

*Randolph Academy Union Free School District
Board of Education
Annual Reorganizational Meeting
July 11, 2018*

Location: Randolph Campus, District Board Room @ 9:00 a.m.
Video Participation available at Hamburg Campus

"Randolph Academy supports, empowers, and educates students to live safely, behave responsibly, treat all persons with respect, advance toward their goals, and succeed in the classroom."

Calendar:

BOE Reorganizational Meeting – July 11, 2018 @ 9 a.m. – Randolph Campus
Board Appreciation Dinner with Richard Weikel – July 13, 2018
Meeting with Leadership Committee/Superintendent's Evaluation – August 20, 2018 @ 9 a.m.
BOE Meeting – August 22, 2018 @ 3:00 p.m. – Randolph Campus

AGENDA

LOCATION: Randolph Campus, District Board Room @ 9:00 a.m.

Meeting called to order by _____, acting as Temporary Chairperson at _____ A.M. /P.M.

- 1. Pledge of Allegiance
- 2. Roll Call

Roll Call:	Present	Absent	Excused	Late Arrival
Mary Myers, President	_____	_____	_____	_____
Lea Anne Cali, Vice President	_____	_____	_____	_____
Brad Sande	_____	_____	_____	_____
Ruth Henry	_____	_____	_____	_____
Leslie Shellenbarger	_____	_____	_____	_____
Dr. Robert Olczak	_____	_____	_____	_____
 District Clerk: Tina Rogers	 _____	 _____	 _____	 _____
District Treasurer: Regina Sheldon	_____	_____	_____	_____
Lori DeCarlo: Superintendent	_____	_____	_____	_____
Dr. Mary Pauly: District Administrator	_____	_____	_____	_____
John Kwietniewski: Principal	_____	_____	_____	_____
Cynthia Johnson: Director of Curriculum	_____	_____	_____	_____
Dave DiTanna: CPA	_____	_____	_____	_____

Guests/Reporters:

3. Acceptance of the Agenda & Minutes

3.1 Superintendent recommends the Board of Education approve the **Agenda** for **July 11, 2018**.

3.2 Superintendent recommends the Board of Education approve the **Minutes** for **June 13, 2018**.

_____ moved to approve **3.1 & 3.2**. Seconded by _____ Aye _____ Nay _____ Abstain _____ Accepted/Rejected _____

4. Election of Board of Education President

The Board of Education elects _____, as **President of the Board of Education for the 2018-2019 school year**. (Sign Oath, gavel handed over to newly elected President)

_____ MOVED NOMINATION BE CLOSED, SECONDED BY _____

_____ Moved to approve, Seconded by _____ Aye _____ Nay _____ Abstain _____ Accepted/Rejected _____

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5. Election of Board of Education Vice President

The Board of Education elects _____, as **Vice President of the Board of Education for the 2018-2019** school year. (Sign Oath; Act on Resolution)

_____ MOVED NOMINATION BE CLOSED, SECONDED BY _____

_____ Moved to approve. Seconded by _____ Aye _____ Nay _____ Abstain _____ Accepted/Rejected _____

6. Resolution to Authorize Vice President

Be it resolved, the Vice President will act on behalf of the President in his/her absence.

_____ Moved to approve, Seconded by _____ Aye _____ Nay _____ Abstain _____ Accepted/Rejected _____

7. Appointments & Oath of Office

Oath of Office: Lori DeCarlo, Brad Sande, Dr. Robert Olczak, Ruth Henry

The Superintendent recommends the following appointments:

- | | |
|---|---|
| 7.1 District Clerk: | Tina Rogers (Oath of Office taken on July ____, 2018) |
| 7.2 District Treasurer: | Regina Sheldon (Oath of Office taken on July ____, 2018) |
| 7.3 Deputy District Clerk: | Regina Sheldon |
| 7.4 Internal Claims Auditor: | JoAnn Anderson (Oath of Office taken on July ____, 2018) |
| 7.5 External (Independent) Auditor: | |
| 7.6 School Attorney: | Emina Poricanin, Hodgson & Russ, LLP |
| 7.7 Business Consultant: | Dave DiTanna, Buffamante Whipple Buttafaro, P.C. |
| 7.8 Purchasing Agent/Certifier of Payrolls: | Superintendent |
| 7.9 Records Access/Management Officer: | Regina Sheldon |
| 7.10 District Physician: | Dr. Erika Connor (CONTRACT RENEWAL NEEDED) |
| 7.11 Designated Educational Officials (DEO): | Mary Pauly & John Kwietniewski |
| 7.12 Audit Committee: | Ruth Henry-Chairperson, Brad Sande, Lea Anne Cali |
| 7.13 Dignity Act Coordinators: | Mary Pauly & John Kwietniewski |
| 7.14 Pro-Tem: | Lori DeCarlo & BOE President |
| 7.15 Title IX/Section 504/ADA Compliance Officer: | Lori DeCarlo |
| 7.16 Chief Information Officer: | Lori DeCarlo |

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- | | |
|---|--|
| 7.17 CSE Chairperson: | Susan Vanderzyden |
| 7.18 Title I Grant Coordinator: | Cynthia Johnson |
| 7.19 Title VI Civil Rights Coordinator: | Lori DeCarlo |
| 7.20 Title VI Civil Rights Complaint Officers: | Mary Pauly & John Kwietniewski |
| 7.21 Supervisors of Student Attendance: | Natalie Harrington & Shelly Harris |
| 7.22 Chemical Hygiene Officer: | Ralph Shellenbarger |
| 7.23 Title X Officer – McKinney Vento Liaisons | Lori DeCarlo, John Kwietniewski, Mary Pauly |

_____ Moved that the Board of Education **approve the appointments, as listed above.**

Seconded by _____ Aye _____ Nay _____ Abstain _____ Accepted/Rejected _____

8. Other Designations/Items

8.1 Superintendent/Chief School Officer: Lori DeCarlo

_____ moved that the Board of Education approve the **Designation, as listed.**

Seconded by _____ Aye _____ Nay _____ Abstain _____ Accepted/Rejected _____

8.2 Authorization of Payroll: Lori DeCarlo

Upon the recommendation of the Superintendent, the Board of Education authorizes the **Superintendent to pay salaries and all utilities when they are due.**

_____ Moved to approve. Seconded by _____ Aye _____ Nay _____ Abstain _____

Accepted/Rejected _____

8.3 Re-establish Accounts and Treasurer's Receipt

Upon the recommendation of the Superintendent, the Board of Education approves to **re-establish a uniform system of Accounts and Treasurer's receipts for the 2018-2019 school year.**

_____ Moved to approve. Seconded by _____ Aye _____ Nay _____ Abstain _____

Accepted/Rejected _____

8.4 Petty Cash Fund(s)

Upon the recommendation of the Superintendent, the Board of Education re-establishes a **Petty Cash Fund of \$100.00 for the General Fund.**

_____ Moved to approve. Seconded by _____ Aye _____ Nay _____ Abstain _____

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Accepted/Rejected _____

8.5 Blanket Bond

Upon the recommendation of the Superintendent, the Board of Education approves 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.**

_____ Moved to approve. Seconded by _____ Aye _____ Nay _____ Abstain _____

Accepted/Rejected _____

8.6 Official Bank Depositories

Upon the recommendation of the Superintendent, the Board of Education designates **Cattaraugus County Bank and KeyBank as Official Depository(s) for school funds.**

_____ Moved to approve. Seconded by _____ Aye _____ Nay _____ Abstain _____

Accepted/Rejected _____

8.7 Official Bank Signatories

Upon the recommendation of the Superintendent, the Board of Education designates **Lori DeCarlo and Regina Sheldon as Official Bank Signatories.**

_____ Moved to approve. Seconded by _____ Aye _____ Nay _____ Abstain _____

Accepted/Rejected _____

8.8 Credit Cards - Users Limits

Upon the recommendation of the Superintendent, the Board of Education **approves 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	5902	\$22,000
Tops	0706	Unlimited

