

**Regular Meeting of the Board of Education (Monday, December 12, 2022)**  
**Delaware Academy Central School District at Delhi**  
**High School Library Media Center**  
**2 Sheldon Drive, Delhi, NY 13753**  
**4:00 p.m.**

**MINUTES**

**Members Present:** Tammy Neumann, Lucy Kelly, Sean Leddy, Kimberly Shephard, James Tucker, Jr., Lauren Raba and Tyler Branigan

**Members Absent:** Seth Haight

**Others Present:** Kelly M. Zimmerman, Superintendent, Lisa A. Kulaski, District Clerk, Carey Shultz, Assistant Superintendent for Business and Personnel, Deborah Liddle, Middle School Principal and Director of Special Education, Brian Rolfe, Rhonda Burnside, Eugene Waldbauer, Danforth, Scott Janssen, Danforth, Jeffrey Day, Day Automation, Steve Heaslip, Day Automation, Derek McManus, Day Automation, John Malbone, Day Automation, Will Outsen and Nathaniel McCarthy.

**Opening of Meeting**

**Call to Order**

President, Tammy Neumann called the Regular Meeting of the Board of Education to order at 4:10 p.m.

**Enter an Executive Session**

On a motion made by Kimberly Shephard, seconded by Lauren Raba, the Board of Education entered Executive Session to discuss matters regarding personnel and the terms of a contract with the district with no action to be taken, at 4:10 p.m.

**Leave Executive Session**

On a motion made by Lauren Raba, seconded by Lucy Kelly, the Board of Education left Executive Session at 6:01 p.m.

**Opening of Meeting**

**Call to Order**

President, Tammy Neumann called the Open Session of the Board of Education to order with the Pledge of Allegiance at 6:08 p.m.

**Presentations**

**A. Presentation by Danforth on Environmental Performance Contracts**

Mr. Eugene Waldbauer and Mr. Scott Janssen of Danforth presented on Environmental Performance Contracts. Some of the points of the presentation included the following.

- Compared the Delaware Academy Mission and Vision to Danforth and explained they are very similar.
- Explained how an Environmental Performance Contract (EPC) works.
- Detailed how an EPC would benefit the District and how it would enhance a Capital Project.

The Board thanked Mr. Waldbauer and Mr. Janssen for their presentation.

**B. Presentation by Day Automation on Environmental Performance Contracts**

Mr. Jeffrey Day, Mr. Steve Heaslip, Mr. Derek McManus and Mr. John Malbone of Day Automation presented on Environmental Performance Contracts. The presentation included:

- Brief overview of Day Automation, including its locations and services that it provides.
- Discussion of what an EPC is and its advantages.
- Comparison of a traditional capital project versus a traditional capital project with an EPC included.
- Detailed energy conservation measures.

The Board thanked Mr. Day, Mr. Heaslip, Mr. McManus and Mr. Malbone for their presentation.

## Public Comments

President, Tammy Neumann, opened the floor to public comments.

There were no public comments.

Trustee, James Tucker, Jr. left the meeting at 8:15 p.m.

## Routine Matters

### A. Approve Minutes of the Regular Meeting held on October 24, 2022

On a motion made by Lucy Kelly, seconded by Kimberly Shephard, the Board of Education approved the Minutes of the Regular Meeting held on October 24, 2022. There were no further questions, comments or discussion, and the motion carried with a vote of 5-0.

### B. Approve Minutes of the Special Meeting held on November 7, 2022

On a motion made by Sean Leddy, seconded by Lauren Raba, the Board of Education approved the Minutes of the Special Meeting held on November 7, 2022. There were no further questions, comments or discussion, and the motion carried with a vote of 5-0.

### C. Approve Minutes of the Regular Meeting held on November 14, 2022

On a motion made by Kimberly Shephard, seconded by Lucy Kelly, the Board of Education approved the Minutes of the Regular Meeting held on November 14, 2022. There were no further questions, comments or discussion, and the motion carried with a vote of 5-0.

Trustee, James Tucker, Jr. returned to the meeting at 8:17 p.m.

