

3.2

**Randolph Academy Union Free School District  
Board of Education Meeting  
June 13, 2018**

Location: Randolph Campus @ 3:30 p.m.  
With Video Participation at Hamburg Campus

**Calendar:**

**Graduation – June 21, 2018 @ 1 p.m. – Hamburg Campus**  
**Graduation – Jun 21, 2018 @ 6 p.m. – Randolph Campus**  
**NYSBA School Boards Reception – June 25, 2018 @ 6 p.m. – Olean, NY**  
**BOE Reorganizational Meeting – July 11, 2018 @ 9 a.m. – Randolph Campus**  
**Board Appreciation Dinner with Richard Weikel – July 13, 2018 – Time: TBA**  
**Meeting with Leadership Committee/Superintendent's Evaluation – August 20, 2018 @ 9 a.m.**

**MINUTES – Unofficial**

The **REGULAR MEETING of the Randolph Academy Union Free School District was called to order at 3:32 p.m. on June 13, 2018 at the Randolph Campus.** Mrs. Myers presided. Roll call was taken and the Pledge of Allegiance was recited.

**Board Members Present:** Mary Myers – President, Lea Anne Cali – Vice President, Brad Sande, \*Dr. Robert Olczak

**Administrators and District Officials:** Lori DeCarlo – Superintendent, Cynthia Johnson – Acting Principal, Dr. Mary Pauly – District Administrator, Tina Rogers – District Clerk, Regina Sheldon – District Treasurer, David DiTanna – CPA

**Board Members Absent:**

**Board Members Excused:** Ruth Henry, Rev. Leslie Latham, Leslie Shellenbarger

**Administrators and District Officials Absent:**

**Administrators and District Officials Excused:** Richard Weikel, John Kwietniewski

**Guests/Reporters:** Brian Fleischmann

\*Video participation @ Hamburg Campus

**Review of the Board Calendar**

President Myers reviewed the calendar

**Acceptance of the Agenda & Minutes**

Upon the recommendation of the Superintendent, the Board of Education approved the **Agenda for June 13, 2018, with additions of: 5.2, 6.12, 6.13, 6.14, 7.2.2, 9.3, 9.4, and the Minutes, for May 23, 2018.**

Mrs. Cali moved to approve, seconded by Mr. Sande

Carried unanimously: 4:0:0

**Reports**

**Board News & Comments**

President Myers reported on the board retreat held May 25<sup>th</sup>. She reports that it went well and was a productive day. President Myers further reports that she has received a letter of resignation from Rev. Leslie Latham, board member.

**Board Member Resignation**

**The board took action and accepted the resignation of Rev. Latham's seat on the board, with regret and appreciation.**

Mr. Sande moved to approve, seconded by Mrs. Cali

Carried unanimously: 4:0:0

Other discussion items included: Dinner with Mr. Weikel on July 13<sup>th</sup>, Board to meet with leadership committee and Superintendent's evaluation on August 20<sup>th</sup>.

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**Superintendent's Report**

A report was given, via video, by George Taylor with Beyond Feedback, on the results from a recent employee engagement survey made available online to all employees. He reports a 5% increase in responses from the survey conducted in 2017. Scores increased across all areas at the Hamburg Campus. Employees from both campuses strongly agree with the schools mission, and with working with the students and participating in their growth. Areas of concern were also given. Mr. Taylor will follow-up on recommendations to those areas in which improvements are needed, along with employee exit survey results. Mrs. DeCarlo expressed that she is grateful for our talent, and sees movement being made for the better in regards to trainings for staff, and focus being made on school safety. She further thanked Mr. Taylor for providing us with this report.

Mrs. DeCarlo, gave a general program update. She reported on finalizing the 2017-18 school year and preparing for June 21<sup>st</sup> graduations. The commencement speakers will be Sheriff Timothy Whitcomb at Randolph Campus and Mr. Jehuu Caulrick at Hamburg Campus.

Mrs. DeCarlo gave a capital project update on the window replacement project at Randolph Campus. Installation is expected to begin next week.

**Principal's Report**

Behavior and attendance reports for the month of May were included in the board packet. Mrs. Johnson reviewed the Randolph Campus reports. She also reported on Restorative Justice practices. She has been contacted by the editor from *On Board*, to submit an article on how and where RJ works and where it doesn't work. We can expect to see the full article in an upcoming edition.

