

**Randolph Academy Union Free School District
Board of Education
Re-organizational Meeting
July 11, 2018**

Location: Randolph Campus @ 9:00 a.m.
With Video Participation at Hamburg Campus

Calendar:

Board Retreat: Meeting with Leadership Committee/Superintendent's Evaluation – August 20, 2018 @ 9 a.m.
BOE Meeting – August 22, 2018 @ 3:00 p.m. – Randolph Campus

MINUTES – Unofficial

The **Annual Re-organizational Meeting** of the Randolph Academy Union Free School District was called to order at **9:05 a.m. on July 11, 2018** at the **Randolph Campus**. Tina Rogers, District Clerk, acting as temporary chairperson presided. Pledge of Allegiance was recited and roll call was taken.

Board Members Present: Mary Myers - President, Brad Sande, Ruth Henry, *Dr. Robert Olczak
**by video participation*

Administrators and District Officials: Lori DeCarlo - Superintendent, *John Kwietniewski- Principal (9:10), Dr. Mary Pauly – Principal, Cynthia Johnson – Director of Curriculum, Regina Burritt - District Treasurer, Tina Rogers - District Clerk, David DiTanna - CPA
**by video participation*

Board Members Excused:

Board Members Absent: Lea Anne Cali, Leslie Shellenbarger

Administrators and District Officials Absent:

Administrators and District Officials Excused:

Guests/Reporters: Brian Fleischmann

Acceptance of the Agenda & Minutes

Upon the recommendation of the Superintendent, the Board of Education approved the **Agenda for July 11, 2018, with additions of: 10.11 & 10.12, 11.1.2(financial) – 11.1.6 & 11.2.2(personnel), and the Minutes for June 13, 2018.** Mr. Sande moved to approve seconded by Mrs. Henry.

Carried unanimously: 4:0:0

Election of Board of Education President

The Board of Education **elected Mrs. Mary Myers as President of the Board of Education for the 2018-2019 school year.** Mrs. Henry nominated Mrs. Myers, seconded by Mr. Sande. Mr. Sande moved nominations be closed, seconded by Dr. Olczak.

Carried unanimously: 4:0:0

Oath of Office was administered to Mrs. Myers

President Myers took over presiding over the meeting

Election of Board of Education Vice President

The Board of Education **elected Mrs. Lea Anne Cali as Vice President of the Board of Education for the 2018-2019 school year.** Dr. Olczak nominated Mrs. Cali, seconded by Mr. Sande. Mr. Sande moved nominations be closed, seconded by Mrs. Henry.

Carried unanimously: 4:0:0

Oath of Office taken upon her return

Resolution to Authorize Vice President

Be it Resolved, the Vice President will act on behalf of the President in his absence. Mr. Sande moved to approve, seconded by Mrs. Henry.

Carried unanimously: 4:0:0

Mr. Kwietniewski entered meeting (9:05)

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Appointments & Oath of Office

Oath of Office was administered to the following: Lori DeCarlo, Superintendent/Chief School Officer, Brad Sande, Board Member (3 yr. term), Dr. Robert Olczak (3 yr. term)

Upon the recommendation of the Superintendent, and on motion of Dr. Olczak, seconded by Mr. Sande, the Board of Education approved the following **Appointments:**