## D. Personnel Recommendations

On a motion made by Lauren Raba, seconded by Sean Leddy, the Board of Education, upon the recommendation of the Superintendent approved the personnel recommendations as submitted, and upon fingerprint clearance:

### RESIGNATIONS

Name	Position	Reason	Effective
Hilgers, Edward	Custodial Worker	Personal reasons	December 2, 2022

### RETIREMENTS

Name	Position	Effective
------	----------	-----------

*No retirements for December 12, 2022*

### UNCLASSIFIED APPOINTMENTS - 4 Year Probationary Appointments

Name	Position/Dept.	Appointment	Effective	Tenure Area	Certification	Salary
------	----------------	-------------	-----------	-------------	---------------	--------

*No unclassified appointments-4 year Probationary Appointments for December 12, 2022*

\*Effective date noted as above unless extended in accordance with the law. This expiration date is tentative and conditional only. Except to the extent required by applicable provisions of Section 30123 of the Education Law, in order to be granted tenure the teacher/administrator must receive composite or overall annual professional performance review ratings pursuant to Section 3012-c and/or 3012-d of the Education Law of either effective or highly effective in at least three (3) of the four (4) preceding years, and if the teacher/administrator receives an ineffective composite or overall rating in the final year of the probationary period, the teacher/administrator shall not be eligible for tenure at that time.

*Note: Employment is contingent upon clearance from the State Education Department to comply with the fingerprinting provisions of Project Save.*

### UNCLASSIFIED APPOINTMENTS - 3 Year Probationary Appointment

Name	Position/Dept.	Appointment	Effective	Tenure		Salary
				Area	Certification	
Burnside, Rhonda	Special Education Teacher (TOSA) CSE Chairperson	Probationary	On or about 12/13/2022 to on or about 12/13/2025	Special Education	Students with Disabilities (Gr. 1-6), Prof. Cert.; Students with Disabilities (Gr. 5-9), Generalist Prof. Cert.; Pre-K, K & Gr. 1-6, Perm. Cert.	\$60,524.21, as per Working Conditions under DAFA Agreement

\*Effective date noted as above unless extended in accordance with the law. This expiration date is tentative and conditional only. Except to the extent required by applicable provisions of Section 30123 of the Education Law, in order to be granted tenure the teacher/administrator must receive composite or overall annual professional performance review ratings pursuant to Section 3012-c and/or 3012-d of the Education Law of either effective or highly effective in at least two (2) of the three (3) preceding years, and if the teacher/administrator receives an ineffective composite or overall rating in the final year of the probationary period, the teacher/administrator shall not be eligible for tenure at that time.

*Note: Employment is contingent upon clearance from the State Education Department to comply with the fingerprinting provisions of Project Save.*

### UNCLASSIFIED APPOINTMENTS - Temporary Appointments

Name	Position/Dept.	Appointment	Effective	Tenure		Salary
				Area	Certification	
Hannigan, Peter	Leave Replacement, High School Science (Living Environment Biology)	Temporary	Retroactive to 11/9/2023 to 6/30/2023	Science	Chemistry 7- 12; & Biology 7-12	Prorated based on annual salary of \$84,957.98

MENTOR	Employee Name	Position	School year new hire is to be mentored
--------	---------------	----------	-------------------------------------------

Moyse, Benjamin (rescind Mentor Appointment. See 8/22/2022 Minutes, retroactive to 11/9/2022)	Morgan, Sarah	HS Science Teacher	N/A
Backus, John	Morgan, Sarah	HS Science Teacher	2022-2023

#### MISCELLANEOUS APPOINTMENTS

Name	Appointment	Position	Effective	Compensation
Allen, Ashtyn	Student Teacher	7th Grade English with Micaiah Abts; HS English with David Ainsworth	1/3/2023 to 1/27/2023	N/A
Ambrose, Danyelle	Temporary	Substitute Cleaner	Retroactive to 7/1/2022 to 6/30/2023	\$13.20/hour
Baxter, Hannah	Temporary	Non-Instructional Substitute Aide	12/13/2022 to 6/30/2023	\$92.40/day
Boyer, Ailisa	Temporary	Non-Certified Teacher	12/13/2022 to 6/13/2023	\$100.00/day
		Non-Instructional Substitute Aide		\$92.40/day
Daly, Mackenzie	Probationary	Custodial Worker	12/13/2022 to 6/13/2023	\$14.09/hour as per working conditions under CSEA Contract
Hillis, Juliane	Temporary	Non-Certified Teacher	12/13/2022 to 6/30/2023	\$100.00/day
		Non-Instructional Substitute Aide		\$92.40/day
Holst, Amelia	Probationary	P/T Kitchen Helper	Retroactive to 11/28/2022 to 5/28/2023	\$15.00/hour as per working conditions under CSEA Contract
Horton, Alyssa	Student Administrative Intern	District wide with Julie Mable, Deborah Liddle and Crystal Trask	12/13/2022 to 6/30/2022	N/A