_____ Moved to approve. Seconded by _____ Aye _____ Nay _____ Abstain _____

Accepted/Rejected _____

8.9 Mileage Reimbursement Rate

Upon the recommendation of the Superintendent, the Board of Education approves the **IRS Mileage Reimbursement Rate set annually in January (currently @ 54.5 cents per mile), with the exception of other rates negotiated separately.**

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_____ Moved to approve. Seconded by _____ Aye _____ Nay _____ Abstain _____

Accepted/Rejected _____

8.10 Official Newspaper(s)

Upon the recommendation of the Superintendent, the Board of Education designates the **Jamestown Post Journal and Hamburg Sun as the official newspapers.**

_____ Moved to approve. Seconded by _____ Aye _____ Nay _____ Abstain _____

Accepted/Rejected _____

8.11 Board Meetings

Upon the recommendation of the Superintendent, the Board of Education approves the following **Board of Education 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.

_____ Moved to approve. Seconded by _____ Aye _____ Nay _____ Abstain _____

Accepted/Rejected _____

8.12 Board of Education Policies, Bylaws and Code of Ethics

Upon the recommendation of the Superintendent, the Board of Education approves the **Board Policies, Bylaws and Code of Ethics, as previously adopted by the Board of Education be reaffirmed, including the following policies:**

- #5410 - Purchasing
- #5220 - Investments

_____ Moved to approve. Seconded by _____ Aye _____ Nay _____ Abstain _____

Accepted/Rejected _____

8.13 Conference Approval

Upon the recommendation of the Superintendent, the Board of Education awards the **authority to the Superintendent to send staff to conferences, meetings, etc. in accordance with School Board Policy, the approved Budget and all Contracts.**

_____ Moved to approve. Seconded by _____ Aye _____ Nay _____ Abstain _____

Accepted/Rejected _____

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8.14 Grants/Aid

Upon the recommendation of the Superintendent, the Board of Education **designates the Superintendent to apply for Grants in Aid.**

_____ Moved to approve. Seconded by _____ Aye _____ Nay _____ Abstain _____

Accepted/Rejected _____

8.15 School Pesticide Representative

Upon the recommendation of the Superintendent, the Board of Education **designates Ralph Shellenbarger as the School Pesticide Representative.**

_____ Moved to approve. Seconded by _____ Aye _____ Nay _____ Abstain _____

Accepted/Rejected _____

8.16 Certification of APPR Lead Evaluator for Classroom Teachers

Upon the recommendation of the Superintendent, the Board of Education designates **Cynthia Johnson as Certified APPR Lead Evaluator for Classroom Teachers.**

_____ Moved to approve. Seconded by _____ Aye _____ Nay _____ Abstain _____

Accepted/Rejected _____

8.17 Certification of APPR Evaluators for Classroom Teachers

Upon the recommendation of the Superintendent, the Board of Education designates **Mary Pauly, John Kwietniewski and Delia Bonenberger as Certified APPR Evaluators for Classroom Teachers.**

_____ Moved to approve. Seconded by _____ Aye _____ Nay _____ Abstain _____

Accepted/Rejected _____

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

Upon the recommendation of the Superintendent, 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 2017-18 fiscal year.**

_____ Moved to approve. Seconded by _____ Aye _____ Nay _____ Abstain _____

Accepted/Rejected _____

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8.19 Standard Work Day and Reporting Resolution: RS 2417-A

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.

_____ Moved to approve. Seconded by _____ Aye _____ Nay _____ Abstain _____

Accepted/Rejected _____

8.20 Student Code of Conduct

Upon the recommendation of the Superintendent, the Board of Education approves the **Student Code of Conduct**.

_____ Moved to approve. Seconded by _____ Aye _____ Nay _____ Abstain _____

Accepted/Rejected _____

9. Reports

9.1 Board News & Comments

9.2 Superintendent's Reports

9.2.1 General Program Update

9.2.2 Legislative Update

9.3 Principal's Report

9.3.1 Behavior & Attendance Reports

9.4 Treasurer's Report

9.5 Fundraising Reports

9.5.1 2017-18 Randolph Campus Senior Class Fundraisers

10. Financial

10.1 Presence Learning Agreement

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

Motion approved/rejected

Aye _____ Nay _____ Abstain _____

Carried:

10.2 Risk Management Consulting Services

Upon the recommendation of the Superintendent, and on motion of _____, seconded by _____, the Board of Education approves 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.**

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Motion approved/rejected

Aye ___Nay___Abstain___
Carried:

10.3 Amend Previous Motion Cost of HRI Commercial Food Service: Freezer/Cooler Units
Upon the recommendation of the Superintendent, and on motion of _____, seconded by _____, the Board of Education **amends 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.**

Motion approved/rejected

Aye ___Nay___Abstain___
Carried:

10.4 Johnson Controls Fire Protection Service & Support Agreement

Upon the recommendation of the Superintendent, and on motion of _____, seconded by _____, 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.**

Motion approved/rejected

Aye ___Nay___Abstain___
Carried:

10.5 Streamline Designs - Food Truck Vehicle Wrap

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

Motion approved/rejected

Aye ___Nay___Abstain___
Carried:

10.6 Pitney Bowes Postage Meter Lease - Randolph Campus

Upon the recommendation of the Superintendent, and on motion of _____, seconded by _____, the Board of Education approves the **5 year lease from Pitney Bowes for the DM400C postage meter at the Randolph Campus in the amount of \$118.96 per month, as presented.**

Motion approved/rejected

Aye ___Nay___Abstain___
Carried:

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10.7 Pitney Bowes Postage Meter Lease - Hamburg Campus

Upon the recommendation of the Superintendent, and on motion of _____, seconded by _____, the Board of Education approves the **5 year lease from Pitney Bowes for the Send Pro C200 postage meter at the Hamburg Campus in the amount of \$45.45 per month, as presented.**

Motion approved/rejected

Aye ___Nay___Abstain____
Carried:

10.8 Renaissance - Star Math & Reading Renewal

Upon the recommendation of the Superintendent, and on motion of _____, seconded by _____, the Board of Education approves 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.**

Motion approved/rejected

Aye ___Nay___Abstain____
Carried:

10.9 Shred-It Contract

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

Motion approved/rejected

Aye ___Nay___Abstain____
Carried:

10.10 Smart Edge Contract

Upon the recommendation of the Superintendent, and on motion of _____, seconded by _____, the Board of Education approves the **service and support agreement for building controls for both Randolph and Hamburg Campuses with SmartEdge, effective July 1, 2018 - June 30, 2019, at a cost of \$22,950.00, as presented.**

Motion approved/rejected

Aye ___Nay___Abstain____
Carried:

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11. Personnel

11.1 Appointments

11.1.1 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 his receiving APPR ratings of "effective" or "highly effective" in three of the four preceding years, without his 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.

_____ moved to approve, seconded by _____

Motion approved/rejected

Aye ____Nay____Abstain____
Carried:

12. Old Business

13. New Business

13.1 RAPA MOA for Presence Learning Services

Upon the recommendation of the Superintendent, and on motion of _____, seconded by _____, the Board of Education approves 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.**

Motion approved/rejected

Aye ____Nay____Abstain____
Carried:

13.2 CSE Recommendations

Upon the recommendation of the Superintendent, and on motion of _____, seconded by _____, the Board of Education approves the **CSE Recommendations from May & June 2018, as presented.**

Motion approved/rejected

Aye ____Nay____Abstain____
Carried:

14. Correspondence

14.1 Food Truck Logo

15. Public Participation

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16. Executive Session

16.1 Moved to approve _____ and seconded by _____ to enter into Executive Session at _____ p.m. for the following reason:

Reasons for Executive Session:

This list is provided as a reference for the BOE President. When Executive Session is called, the President will circle the appropriate reason and add any appropriate details:

Discussions regarding proposed, pending or current litigation

Employment matter of a particular person or corporation

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

Discussions related to collective negotiations

Discussions related to the acquisition of property

Motion approved/rejected

_____ Aye _____ Nay _____ Abstain
Carried:

Returned to Public Session at _____ p.m.

17. Adjournment

There being no further business, _____ moved that the meeting be adjourned and the next regular meeting be held at **Randolph Campus on August 22, 2018 at 3:00 p.m.**, seconded by _____ and carried _____ at _____ p.m.