

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

MEETING MINUTES

Regular Meeting of the Board of Education

Date: December 16, 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>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 6:08 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 items from the transportation department and proposal with no action to be taken. The Board entered Executive Session at 6:10 p.m.</p>	<p>Enter Executive Session</p>
<p>On a motion made by Trustee Mark Ackerly, seconded by Trustee Jay Wilson, the Board 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 of the Delaware Academy Central School District at Delhi to order with the Pledge of allegiance at 7:04 p.m.</p>	<p>Enter Open Session</p>
<p>Presentations –</p>	<p>Presentations</p>
<p>Mr. Eric Robert, and Mr. Jared Yando from C&S Construction Management Services gave the Board of Education a brief update on the building project. Mr. Yando showed architectural drawings for possible floor plans to open up the entry way of the elementary building. The entry way of the elementary building is a current concern as it is quite congested. It is hoped the architectural drawings will provide a solution to that congestion. The next step is to update New York State Education Department and await the review process. They also need to review the plans with Ashley McGraw Architects so they can submit the plans for ADA and compliance. They will keep the Board updated as progress is made.</p>	<p>C&S Construction Management Services Update on Building Project</p>
<p>A brief question and answer session was held about the starting date for construction to begin and how the construction will affect the school day. It was discussed that the construction crew will likely work on second shift so there is as little interruption to the school day as possible.</p>	
<p>The Board thanked Mr. Robert and Mr. Yando for the update.</p>	
<p>Ms. Brittany Tucker, Spanish Teacher, gave a presentation that the Spanish Exchange</p>	<p>Spanish Exchange</p>

<p>Students compiled from their trip to Spain in October. Ms. Tucker thanked the Board of Education on behalf of the students for giving them the opportunity to visit Spain.</p>	<p>Spanish Exchange continued</p>
<p>The Board thanked Ms. Tucker for the presentation.</p>	
<p>Mr. Dominic Morales gave the Board of Education a brief update/overview of the NYSTA/ESF Grant status. Mr. Morales spoke about the five school districts included in this grant. He called it the "Route 10 Corridor." The grant is for turf grass management/maintenance practices. The grant is a small grant intended to work with rural areas. Mr. Morales spoke highly of the staff in each district that works with the playing fields and their dedication to the district.</p>	<p>NYSTA/ESF Grant Status</p>
<p>Mr. Morales noted the intent of the grant is to set the standards for turf management. The current phase is to give the Board an overview of what has been done to-date, new technology and fertilizers available to work with, and practices to follow. The grant ends March 2014; however, Mr. Morales will continue to work with districts to make recommendations if they are interested. He mentioned a possible consortium of the five districts to share specialized equipment.</p>	
<p>The Board thanked Mr. Morales for the update.</p>	
<p>Mr. John Gray, Teacher, came before the Board to ask permission to begin a Film Club. Mr. Gray reported that he has been working with Delhi Telephone Company who is looking for material to place on the local network. He has several students interested in participating in the club. He assured the Board that material being forwarded to the Delhi Telephone Company via the film club would be edited prior to sending to them and again once the contact person at Delhi Telephone Company receives it. This is a non-stipend position should the Board approve the club to move forward. Mr. Gray informed the Board that the athletic director and the speech and debate club advisor are quite excited about the possibility to present material. A brief discussion was held.</p>	<p>Gray – Request to start Film Club</p>
<p>On motion made by Trustee Tammy Neumann, seconded by Trustee Wayne Oliver, the Board of Education approved a request to acknowledge the Film Club as an extra-curricular club with no stipend attached. There were no questions, comments or discussion and the motion unanimously carried.</p>	<p>Approval of Film Club</p>
<p>The Board thanked Mr. Gray for going above and beyond bring this opportunity to the students.</p>	
<p>Public Comments –</p>	<p>Public Comments</p>
<p>Mr. Jason Stanton, 622 County Highway, Bovina Center, New York, addressed the Board with a request to allow an indoor soccer team to practice with division 1 soccer players from Hartwick College. Mr. Stanton informed the Board that Hartwick College will no longer allow the use of their facility without a Certificate of Insurance from the district's insurance carrier. Mr. Stanton spoke with D.A.'s insurance carrier and said the insurance carrier didn't have any issues as long as the school district approved it. Mr. Stanton is asking the Board for approval to have Hartwick College star players play with DA students. The Delaware league begins when students are in fourth grade and ends when they are ninth grade. There is no cost to the district. Mr. Stanton stated Hartwick College has outstanding players and this would be a great opportunity for students.</p>	<p>Stanton</p>
<p>The Board appointed Mr. Thomson to be the point person on behalf of Delaware</p>	