Croop, Robert	Probationary	Custodial Worker	12/13/2022 to 6/13/2023	\$14.09/hour as per working conditions under CSEA Contract
Kollig, Eret	Student Teacher	Art Classes with Brian Rolfe	12/21/2022 to 1/22/2023	N/A
Oliver, Debbie	Volunteer	Volunteer for Middle School Book Fair	Retroactive to 12/5/2022 to 6/30/2023	N/A
Ruchar, Alana	Temporary	Non-Instructional Substitute Aide	12/13/2022 to 6/30/2023	\$92.40/day
Ruchar, Jennifer	Temporary	Substitute Cleaner	Retroactive to 12/1/2022 to 6/30/2023	\$13.20/hour
Sackett, Joseph	Probationary	Assistant Building Maintenance Mechanic	12/13/2022 to 6/13/2023	\$15.75/hour as per working conditions under CSEA Contract
Scanlan, Jeffrey	Temporary	Substitute Cleaner	12/13/2022 to 6/30/2023	\$13.20/hour
VanValkenberg, Sara	Student Teacher	7th Grade English with Micaiah Abts; HS English with David Ainsworth	1/3/2023 to 1/27/2023	N/A

*Note: Employment is contingent upon clearance from the State Education Department to comply with the fingerprinting provisions of Project Save.*

#### TENURE APPOINTMENTS

Name	Tenure Area	Certification	Effective
------	-------------	---------------	-----------

*No tenure appointments for December 12, 2022*

#### ATHLETIC APPOINTMENTS

Name	Position	Season	DAFA Step	Years of Service	Stipend
Ruchar, Jenn	<b>*CORRECTION*</b> Girls Modified Volleyball <b>(Correction to reflect large participation numbers that necessitated creation of two teams, see 9/26/2022 Minutes)</b>	Winter	IV	3	<b>\$5,503.50</b>

#### EXTRACURRICULAR APPOINTMENTS

Name	Position	Years of Service	DAFA Step	Stipend
------	----------	------------------	-----------	---------

*No extracurricular appointments for December 12, 2022*

#### CHANGE IN POSITION

Employee	Title	Dept.	Current Status	New Status	Effective
----------	-------	-------	----------------	------------	-----------

*No changes in position for December 12, 2022*

#### CHANGE IN CIVIL SERVICE STATUS

Name	Dept.	Position	Appointment	Effective
------	-------	----------	-------------	-----------

*No change in civil service status for December 12, 2022*

#### LEAVE OF ABSENCES

Name	Position	Reason	Effective
Kinch, Travis	Custodial Worker	Medical Leave-Unpaid	Retroactive to 12/9/2022 to 12/23/2022

Superintendent, Kelly Zimmerman introduced and welcomed Ms. Rhonda Burnside as the new CSE Chairperson and Teacher on Special Assignment. Ms. Burnside comes to the district with 16 years of experience and is currently working toward her administrative degree with a lot of interest in special education.

There were no further questions, comments or discussion, and the motion carried with a vote of 6-0.

#### E. Financial Reports

On a motion made by Lauren Raba, seconded by Kimberly Shephard, the Board of Education accepted the Financial Reports as submitted by the Treasurer for September 30, 2022 and October 31, 2022, as submitted. There were no questions, comments or discussion, and the motion carried with a vote of 6-0.

#### F. CSE Recommendations

On a motion made by Lauren Raba, seconded by Sean Leddy, the Board of Education accepted the Special Education Report from the Director of Special Education for October 31, 2022, as submitted. There were no questions, comments or discussion, and the motion carried with a vote of 6-0.