**Treasurer's Report**

Reports were included in the board packet. Mr. DiTanna reviewed budget expenditures. He also reports that we are at the end of our 5-year external audit contract. Bid requests for proposals have been sent out to eight firms with a July 2<sup>nd</sup> end date.

**Fundraising Reports**

Included in the board packet was a report from the Pathfinders club fundraiser for the Lymphoma & Leukemia Society.

**Financial**

**Risk Management Consulting Services - Informational Only**

Discussion ensued, with the board considering approving services, pending total cost to include both campuses in the contract. Follow-up will be made.

**ESI Group Renewal Contract for EAP Services**

Upon the recommendation of the Superintendent, and on motion of Mr. Sande, seconded by Mrs. Cali, the Board of Education **approved the renewal contract with the ESI Group for the Employee Assistance Program (EAP), for the period of July 1, 2018 through June 30, 2019, at a cost of \$3,472.56, as presented.**

Carried unanimously: 4:0:0

**2018-19 Guardian Dental/Vision Renewal Rates**

Upon the recommendation of the Superintendent, and on motion of Dr. Olczak, seconded by Mrs. Cali, the Board of Education **approved the 2018-19 Guardian Dental/Vision renewal rates, with four (4) added dental enhancements and no increase to the premium, with rates at single coverage of \$37.29 and family coverage at \$104.67 per month, as presented.**

**Dental Enhancements:**

Dependent Coverage to age 26  
Implants  
Max Roll Over Feature  
Fluoride to age 19

Carried unanimously: 4:0:0

**Randolph Academy Union Free School District**

**Board of Education Meeting**

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**2018-19 Annual Budget**

Upon the recommendation of the Superintendent, and on motion of Dr. Olczak, seconded by Mrs. Cali, the Board of Education approved the **adoption of the 2018-19 general fund budget in the amount of \$9,300,000 as presented.**

Carried unanimously: 4:0:0

**Budget Transfer to Food Service Fund**

Upon the recommendation of the Superintendent, and on motion of Mrs. Cali, seconded by Mr. Sande, the Board of Education approved a **budget transfer of \$90,000 from the general fund to the food service fund for the fiscal year ended June 30, 2018.** The transfer represents amount required to cover costs of operations not supported by food service revenue in the amount of \$67,000, along with \$23,000 associated with the replacement of freezer/cooler units at both the Randolph and Hamburg Campus, and the purchase of breakfast food carts at both campuses.

Carried unanimously: 4:0:0

**Budget Transfer to Capital Projects Fund – Interfund Expenditure**

Upon the recommendation of the Superintendent, and on motion of Dr. Olczak, seconded by Mrs. Cali, the Board of Education **approved the transfer of \$285,000 (from the general fund to the capital projects fund related to the Randolph Campus project for the fiscal year ended June 30, 2018. The transfer will be recorded as an interfund expenditure (account A9950.900 – transfer to capital projects fund) in the general fund and interfund revenue (account 5031.000 – transfer from the general fund) in the capital projects fund.** Funds transferred will be utilized to pay for equipment costs for the playground equipment which is considered direct-care expenditures, along with site work necessary for the playground.

Carried unanimously: 4:0:0

**Budget Transfer to Capital Projects Fund – Site Work and Non-Equipment Related Costs**

Upon the recommendation of the Superintendent, and on motion of Mrs. Cali, seconded by Mr. Sande, the Board of Education **approved the recording of expenditures related to site work and other non-equipment related costs in 2017-18 associated with the Hamburg Campus playground up to the amount of \$30,250.41 in the general fund effective for the fiscal year ended June 30, 2018.** The amount expended in the general fund will be determined after June 30, 2018 as the District considers its impact on the both non-direct and total cost screens. Any amount associated with such site work and other related costs not expended in the general fund, will be expended in the capital project fund utilizing the former Hopevale UFSD carryover funds.

Carried unanimously: 4:0:0

**Building Aid Repayment**

Upon the recommendation of the Superintendent, and on motion of Dr. Olczak, seconded by Mrs. Cali, the Board of Education **approved paying building aid due to the NYS State Education Department in the amount of \$57,792 of which \$23,064 will be repaid from the general fund and \$34,728 repaid from the capital project fund.**

Carried unanimously: 4:0:0

**HRI Commercial Foodservice- Freezer/Cooler Units**

Upon the recommendation of the Superintendent, and on motion of Mrs. Cali, seconded by Dr. Olczak, the Board of Education approved the following purchases for **Hamburg Campus of freezer/cooler units, and related costs, from HRI Commercial Foodservice, for a total cost of \$9,996.65, as presented:**