District Clerk:	Tina Rogers (Oath of Office taken on July 11, 2018)
District Treasurer:	Regina Sheldon (Oath of Office taken on July 11, 2018)
Deputy District Clerk:	Regina Sheldon
Internal Claims Auditor:	JoAnn Anderson (Oath of Office taken on July 11, 2018)
External (Independent) Auditor:	TBD
School Attorney:	Emina Poricanin - Hodgson & Russ, LLP
Business Consultant:	David DiTanna - Buffamante Whipple Buttafaro, P.C.
Purchasing Agent/Certifier of Payrolls:	Lori DeCarlo
Records Access/Management Officer:	Regina Sheldon
District Physician:	Dr. Erika Connor (CONTRACT RENEWAL NEEDED)
Designated Educational Officials (DEO):	Mary Pauly & John Kwietniewski
Audit Committee:	Ruth Henry - Chairperson, Brad Sande, Lea Anne Cali
Dignity Act Coordinators:	Mary Pauly & John Kwietniewski
Pro-Tem:	Lori DeCarlo & President Mary Myers
Title IX/Section 504/ADA Compliance Officer:	Lori DeCarlo
Chief Information Officer:	Lori DeCarlo
CSE Chairperson:	Susan Vanderzyden
Title I Grant Coordinator:	Cynthia Johnson
Title VI Civil Rights Coordinator	Lori DeCarlo
Title VI Civil Rights Complaint Officers:	Mary Pauly & John Kwietniewski
Supervisors of Student Attendance:	Natalie Harrington & Shelly Harris
Chemical Hygiene Officer:	Ralph Shellenbarger
Title X Officer- McKinney Vento Liaisons:	Lori Decarlo, John Kwietniewski, Mary Pauly

Carried unanimously: 4:0:0

Other Designations/Items

Superintendent/Chief School Officer

On motion of Dr. Olczak, seconded by Mr. Sande, the Board of Education designates the **Superintendent/Chief School Officer, Lori DeCarlo.**

Carried unanimously: 4:0:0

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Authorization of Payroll

Upon the recommendation of the Superintendent, and on motion of Mrs. Henry, seconded by Mr. Sande, the Board of Education authorized the **Superintendent to pay salaries and all utilities when they are due.**

Carried unanimously: 4:0:0

Re-establish Accounts and Treasurer's Receipt

Upon the recommendation of the Superintendent, and on motion of Mr. Sande, seconded by Dr. Olczak, the Board of Education approved **re-establishing a uniform system of accounts and treasurer's receipts for the 2018-19 school year.**

Carried unanimously: 4:0:0

Petty Cash Fund(s)

Upon the recommendation of the Superintendent, and on motion of Mr. Sande, seconded by Dr. Olczak, the Board of Education **re-established a petty cash fund of \$200.00 (\$100.00 for each campus) for the General Fund.**

Carried unanimously: 4:0:0

Blanket Bond

Upon the recommendation of the Superintendent, and on motion of Mr. Sande, seconded by Dr. Olczak, the Board of Education approved the **purchase of a Blanket Bond for all school employees, with an extra stipulation for the District Treasurer, Superintendent/Purchasing Agent, and Internal Claims Auditor.**

Carried unanimously: 4:0:0

Official Bank Depositories

Upon the recommendation of the Superintendent, and on motion of Mr. Sande, seconded by Dr. Olczak, the Board of Education designates **Cattaraugus County Bank and KeyBank as Official Bank Depositories for school funds.**

Carried unanimously: 4:0:0

Official Bank Signatories

Upon the recommendation of the Superintendent, and on motion of Mr. Sande, seconded by Dr. Olczak, the Board of Education designates **Lori DeCarlo and Regina Sheldon as Official Bank Signatories.**

Carried unanimously: 4:0:0

Credit Cards - Users Limits

Upon the recommendation of the Superintendent, and on motion of Mr. Sande, seconded by Dr. Olczak, the Board of Education approved the following **credit cards and users limits:**

Credit Card	Acct. # ending in	Credit Limit
Exxon	0042	\$1,000
Walmart	0701	\$1,000
Lowe's	2421	\$4,000
Bank of America	8033	\$22,000
Tops	0706	Unlimited

Carried unanimously: 4:0:0

IRS Mileage Reimbursement Rate

Upon the recommendation of the Superintendent, and on motion of Mr. Sande, seconded by Dr. Olczak, the Board of Education approved the **IRS Mileage Reimbursement Rate set annually in January (currently at 54.5 cents per mile), with the exception of other rates negotiated separately.**

Carried unanimously: 4:0:0

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Official Newspaper(s)

Upon the recommendation of the Superintendent, and on motion of Mr. Sande, seconded by Dr. Olczak, the Board of Education designates **The Jamestown Post Journal and The Hamburg Sun as the official newspapers.**

Carried unanimously: 4:0:0

Board Meetings

Upon the recommendation of the Superintendent, and on motion of Mr. Sande, seconded by Dr. Olczak, the Board of Education approved the following **Board Meeting Schedule:**

July, August 2018:	2^{nd.} or 4^{th.} Wednesday @ 3 p.m.
September 2018 – June 2019:	2^{nd.} or 4^{th.} Wednesday @ 3:30 p.m.