#### Reports

##### A. Principal's Monthly Reports

Ms. Deborah Liddle, Middle School Principal and Director of Special Education, reported for the Elementary, Middle School and High School:

- On November 15 they hosted Jared Campbell as a speaker. He gave two presentations to the Elementary School, Pre-K to Grade 2 and Grade 2 to Grade 5. It was well received and he did a wonderful job.
- Safety Patrol students in the Elementary school participated in the holiday parade on December 2.
- The speaker series continued on November 15 when Ken Bartolo and Robert Drummond came in to speak to Middle School and High School students on topics that included substance abuse, overcoming obstacles, antibullying, respect and leadership. The kids really enjoyed the shows.
- The Middle School and High School marching band participated in the holiday parade.
- The Middle School concert was held on December 8. Ms. Liddle wanted to give a shout out to the teachers for organizing the concert and as well as to all the musicians.
- The National Junior Honor Society had a very successful food drive. They held a competition amongst the grades and the 8<sup>th</sup> grade came out as the winner as the class that collected the most.

- The High School concert was held on December 6 and Ms. Trask reported it was a wonderful event put together by the music teachers and student performers.
- She shared some scholar athlete information. She reported that 71 out of 98 fall Varsity athletes had a 1<sup>st</sup> quarter average above 90%, 95 out of 98 fall Varsity athletes had a 1<sup>st</sup> quarter average above 80% , 14 out of 98 had a first quarter average greater than 100%. These are great accomplishments and it shows the versatility of our students incorporating athletics into their busy schedules.
- The German Club had a very successful trip to Germany.
- Parent teacher conferences in the Elementary School were well attended and teachers are still reaching out to parents who could not attend the original meetings.

The Board thanked Ms. Liddle for her reports.

## **B. Departmental Reports**

Mr. Carey Shultz, Assistant Superintendent for Business and Personnel started with a short presentation on behalf of DCMO-BOCES on a DCMO-BOCES Capital Project Proposal. He stated that it was not a Delaware Academy capital project and not voted upon by the district voters at the annual budget vote. It was a project for improvements at the two DCMO-BOCES campuses. DCMO is planning to have a referendum vote in February 2023 on the project. The project consists of addressing physical plant needs at both campuses as well as identified programming needs for student with increased mental health needs who are struggling in traditional classrooms.

The Board thanked Mr. Shultz for his presentation.

Mr. Shultz continued by reporting that they would be holding a capital project meeting during the upcoming week and that they had a walkthrough of the entire building with architects and engineers. They are trying to finalize and detail some of the costs for the upcoming capital project.

The Board thanked Mr. Shultz for his report.

## **C. Superintendent Monthly Report**

Superintendent, Kelly Zimmerman, reviewed the current open positions available in the district.

She continued that flu season is on the rise and they have seen an increase in absences in students. She shared that a joint memo was issued by the NYS Departments of Health and Education with the reminder that the use of personal protective equipment, while not required, is encouraged.

She reminded everyone that we will continue to use traditional snow days. She has been asked why they do not do a lot of two-hour delays. In the days leading up to a storm the district is in contact with all of the local highway departments all the way up to the early morning of the event. The district practices will remain the same as they were last year. Should we have any change in our ability to stay open an all call will go out, it will be publicized on social media and on other various news outlets.

She wished all her best to the Board of Education members for the holidays.

The Board thanked Mrs. Zimmerman for her report.

## **D. Board Committee Reports**

### **A.L. Kellogg Committee**

The committee did not meet in December, 2022.

### **Athletic Committee**

The committee did not meet in December, 2022.

### **Board Liaison Committee**

The committee did not meet in December, 2022.

### **Capital Project Committee**



The committee held a meeting in December, 2022 and discussed the DCMO Capital project, the upcoming capital project and the EPC Presentations that were done earlier in this meeting.

### **Finance Committee**

The committee did not meet in December, 2022.

### **Diversity, Equity and Inclusion**

The committee will hold a meeting in the upcoming week.

### **Policy Review Committee**

The committee held a meeting in December, 2022. They took a look at the two policies coming up under policy review/adoption for this meeting.

### **Technology Committee**

The committee did hold a meeting for December, 2023. They discussed smart school funding and the timeframe to approve projects with NYSED, which is down to seven to eight months.