<p>Academy. The Board will discuss the issue further and get back to Mr. Stanton in the near future. The Board thanked Mr. Stanton for his comments.</p> <p>Routine Matters –</p> <p>On motion made by Vice President Glenn Nealis, seconded by Trustee Jay Wilson, the Board approved the Minutes of the Regular Board of Education meeting held on November 18, 2013 as submitted. There were no questions, comments or discussion and the motion carried unanimously.</p> <p>On motion made by Trustee Glenn Nealis, seconded by Trustee Tammy Neumann, the Board approved the Treasurer’s Report and the Smith Barney Report on the A.L. Kellogg Educational Fund Investment for November 2013 as submitted. There were no questions, comments or discussion and the motion carried unanimously.</p> <p>On motion made by Trustee Jay Wilson, seconded by Vice President Glenn Nealis, the Board approved the following personnel recommendations pending fingerprint clearance, and with a special acknowledgement to Mr. Allen Donato for his service to the district for the past 30 years. Mr. Donato is retiring effective December 31, 2013.</p> <p>Resignations: <i>No resignations for December 2013.</i></p> <p>Provisional Appointments: <i>No provisional appointments for December 2013.</i></p> <p>Probationary Appointments: <i>No probationary appointments for December 2013.</i></p> <p>Permanent Appointments: <i>No permanent appointments for December 2013.</i></p> <p>Substitute Appointments:</p> <ul style="list-style-type: none"> • <i>Iwanow, Debra, Instructional</i> • <i>Moore, Matthew, Substitute Cleaner</i> • <i>Sampogna, Anthony, Instructional</i> <p>Leave of Absence Requests: <i>No Leave requests for the month of December 2013.</i></p> <p>Leave Replacements: <i>No Leave Replacements for the month of December 2013.</i></p> <p>Tenure Appointment:</p> <ul style="list-style-type: none"> • <i>Laing, Jessica, Physical Education, Tenure area: Physical Education, Certification: Physical Education, effective February 1, 2014.</i> <p>Co-Curricular Appointments: <i>No Co-curricular appointments for December 2013.</i></p> <p>Coaching Appointments: <i>No Coaching appointments for December 2013.</i></p>	<p>Routine Matters</p> <p>Approval of Minutes</p> <p>Approval of Financial Reports</p> <p>Approval of Personnel</p> <p>Substitutes</p> <p>Iwanow Moore Sampogna</p> <p>Tenure</p> <p>Laing</p>
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<p>Volunteer Coaching Appointments:</p> <ul style="list-style-type: none"> • <i>Cairns, Ben, Wrestling, effective December 17, 2013.</i> <p>Other – Change in Title – Civil Service Classification:</p> <ul style="list-style-type: none"> • <i>Bartlett, William, Change in Civil Service title from Superintendent of Buildings & Grounds to Director of Facilities II, effective December 17, 2013.</i> <p>The Board thanked Ms. Laing for her service and congratulated her on her tenure appointment. There were no questions, comments or discussion and the motion carried unanimously.</p> <p>On motion made by Trustee Mark Ackerly, seconded by Trustee Wayne Oliver, the Board approved the CSE Recommendations from the CSE Chairperson for December 2013 as submitted. There were no questions, comments or discussion and the motion carried unanimously.</p> <p>Reports –</p> <p>Ms. Judith Byam, Elementary Principal reported:</p> <ul style="list-style-type: none"> • The Elementary was well represented at the O’Connor Christmas Parade. There were members of the Safety Patrol marching and the “Kids Club” float won first prize in the school float division. Students sang songs and played hand bells. • Last week, the students in grade K-1 and 2-3 participated in the annual holiday sing-a-longs. Some students demonstrated their individual talents, by playing songs on the piano or singing solos in the performances. Tomorrow is the Sing-A-Long for 4th and 5th grade students. • The teachers continue to monitor student progress and are utilizing support staff for ELA academic interventions. The RTI committee continues to meet with classroom teachers to discuss strategies for individual students’ success. • The AIS teachers continue monitoring student progress on the skills tested on the Regional ELA and Math assessments. The next round of regional assessments will be given in January. • The K-12 Assessment committee met last week, we discussed which regional assessments we are responsible for revising and editing. We have discussed ways to make the assessment process smoother. • The Elementary Safety Patrol Kids Zone was cancelled due to predicted inclement weather. The advisors are planning to re-schedule the event. • The LINKS team will be attending a presentation by Dr. Bill Daggett on Jan. 16th at the BOCES Harrold Campus. In the afternoon, the team will meet to discuss how the information from the morning presentation will impact our next LINKS plan. • She has completed several formal observations of tenured and non-tenured teachers in her building. <p>The Board thanked Ms. Byam for her report.</p> <p>Ms. Laurie Alberti, MS/HS Principal reported:</p> <p>Building news -</p> <ul style="list-style-type: none"> • 12/10 was the MS Concert – we had a great turnout • 12/12 was the HS Concert – nice audience as well • 12/11 was the Basketball QUAD – vs. Walton. Delhi won all except for JV boys. • 12/10 she called a lockout due to a threat at the college and held a briefing for faculty at 2:45 p.m. • Tomorrow is a faculty meeting in which business office goes over budget for 	<p>Volunteer Coach Cairns</p> <p>Change in Title Bartlett</p> <p>Approval CSE</p> <p>Reports Elementary</p> <p>MS/HS</p>
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<p>teachers.</p> <ul style="list-style-type: none"> 12/12 Delhi police were here to investigate a 911 hang up call. The custodians and I swept the building and didn't find anything to substantiate the call. <p>Principal news -</p> <ul style="list-style-type: none"> She has met with the assessment committee and our teachers are working on the assessments. 6-8 Math in progress, 11-12 ELA finished, 9-10 ELA finished, 6-8 ELA/SS/Science finished Wrapping up formal observations Meeting with parents of students at risk of failing English 12 Meetings with non-tenured teachers <p>Student news -</p> <ul style="list-style-type: none"> Currently there are 2 students out with tutors We still have 2 students on half days due to medical reasons Current enrollment is 374 2 students registered today 	<p>MS/HS Continued</p>
<p>The Board thanked Ms. Alberti for her report.</p> <p>Ms. Marian Chrisman, Business Administrator reported:</p> <ul style="list-style-type: none"> Kellogg funds have increased by \$205,633.00 Taxes collected through the end of collection period were \$ 7,113,486.00, 90% of total to be collected. The uncollected 10% was submitted to the county for reimbursement on April 1, 2014. This is the typical amount uncollected for the past few years. The attached final tax report breaks the amount down by Town. Our School Lunch Fund profit stands at \$7,911.00 compared to last year for same time period of \$7,160.00. Keep in mind we do not transfer the fringe benefit expense until year end. We are beginning budget preparation for 2014-2015. Budget packets will be handed out to teachers at faculty meetings on the 17th and 18th. These are due back to the business office on Monday, January 13, 2014. We anticipate another challenging budget season with increased costs forecast in all major categories for salaries, health and retirement. We'll have a better sense of actual numbers in January. Our first workshop is scheduled for March 3, 2014. 	<p>Business Office</p>
<p>The Board thanked Ms. Chrisman for her report.</p> <p>Ms. Christine Miller, Food Service Supervisor reported:</p> <ul style="list-style-type: none"> December 10th and 12th she was invited to judge SUNY Delhi's culinary programs Healthy Cuisine Team Menu Project. The students had many interesting menu creations that she looks forward to bringing them to Delaware Academy to try as new menu items. Today, December 16th two SUNY Delhi Culinary Students -Justine Williams and Tiara Perryman along with Instructor, Julie Hilson, presented a Chef of the Week lunch of Catfish and Pasta with Lemon Cream Sauce to the Middle and High School students. David C. Brower, PhD, CHE Department Chair & Professor Hospitality Department - Division of Business & Hospitality at SUNY Delhi noted the Chef of the Week is a GREAT collaboration and thanked Ms. Miller and Delaware Academy for providing a venue and opportunity for SUNY students. April 28th thru May 2nd she will be representing New York State nationally at the annual United States Department of Agriculture Produce Safety University training in Fredericksburg Virginia. The all expenses paid trip to Fredericksburg 	<p>Food Service</p>