Carried unanimously: 4:0:0

Board of Education Policies and Bylaws, Code of Ethics

Upon the recommendation of the Superintendent, and on motion of Mr. Sande, seconded by Dr. Olczak, the Board of Education approved the **Board Policies, Bylaws and Code of Ethics, as previously adopted by the Board of Education be reaffirmed, including the following:**

<u>Policy#</u>	<u>Name</u>
5410	Purchasing
5220	Investments

Carried unanimously: 4:0:0

Conference Approval

Upon the recommendation of the Superintendent, and on motion of Mr. Sande, seconded by Dr. Olczak, the Board of Education **awards authority to the Superintendent to send staff to conferences, meetings, etc., in accordance with School Board Policy, the approved budget and all contracts.**

Carried unanimously: 4:0:0

Grants/Aid

Upon the recommendation of the Superintendent, and on motion of Mr. Sande, seconded by Dr. Olczak, the Board of Education **designates the Superintendent to apply for Grants in Aid.**

Carried unanimously: 4:0:0

School Pesticide Representative:

Upon the recommendation of the Superintendent, and on motion of Mr. Sande, seconded by Dr. Olczak the Board of Education **designates Ralph Shellenbarger as the School Pesticide Representative.**

Carried unanimously: 4:0:0

Certification of APPR Lead Evaluator for Classroom Teachers

Upon the recommendation of the Superintendent, and on motion of Mr. Sande, seconded by Dr. Olczak, the Board of Education **designates Cynthia Johnson as Certified APPR Lead Evaluator for Classroom Teachers.**

Carried unanimously: 4:0:0

Certification of APPR Evaluators for Classroom Teachers

Upon the recommendation of the Superintendent, and on motion of Mr. Sande, seconded by Dr. Olczak, the Board of Education **designates Mary Pauly, John Kwietniewski, and Delia Bonenberger as Certified APPR Evaluators for Classroom Teachers.**

Carried unanimously: 4:0:0

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Delegate & Alternate Delegate of the Allegany Cattaraugus Schools Medical Health Plan

Upon the recommendation of the Superintendent, and on motion of Mr. Sande, seconded by Dr. Olczak, the Board of Education **designates the Chief School Officer as the Delegate and the District Treasurer as the Alternate Delegate to the Board of Directors of the Allegany Cattaraugus Schools Medical Health Plan for the 2018-19 fiscal year.**

Carried unanimously: 4:0:0

Standard Work Day Resolution

BE IT RESOLVED, that the Randolph Academy UFSD, Location Code 75705, hereby establishes the **standard work days for the titles of District Treasurer and District Clerk** and will report the officials to the New York State and Local Retirement system based on their record of activities.

Mr. Sande moved to approve, seconded by Dr. Olczak

Carried unanimously: 4:0:0

Student Code of Conduct

Upon the recommendation of the Superintendent, and on motion of Mr. Sande, seconded by Dr. Olczak, the Board of Education approved the **Student Code of Conduct.**

Carried unanimously: 4:0:0

Reports

Board News & Comments

President Myers reports that the board and administration will host an appreciation dinner to honor Richard Weikel's retirement on July 13th.

Board retreat – meeting with leadership committee & Superintendent's evaluation held on August 20th @ 9am.

Mrs. Myers reports the next regular board meeting is August 22nd. @ 3pm.

Superintendent's Report

Mrs. DeCarlo, gave a general program update. She reports that summer school is off to a good start. Enrollment is lower than expected, with movement taking place with the residential students.