### **Policy Review / Adoption**

#### **A. First reading of Policy #52 Participation by Home Schooled Students in Extracurricular Activities**

The Board of Education conducted a first reading of Policy #52 Participation by Home Schooled Students in Extracurricular Activities. President Neumann stated that they will conduct a second reading at the next meeting.

Trustee, Kimberly Shephard asked if there were any protocols in place for emergency contacts and procedures for a homeschool student attending.

Trustee, Sean Leddy, asked if there were any costs associated with a student attending a function. It would be on a case by case basis.

#### **B. Second Reading of Policy #78 Vehicle Use Policy**

The Board of Education conducted a first reading of Policy #78 Vehicle Use Policy. President Neumann stated that they will conduct a third reading and adoption at the next meeting.

### **10. Old Business**

No old business for December 12, 2022.

### **11. New Business**

#### **A. Audit Correction Action Plan for 2020-2021**

On a motion made by Kimberly Shephard, seconded by Sean Leddy, the Board of Education approved the 2020-2021 Audit Corrective Action Plan.

Superintendent, Kelly Zimmerman, asked Mr. Shultz for clarification as to why there is a motion to approve the 2020-2021 Corrective Action Plan when there is nothing to correct. Mr. Shultz explained that with an Audit if there is a write up then a Corrective Action Plan would need to be submitted to the NYSED portal. Corrective Action Plans were not submitted in the NYSED portal for 2020-2021 because there were no write ups. was nothing to correct. He added that NYSED still wants a Board of Education approved Corrective Action Plan stating that there are no corrections.

Superintendent Zimmerman stated to the Board that they need to recognize, via a board action, that the Corrective Action Plan has been approved even if there is nothing to correct.

There were no additional questions, comments or discussion, and the motion carried with a vote of 6-0.

#### **B. Audit Correction Action Plan for 2021-2022**

On a motion made by Kimberly Shephard, seconded by Lauren Raba, the Board of Education approved the 2021-2022 Audit Corrective Action Plan.

There were no questions, comments or discussion, and the motion carried with a vote of 6-0.



### **C. Audit Correction Action Plan for 2021-2022 Extra Classroom**

On a motion made by Lauren Raba, seconded by Sean Leddy, the Board of Education approved the 2021-2022 Extra Classroom Audit Corrective Action Plan.

There were no questions, comments or discussion, and the motion carried with a vote of 6-0.

### **D. Request to Transfer Funds**

On a motion made by Kimberly Shephard, seconded by Lucy Kelly, the Board of Education approved a request from the Assistant Superintendent for Business and Personnel to transfer the following excess fund balance to the following reserves: Debt Reserve: \$900,000.00.

There were no questions, comments or discussion, and the motion carried with a vote of 6-0.

### **E. Approve 2022/2023 Updated Substitute Rates**

On a motion made by Lucy Kelly, seconded by James Tucker, Jr., the Board of Education approved the following substitute rates for January 1, 2023 through June 30, 2023:

#### **Instructional:**

Retired Certified DA Teacher, \$130.00 per day

Certified Teacher, \$120.00 per day

Non-Certified Teacher, \$105.00 per day

Long Term Teacher, \$140.00 per day

Tutor, \$25.23 per hour

#### **Non-Instructional:**

Nurse, \$110.00 per day

Teacher Aide, \$99.40 per day

Food Service, \$14.20 per hour

Bus Aide, \$14.20 per hour

Custodial Worker, \$14.20 per hour

Bus Driver, \$23.00 per hour

There were no questions, comments or discussion, and the motion carried with a vote of 6-0.

### **F. Approve Donations for Backpack Program**

On a motion made by Sean Leddy, seconded by Lucy Kelly, the Board of Education accepted the following donations for use in the backpack program:

a. donation in the amount of \$40.00 from Wayne and Pamela Metlicke; and

b. donation in the amount of \$65.00 from St. John's Episcopal Church.

There were no questions, comments or discussion, and the motion carried with a vote of 6-0.

### **G. Approve Donations from Quixotic Enterprises LLC**

On a motion made by Lauren Raba, seconded by Sean Leddy, the Board of Education accepted two donations in the amount of \$125.00 each from Quixotic Enterprises LLC, d/b/a Catskill Solar and Quixotic Enterprises LLC, d/b/a Wire Nutz Electric for use in the backpack program.