<p>includes a one-week training course designed to help school foodservice staff identify and manage food safety risks associated with fresh produce. PSU addresses produce purchased from traditional suppliers, direct from farmers, and through the DOD Fresh program. The curriculum covers all aspects of the fresh produce supply chain including growing, harvesting, storage, and preparation.</p> <ul style="list-style-type: none"> November's claim report notes with 17 serving days we served 3,163 Breakfast and 7,666 Lunches. 	<p>Food Service continued</p>
<p>The Board thanked Ms. Miller for her report.</p>	
<p>Mr. Jason D. Thomson, Superintendent reported:</p> <ul style="list-style-type: none"> On November 20, 2013, he and Mr. Verspoor hosted a luncheon with our local Highway Superintendent's. Ms. Miller catered the event. The luncheon provides a time where we can meet any new highway superintendents and since they are a vital part of the decision making process for school closings, we can meet to review the procedures as well as work out any problem areas if any. On December 5, he, Mr. Bartlett, and Ms. Chrisman met with Mr. Yando to look at the elementary building entry way. The plan is to expand the entryway. Busy with sing-a-longs, concerts, sports, and winter parades. Delaware Academy received five trophies this year from the parade. 	<p>Superintendent Report</p>
<p>Policy Review –</p>	
<p>First reading of policies 1 – 6 with revisions as noted. The second reading will be held on January 27, 2014. No action taken.</p>	<p>Policy Review 1st Reading – Policies #1-6</p>
<p>New Business –</p>	
<p>On motion made by Vice President Glenn Nealis, seconded by Trustee Mark Ackerly, the Board accepted a cash donation in the amount of \$2,000.00 from Ms. Margaret Hillis to the Delaware Academy Wrestling Team. There were no questions, comments or discussion and the motion carried unanimously.</p>	<p>New Business Donation to Wrestling Team</p>
<p>On motion made by Trustee Tammy Neumann, seconded by Trustee Mark Ackerly, the Board approved a request from the technology department to surplus inventory (see attachment #1) as it is no longer used or beyond repair. There were no questions, comments or discussion and the motion carried unanimously.</p>	<p>Surplus – Technology</p>
<p>On motion made by Vice President Glenn Nealis, seconded by Trustee Seth Haight, the Board approved a request from the food service department to excess a Whirlpool microwave, Model #MT411OSKQ-1, Serial #FGP2805144 as it is broken beyond repair. There were no questions, comments or discussion and the motion carried unanimously.</p>	<p>Surplus – Food Services</p>
<p>On motion made by Trustee Wayne Oliver, seconded by Trustee Tammy Neumann, the Board approved an anonymous cash donation in the amount of \$15,000.00 to be deposited in the Delaware Academy Varsity Club Activity Account for use in continuing Cross Country Team activities and events beyond the normal scope of current budgeted funds. A brief discussion was held regarding the word “continuing” in the motion. The Board cannot guarantee continuance of the club. Ms. Chrisman reported the donor was quite specific as to where the money is to be designated.</p>	<p>Donation to Cross Country Team</p>
<p>On motion made by Vice President Glenn Nealis, seconded by Trustee Seth Haight, the Board approved an anonymous cash donation in the amount of \$15,000.00 <i>as amended</i></p>	