- 1 Freezer Condenser Unit for Walk-In Freezer @ \$2, 794.67**
- 1 Freezer Evaporator Unit for Walk-In Freezer @ \$1,203.61**
- 1 Cooler Condenser Unit for Walk in Cooler @ \$1,795.16**
- 1 Cooler Evaporator Unit for Walk in Cooler @ \$808.19**
- 1 Removal of old systems & Installation to all new systems @ \$3,095.02**
- Freight Cost @ \$300.00**

**Randolph Academy Union Free School District**

**Board of Education Meeting**

**June 13, 2018**

**Location: Randolph Campus @ 3:30 p.m.  
With Video Participation at Hamburg Campus**

Carried unanimously: 4:0:0

**2018 RAN Resolution**

Upon the recommendation of the Superintendent, and on motion of Mrs. Cali, seconded by Dr. Olczak, the Board of Education approved the following **Revenue Anticipation Note Resolution**:

**A REVENUE ANTICIPATION NOTE RESOLUTION, DATED JUNE 13, 2018, DELEGATING TO THE PRESIDENT OF THE BOARD OF EDUCATION OF RANDOLPH ACADEMY UNION FREE SCHOOL DISTRICT, CATTARAUGUS COUNTY, NEW YORK (THE "DISTRICT"), THE POWER TO AUTHORIZE THE ISSUANCE OF AND TO SELL UP TO \$1,750,000 OF REVENUE ANTICIPATION NOTES OF THE DISTRICT IN ANTICIPATION OF THE COLLECTION OF REVENUES TO BE RECEIVED FROM PUBLIC SCHOOL DISTRICTS THAT PLACE STUDENTS IN THE DISTRICT DURING THE FISCAL YEAR OF THE DISTRICT COMMENCING JULY 1, 2018.**

**BE IT RESOLVED**, by the Board of Education of the District (the "Board"), as follows:

**Section 1.** The power to authorize the issuance of and to sell up to \$1,750,000 of revenue anticipation notes of the District, including renewals thereof, in anticipation of the collection of revenues to be received from public school districts that place students in the District during the fiscal year of the District commencing July 1, 2018, is hereby delegated to the President of the Board, as the chief fiscal officer of the District (the "President"). Such notes shall be of such terms, form and content as may be determined by the President, consistent with the provisions of the Local Finance Law.

**Section 2.** In the absence or unavailability of the President, the Vice President of the Board is hereby specifically authorized to exercise the powers delegated to the President in this resolution.

**Section 3.** This resolution shall take effect immediately, and this resolution shall be placed in the official minutes of the meetings of the Board as an official action of the Board.

Carried unanimously: 4:0:0

**School Vehicle Purchase**

Upon the recommendation of the Superintendent, and on motion of Dr. Olczak, seconded by Mr. Sande, the Board of Education approved the purchase of **one (1) 2018 Dodge Grand Caravan from the NYS Office of General Services, bid #PC67945, at a cost of \$23,075.00, as presented.**

Carried unanimously: 4:0:0

**Hubert: Breakfast Food Carts**

Upon the recommendation of the Superintendent, and on motion of Mrs. Cali, seconded by Mr. Sande, the Board of Education approved the **purchase of food carts for both Randolph and Hamburg Campus from Hubert, at a total combined cost of \$5,148.28, as presented.**

Carried unanimously: 4:0:0

**HRI Commercial Foodservice: Walk-in Cooler/Freezer**

Upon the recommendation of the Superintendent, and on motion of Dr. Olczak, seconded by Mrs. Cali, the Board of Education approved the **purchase of a walk-in cooler/freezer for Randolph Campus from HRI Commercial Foodservice, at a cost of \$7,115.75, as presented.**

Carried unanimously: 4:0:0

**Republic Services Contract: Garbage/Recycling Disposal**

Upon the recommendation of the Superintendent, and on motion of Mr. Sande, seconded by Dr. Olczak the Board of Education approved a **one (1) year contract with Republic Services, for garbage/recycling services at the Hamburg Campus, during the period of July 1, 2018 through June 30, 2019, at a cost of \$2,159.84, as presented.**

Carried unanimously: 4:0:0

**Randolph Academy Union Free School District**

***Board of Education Meeting***

**June 13, 2018**

**Location: Randolph Campus @ 3:30 p.m.**

**With Video Participation at Hamburg Campus**

***Personnel***

***Resignations***

**Resignation – Teacher Aide**

Upon the recommendation of the Superintendent, and on motion of Mrs. Cali, seconded by Dr. Olczak, the Board of Education accepted the **resignation from Michael Hays, Teacher Aide, effective June 5, 2018, as presented.**

