> <li>• Delaware Academy will have participation in each test given.</li> <li>• Student instructions and teacher instructions will be available to all. Mr. Thomson noted he would like tests scored locally for quick turnaround.</li> <li>• Look at using retired teachers while testing</li> <li>• Next Superintendent Conference Day will be held in this district.</li> <li>• Agreement of Assessment Committee to hold here.</li> <li>• Schedule monthly meetings</li> <li>• Respond to questions from committee. Teams will be formed to edit tests. They would like these goals to be in place by the holiday break. Overall – good quality.</li> </ul> <p>Ms. Mable reported she attended the November 14 meeting where Dr. Daggett spoke. He spoke briefly about the duration/length of time of tests. She noted that we do have control over this if all three districts use the same time. Other schools are looking at times of tests.</p> <p>There was a question as to the value of such a committee. Ms. Mable commented that, yes, there is value to the committee. Mr. Thomson noted he is willing to change with the teachers and work with staff when needed.</p> <p>Ms. Mable commented that the K-3 ELA/Math classroom teachers were not able to give tests because of validity. Testing is done individually and is very time consuming.</p> <p>Ms. Byam noted the feedback was listened to and immediately followed up on by administrators. A different teacher needs to give test. AIS providers to give tests.</p> <p>The Board thanked Ms. Mable for her comments/report.</p> <p>Trustee Wayne Oliver expressed his sincere appreciation for the committee for their hard work and drive.</p> <p>On a motion made by Vice President Glenn Nealis, seconded by Trustee Mark Ackerly, the Board entered Executive Session to discuss a personnel matter with no action to be taken. The Board entered Executive Session at 8:25 p.m.</p> <p>On a motion made by Trustee Jay Wilson, seconded by Trustee Seth Haight, the Board left Executive Session at 11:54 p.m. and entered into Open Session.</p> <p>On a motion made by Trustee Jay Wilson, seconded by Trustee Mark Ackerly, the Board adjourned the Regular Meeting of the Board of Education at 11:55 p.m.</p> <p>Respectfully submitted,</p> <p>Susan J. Temple District Clerk</p>	<p>Oliver</p> <p>Enter Executive Session</p> <p>Leave Executive Session</p> <p>Adjournment</p>
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