<p><i>to remove the words “for use in continuing” and read as follows: “to be deposited in the Delaware Academy Varsity Club Activity Account for Cross Country Team activities and events beyond the normal scope of current budgeted funds.”</i> There were no further questions, comments or discussion and the motion carried unanimously.</p> <p>On motion made by Vice President Glenn Nealis, seconded by Trustee Wayne Oliver, the Board approved an anonymous donation of four wreaths with a value of \$100.00 to be hung at the main entrance to the high school. There were no questions, comments or discussion and the motion carried unanimously.</p>	<p>Donation of Wreaths</p>
<p>Other Discussion –</p>	
<p>Trustee Seth Haight commented that he wants to acknowledge the hard work that went into the district participation at the Christmas Parade. There was a strong showing from the school and he applauds everyone. Thank you.</p>	<p>Other Discussion Haight</p>
<p>Trustee Mark Ackerly commented that the sing-a-longs were great! He said “everyone did a great job!” Thank you.</p>	<p>Ackerly</p>
<p>Trustee Wayne Oliver commented that as a Board, it will be another challenging year for budget building – perhaps the worst yet. He asked that everyone be prepared for the challenges ahead.</p>	<p>Oliver</p>
<p>On motion made by Trustee Jay Wilson, seconded by Trustee Seth Haight, the Board entered Executive Session to discuss the superintendent’s mid-year evaluation and other personnel matters with no action to be taken. The Board entered Executive Session at 9:00 p.m.</p>	<p>Enter Executive Session</p>
<p>On motion made by Trustee Tammy Neumann, seconded by Trustee Jay Wilson, the Board left Executive Session at 10:50 p.m. and entered back into Open Session.</p>	<p>Leave Executive Session</p>
<p>On motion made by Vice President Glenn Nealis, seconded by Trustee Seth Haight, the Board adjourned the Regular Meeting of the Board of Education of the Delaware Academy Central School District at 10:51 p.m.</p>	<p>Adjournment</p>
<p>Respectfully submitted,</p>	
<p>Susan J. Temple District Clerk</p>	