Carried unanimously: 4:0:0

**Resignation – Special Education Teacher**

Upon the recommendation of the Superintendent, and on motion of Mrs. Cali, seconded by Mr. Sande the Board of Education accepted the **resignation from Chelsea Wiechec, Special Education Teacher, effective August 17, 2018, with health benefits to cease on August 31, 2018, as presented.**

Carried unanimously: 4:0:0

**Resignation for the Purpose of Retirement – Special Education Teacher**

Upon the recommendation of the Superintendent, and on motion of Dr. Olczak, seconded by Mr. Sande, the Board of Education accepted the **resignation, for the purpose of retirement, from Megan Casey, Special Education Teacher, effective August 29, 2018, with health benefits to cease on August 31, 2018, as presented.**

Carried unanimously: 4:0:0

**Resignation Agreement**

Upon the recommendation of the Superintendent, and on motion of Mrs. Cali, seconded by Mr. Sande, the Board of Education accepted the **resignation agreement executed by Jason Bussman and the Randolph Academy Professional Association, and directed the Superintendent to execute on behalf of the District, as presented.**

Carried unanimously: 4:0:0

***Appointments***

**Summer School ELA Teacher**

Upon the recommendation of the Superintendent, and on motion of Mrs. Cali, seconded by Mr. Sande, the Board of Education appointed **Shannon Farrell to the 2018 Summer School Teacher position at Randolph Campus, to commence on July 9, 2018 through August 17, 2018. She will be paid at the Step 2 rate of pay, as presented.**

Carried unanimously: 4:0:0

**Summer School Teacher Aide**

Upon the recommendation of the Superintendent, and on motion of Mr. Sande, seconded by Mrs. Cali, the Board of Education appointed **Mary Abraham to the 2018 Summer School position of Teacher Aide at Randolph Campus, to commence on July 9, 2018 through August 17, 2018. She will be paid in accordance to the collective bargaining agreement between Randolph Academy UFSD and Randolph Academy Support Staff Association, as presented.**

Carried unanimously: 4:0:0

***Old Business***

None

***New Business***

**Family Facilitator – Informational Only**

**2018 Reorganizational Meeting**

Upon the recommendation of the Superintendent, and on motion of Mr. Sande, seconded by Mrs. Cali, the Board of Education **set the date of the 2018 Reorganizational Meeting for Wednesday, July 11<sup>th</sup> at 9:00 am.**

Carried unanimously: 4:0:0

Randolph Academy Union Free School District  
*Board of Education Meeting*

June 13, 2018

Location: Randolph Campus @ 3:30 p.m.  
With Video Participation at Hamburg Campus

**\*Extend Contract of School District Administrator**

Upon the recommendation of the Superintendent, and on motion of Dr. Olczak, seconded by Mrs. Cali, the Board of Education approved in **extending the contract agreement of the School District Administrator, Dr. Mary Pauly, through July 31, 2018, as presented.**

Carried unanimously: 4:0:0

**\*Addendum to Employment Agreement of Principal-Randolph Campus**

Upon the recommendation of the Superintendent, and on motion of Dr. Olczak, seconded by Mrs. Cali, the Board of Education approved the **addendum made to the Employment Agreement between the District and Richard Weikel, Principal-Randolph Campus, as presented.**

Carried unanimously: 4:0:0

\*Motions made after executive session

**Correspondence**

Parent Letters

**Public Participation**

None

**Executive Session**

On motion of Mrs. Cali, seconded by Mr. Sande, to enter into **executive session at 4:55 p.m.** for the following reasons:

Matters leading to the appointment, employment, promotion, demotion, discipline, or removal of a particular person/persons or corporation

Carried unanimously: 4:0:0

**Returned to Public Session @ 5:20 p.m.**

\*Approved motions

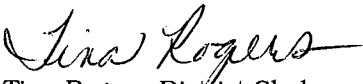
**Adjournment**

On motion of Mrs. Cali, seconded by Mr. Sande, the meeting adjourned @ **5:22 p.m.**

Carried unanimously: 4:0:0

Next BOE meeting to be held on **Wednesday, July 11, 2018 @ 9 a.m. at Randolph Campus.**

Respectfully submitted,



Tina Rogers, District Clerk