Mrs. DeCarlo gave a legislative update report regarding NYSED tuition rate methodology. She further reported receiving communication from the Coalition of Special Act Schools, asking for our return to membership. Discussion ensued, with Mrs. DeCarlo asking the board for their guidance. Follow-up will be made.

Principal's Report

Behavior and attendance reports for the month of June were included in the board packet. Mrs. Johnson reviewed the Randolph Campus reports. Mr. Kwietniewski reviewed Hamburg Campus reports. Both reported on end of year testing, with overall regents results as good. Mr. Kwietniewski reports that the food truck is ready. A schedule is being prepared.

Treasurer's Report

No reports.

Fundraising Reports

Included in the board packet was a 2017-18 Randolph Campus senior class fundraiser year-end report.

Financial

Presence Learning Agreement

Upon the recommendation of the Superintendent, and on motion of Mr. Sande, seconded by Mrs. Henry, the Board of Education approved a **renewal agreement with Presence Learning for the 2018-19 academic year, for counseling services, at a cost of \$1,638.00 per month for ten (10) students, as presented.**

Carried unanimously: 4:0:0

Risk Management Consulting Services

Upon the recommendation of the Superintendent, and on motion of Mrs. Henry, seconded by Mr. Sande the **Comprehensive Risk and Threat Assessment for both Randolph and Hamburg Campuses from Corporate Screening & Investigation Group at a cost of \$3,500 contracted through CA BOCES Coser, as presented.**

Carried unanimously: 4:0:0

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Amend Previous Motion Cost of HRI Commercial Food Service: Freezer/Cooler Units

Upon the recommendation of the Superintendent, and on motion of Dr. Olczak, seconded by Mr. Sande, the Board of Education **amended the cost to the approval made at the June 13, 2018 meeting to purchase freezer/cooler units for Hamburg Campus from HRI Commercial Food Service, to the amended cost of up to \$10,296.65 to include added shipping costs, as presented.**

Carried unanimously: 4:0:0

Johnson Controls Fire Protection Service & Support Agreement

Upon the recommendation of the Superintendent, and on motion of Dr. Olczak, seconded by Mr. Sande, the Board of Education approves the **Services and Support Agreement with Johnson Controls for fire protection services at both Randolph and Hamburg Campuses, for July 1, 2018 – June 30, 2019, at a cost of \$6,145.00, as presented.**

Carried unanimously: 4:0:0

Streamline Designs – Food Truck Vehicle Wrap

Upon the recommendation of the Superintendent, and on motion of Mr. Sande, seconded by Dr. Olczak, the Board of Education approved the **purchase of vinyl wrap for the Randolph Academy Food Truck from Streamline Designs at a cost of \$3,750.00, as presented.**

Carried unanimously: 4:0:0

Pitney Bowes Postage Meter Lease – Randolph Campus

Upon the recommendation of the Superintendent, and on motion of Mrs. Henry, seconded by Mr. Sande, the Board of Education approved a **5 year lease with Pitney Bowes for the DM400C postage meter at the Randolph Campus in the amount of \$118.96 per month, as presented.**

Carried unanimously: 4:0:0

Pitney Bowes Postage Meter Lease – Hamburg Campus

Upon the recommendation of the Superintendent, and on motion of Mrs. Henry, seconded by Mr. Sande, the Board of Education approved a **5 year lease with Pitney Bowes for the Send Pro C200 postage meter at the Hamburg Campus in the amount of \$45.45 per month, as presented.**

Carried unanimously: 4:0:0

Renaissance - Star Math & Reading Renewal

Upon the recommendation of the Superintendent, and on motion of Mrs. Henry, seconded by Dr. Olczak, the Board of Education approved the **renewal agreement with Renaissance, for Star Math and Star Reading services, to begin on August 1, 2018 – July 31, 2019, at a total cost of \$3,808.00, as presented.**