District Technology				
10/23/2013- 12/2/2013				
	MODEL	SERIAL NUMBER	Tag	Pulled from Service
printers	HP C 5280	MY85RG22BR	8100	11/5/2013
	apple stylewriter 1200	9508	NONE	10/29/2013
	apple stylewriter 1200	9501	NONE	10/29/2013
	officejet T45	SG07FC309R	NONE	11/6/2013
	HP LJ 1300	CNCQ302131	7292	10/29/2013
computers	Dell GX745	GH04VC1	7234	10/29/2013
cameras	POLAROID -One Step		NONE	11/12/2013
	POLAROID -One Step		NONE	11/12/2013
	POLAROID -Sun 660		NONE	11/12/2013
	Sony Mavica Digital Camera-MVC-FD92	89855	NONE	11/12/2013
	Sony Mavica Digital Camera-MVC-FD92	90363	NONE	11/12/2013
	Sony Mavica Digital Camera-MVC-FD92	448308	6669	11/12/2013
typewriters	IBM Typewriter-6715-001	1515473	NONE	11/12/2013
	Brother Typewriter-bem 530	K08 141089	NONE	11/12/2013
laptops	Laptop Dell C840	BS5Q031	6988	11/12/2013
	Laptop Dell C840	8X5Q031	6990	11/12/2013
	Laptop Dell C840	BJJ6Y21	6972	11/12/2013
	Laptop Dell C840	9VJ6Y21	6980	11/12/2013
	Laptop Dell C840	8XJ6Y21	6984	11/12/2013
	Laptop Dell C840	JX5Q031	7036	11/12/2013
	Laptop Dell C840	9NJ6Y21	6977	11/12/2013
	Laptop Dell C840	9NT6Y21	6979	11/12/2013
	Laptop Dell C840	5KJ6Y21	6973	11/12/2013
	Laptop Dell C840	5YJ6Y21	6986	11/12/2013
	Laptop Dell C840	CWJ6Y21	5982	11/12/2013
	Laptop Dell C840	HMJ6Y21	6976	11/12/2013
monitors	DELL-RT7D20	TH-04N454-37171-37P-1952	NONE	11/12/2013

	DELL-RT7D20	TH-025PGG-37171-224-B688	NONE	11/12/2013
	DELL-RT7D20	CN-04N454-37171-3BA-1231	NONE	11/12/2013
	DELL-RT7D20	CN-04N454-37171-42E-F327	NONE	11/12/2013
	DELL-RT7D20	TH-04N454-37171-37P-5094	NONE	11/12/2013
	DELL-SK-8110	07N242	NONE	11/12/2013
	Logitech cordless-640-000505	10628	NONE	11/12/2013
	DELL-RT7D20	TH-04N454-37171-31J-A086	NONE	11/18/2013
	Microsoft-KB-USB819EB	IMJS010120311404	NONE	11/19/2013
	DELL	TH-04N454-37171-434-00ip	NONE	11/19/2013
	DELL-RT7D20	CN-04N454-37171-420-5829	NONE	11/20/2013
scanners	HP 3970	CN483B46F0	NONE	11/19/2013
	HP 3970	CN4APB212D	NONE	11/19/2013
wireless mouse	Logitech	831192-3000	NONE	11/12/2013
Hub	SD8N	S50505E20678	NONE	11/20/2013