Trustee, James Tucker, Jr., abstained from the vote due to relationship. There were no questions, comments or discussion, and the motion carried with a vote of 5-0.

### **H. Approve Grant from A. Lindsay and Olive B. O'Connor Foundation, Inc.**

On a motion made by Sean Leddy, seconded by James Tucker Jr., the Board of Education accepted a 1 for 1 matching grant in the amount of \$5,000.00 from the A. Lindsay and Olive B. O'Connor Foundation, Inc. to Delaware Academy CSD at Delhi to be used toward the cost of the 2023 Spanish Club trip to Spain.

There were no questions, comments or discussion, and the motion carried with a vote of 6-0.

### **I. Request to Alter Previously Adopted Academic Calendar for 2022-2023**

On a motion made by Lucy Kelly, seconded by James Tucker, Jr., the Board of Education adopted the revised 2022-2023 Academic Calendar as submitted/amended. The previously adopted academic calendar was changed to designate Friday, December 23, 2022 as a half-day for all students, faculty and staff.

Superintendent, Kelly Zimmerman, had some comments regarding the revised calendar. She thanked the Board for their gratitude and support on this item. She said that we have asked a lot of our faculty and staff in the past year and in the spirit of mental health the extra time during the holiday is appreciated.

There were no additional questions, comments or discussion, and the motion carried with a vote of 6-0.

### **J. Approve District Safety Plan**

On a motion made by Lucy Kelly, seconded by Kimberly Shephard, the Board of Education approved the Delaware Academy CSD at Delhi District-Wide School Safety Plan for the 2022-2023 school year.

There were no questions, comments or discussion, and the motion carried with a vote of 6-0.

### **Public Comments**

President, Tammy Neumann opened the floor to public comments.

Nathaniel McCarthy thanked the Board, students and staff.

Will Outsen had questions regarding the vaping litigation at the November 17, 2022 meeting and the District Energy Audit.

There were no more public comments.

### **Other Discussion**

#### **A. Board Comments**

Student Board Member, Tyler Branigan, thanked the Board again for letting him and Carter being a part of the Board. They appreciate having a voice at the table. He also appreciates the continued support for the exchange programs and international trips. He also commented that expanding after school extracurriculars to include homeschool students is also an incredible opportunity for regularly enrolled students. It is a place for them to meet people that they would not normally met.

Trustee, Sean Leddy, commented that he attended the two concerts and enjoyed them, however, he was not able to find them on the website or YouTube. He hopes that they eventually appear in those places.

Trustee, James Tucker, Jr., said it was nice to see the marching band in the parade. They did a good job.

Trustee, Lucy Kelly, was glad to see scholar athlete data but wondered if we could find information on scholars from other organizations, such as musicians, FFA and other clubs. She wanted to know that their correlation is between certain activities and academics.

Superintendent, Kelly Zimmerman, said that the data for athletes is composed by NYSPHSAA for the school. She was not sure if NYSSMA did the same but would check.

Trustee, Lauren Raba, said she was able to attend all three of our mental health series and the students were really receptive to the messages. Jared Campbell is a remarkable speaker and was very captivating. She hopes that we can bring in more speakers like that.

Trustee, Kimberly Shephard, thanked everyone around the circle and wished Happy Holidays to all.

### **Close Meeting:**

The next Regular Meeting of the Board of Education will be held on Monday, January 23, 2023 at 5:00 p.m. in the High School Library Media Center.

### **Enter an Executive Session**

On a motion made by Kimberly Shephard, seconded by Lauren Raba, the Board of Education entered Executive Session to discuss matters regarding personnel and the terms of a contract with the district with no action to be taken, at 9:19 p.m.

### **Leave Executive Session:**

On a motion made by Sean Leddy, seconded by Lauren Raba, the Board of Education left Executive Session at 9:35 p.m.

**Adjourn Meeting:**

On a motion made by Sean Leddy, seconded by James Tucker, Jr., the Board of Education adjourned the Regular Meeting at 9:35 p.m.

Respectfully submitted,

Lisa A. Kulaski  
District Clerk

BOE Approved: 1/30/2023