Carried unanimously: 4:0:0

Shred-It Contract

Upon the recommendation of the Superintendent, and on motion of Dr. Olczak, seconded by Mr. Sande, the Board of Education approved the **service agreement with Shred-It, for paper shredding services for both Randolph and Hamburg Campuses for the 2018-19 school year, at a cost of \$1,512.00, as presented.**

Carried unanimously: 4:0:0

Smart Edge Contract

Upon the recommendation of the Superintendent, and on motion of Dr. Olczak, seconded by Mrs. Henry, the Board of Education approved the **service and support agreement for building controls for both Randolph and Hamburg Campuses, with Smart Edge, effective July 1, 2018 – June 30, 2019, at a cost of \$22,950.00, State contract, # PAT65380, as presented.**

Carried unanimously: 4:0:0

Capital Project Change Order

Upon the recommendation of the Superintendent, and on motion of Mr. Sande, seconded by Dr. Olczak, the Board of Education approved the **change orders for #107019, Phase 2 Window Replacement Project, and #17060, Randolph Campus Playground Project, as presented:**

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17019 Phase 2 window project

1. Change Request 3 – Door hardware: Up to \$20,000
2. Change Request 4 – Door & frame modifications required for the revised hardware. Specifically the overhead stops: \$ 4980.36
3. Change Request 5 – upgrade shade fabric from 5% shear weave fabric, as specified, to be "black out" shade fabric/material at the four (4) locations at cafeteria: \$ 539.00
4. Change Request 6 –Blackout shade added to double door transom at cafeteria: \$ 169.40
5. Change request XX – Deglazing window at air conditioning locations and adding an insulated panel and cutting opening for the air conditioning unit: Up to \$6,000

Approved Change Orders to date-phase 2 Window project:

CO-00003 – 95.99 - Corian stools at inside of exterior door sidelights. Amount not covered in the \$ 4000 allowance.

CO-00002 – 1814.02 - Corian Stools at inside of exterior door sidelights. Draw against \$4000 contract allowance and completes the \$ 4000 allowance.

CO-00001 – 2185.98 - Break Metal at Exterior doors. Draw against \$4000 contract allowance.

17060 Randolph Campus playground

1. Recommendation Letter, Bid tabulation and proposals submitted for survey work required for the playground design: Freeman & Freeman were low at \$ 2,750.
2. YWA proposal for the RC playground - \$19,200

Carried unanimously: 4:0:0

Networking Switches

Upon the recommendation of the Superintendent, and on motion of Dr. Olczak, seconded by Mr. Sande, the Board of Education approved the **purchase of networking switches through Dell, at the state contract price of \$8,288.70, as presented.**

Carried unanimously: 4:0:0

Executive Session

On motion of Mrs. Henry, seconded by Mr. Sande to **enter into executive session at 9:55 a.m.** for the following reasons:

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

Carried unanimously: 4:0:0

Returned to public session at 10:25 a.m.

Personnel

Appointments

Principal – Dr. Mary Pauly

RESOLVED THAT, upon the recommendation of the Superintendent of Schools, **Dr. Mary Pauly, who is duly certified in the Supervisor Administrator/Supervisor certification area, is hereby conditionally appointed to the position of Principal, in the administrative tenure area of Principal, for a probationary period of four (4) years, to commence on July 16, 2018 and to end on July 30, 2022.** Dr. Pauly's eligibility for tenure at the end of the said probationary period is dependent on her receiving APPR ratings of "effective" or "highly effective" in three of the four preceding years, without her having received an "ineffective" composite or overall rating in her final probationary year. The terms and conditions of this appointment will be governed by the Contract of Employment previously executed by Dr. Pauly and annexed to this Resolution, which Contract the Superintendent is hereby authorized and directed to execute on behalf of the District.

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

Carried unanimously: 4:0:0

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Substitute School Nurse

Upon the recommendation of the Superintendent, and on motion of Mrs. Henry, seconded by Mr. Sande, the Board of Education approved **Judith Nazzarett as a Substitute Registered School Nurse, effective upon receipt of her fingerprint & justice center clearances. She will be paid at the LT Substitute Registered School Nurse rate of \$125.00 per day, and \$100.00 per day as a regular substitute school nurse, as presented.**

Carried unanimously: 4:0:0

Summer School Extra-Curricular Activities Advisors

Upon the recommendation of the Superintendent, and on motion of Mrs. Henry, seconded by Mr. Sande, the Board of Education **appointed the following 2018 Summer School extra-curricular activities advisors, to be paid at a rate of \$525.00, per contract, as presented:**

Employee

**Matthew McCheskey
Gregory Jaszka**

Advisor

**Timber Wolf Advisor
Pathfinder Advisor**

Carried unanimously: 4:0:0

Elementary Teacher

Upon the recommendation of the Superintendent, and on motion of Mrs. Henry, seconded by Mr. Sande, the Board of Education **appointed Jacklyn Ellwood who holds a New York State Initial Certificate, permitting her to teach in the Childhood Education area, is hereby conditionally appointed to Childhood Education Teacher, in the tenure area of Elementary Education, for a probationary period of four (4) years to commence on August 29, 2018 and to end on August 28, 2022.** Eligibility for tenure at the end of the probationary period is dependent on receiving APPR ratings of effective or highly effective in 3 of the 4 of preceding years and no ineffective composite or overall rating in the final year. She will be paid in accordance with the salary schedule as outlined in the collective bargaining agreement between the Board of Education and Randolph Academy Professional Association and the **salary will begin at Step 1 of the pay scale, as presented.**

Carried unanimously: 4:0:0

Extend Contract of Director of Curriculum

Upon the recommendation of the Superintendent, and on motion of Mrs. Henry, seconded by Mr. Sande, the Board of Education **approved in extending the current contract of the Director of Curriculum, Cynthia Johnson through August 31, 2018, as presented.**

Carried unanimously: 4:0:0

Revise LT Substitute Nurse/Teacher Pay & Substitute Summer School District Employee Teacher Pay

Upon the recommendation of the Superintendent, and on motion of Mrs. Henry, seconded by Mr. Sande, the Board of Education approved to **increase the current substitute pay rate of a Long Term Substitute Nurse/Teacher from \$100.00/day to \$125.00/day, and increase the Substitute Summer School District Employee Teacher pay to Step 1, as presented.**

Carried unanimously: 4:0:0

Leaves

Medical Leave

Upon the recommendation of the Superintendent, and on motion of Mrs. Henry, seconded by Mr. Sande, the Board of Education approves a **medical leave of absence, with the use of benefit and/or accumulated sick leave time during the period of medical disability for the following employee, as presented:**

<u>Employee #</u>	<u>Type</u>	<u>Begin Date</u>	<u>Term</u>
912	Medical	7/10/2018 - 7/16/18	Continuous

Carried unanimously: 4:0:0

Old Business - None

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New Business

RAPA MOA for Presence Learning Services

Upon the recommendation of the Superintendent, and on motion of Mrs. Henry, seconded by Dr. Olczak, the Board of Education approved a **Memorandum of Agreement between the District and Randolph Academy Professional Association (RAPA) to engage with Presence Learning for the delivery of counseling services to student via telemedicine format during the period of September 4, 2018 through June 30, 2019, as presented.**

Carried unanimously: 4:0:0

CSE Recommendations

Upon the recommendation of the Superintendent, and on motion of Mrs. Henry, seconded by Dr. Olczak, the Board of Education approved the **CSE Recommendations from May & June 2018, as presented.**

Carried unanimously: 4:0:0

Correspondence

Food truck logo

Public Participation – None

Adjournment

The meeting was adjourned at 10:32 a.m. on motion of Brad Sande, seconded by Dr. Olczak.

Carried unanimously: 4:0:0

Next Regular BOE meeting to be held on: August 22, 2018 @ 3:00 p.m. – Location: Randolph Campus

Respectfully submitted,



Tina Rogers, District Clerk