

**Randolph Academy Union Free School District
Board of Education
Reorganizational Meeting
July 12, 2017**

Location: Randolph Campus @ 3:00 p.m.
With Video Participation at Hamburg Campus

Calendar:

Board Retreat – July 24, 2017 @ 9:00 a.m. – Cherry Creek Inn
BOE Meeting – July 26, 2017 @ 3:00 p.m. – Randolph Campus
WNY Education Law Conference – August 2, 2017 – 8:30 a.m. – Millennium Hotel
BOE Meeting – August 9, 2017 @ 3:00 p.m. – Randolph Campus
BOE Meeting – August 23, 2017 @ 3:00 p.m. – Randolph Campus

MINUTES – Unofficial

The **Annual Reorganizational Meeting** of the Randolph Academy Union Free School District was called to order at **3:00 p.m. on July 12, 2017** at the **Randolph Campus**. Tina Rogers, District Clerk, acting as temporary chairperson presided. Roll call was taken and the Pledge of Allegiance was recited.

Board Members Present: Mary Myers - President, Brad Sande, Ruth Henry, *Leslie Latham, Leslie Shellenbarger(3:05)
**by video participation*

Administrators and District Officials: Lori DeCarlo - Superintendent, Richard Weikel – Principal, *John Kwietniewski-Principal, Cynthia Johnson – Director of Curriculum, Regina Burritt - District Treasurer, Tina Rogers - District Clerk
**by video participation*

Board Members Excused: Lea Anne Cali

Board Members Absent:

Administrators and District Officials Absent:

Administrators and District Officials Excused: Dave DiTanna

Guests/Reporters: None

Acceptance of the Agenda & Minutes

Upon the recommendation of the Superintendent, the Board of Education approved the **Agenda for July 12, 2017** with additions of: 9.2, 10.1.2, 10.1.3, 12.1, and the **Minutes for June 28, 2017**. Mrs. Myers moved to approve seconded by Reverend Latham.

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 2017-2018 school year**. Mr. Sande nominated Mrs. Myers, seconded by Mrs. Henry. Mr. Sande moved nominations be closed, seconded by Mrs. Henry.

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 2017-2018 school year**. Mrs. Henry 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 Reverend Latham.

Carried unanimously: 4:0:0

Mrs. Shellenbarger entered meeting (3:05)

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Appointments & Oath of Office

Oath of Office was administered to the following: Lori DeCarlo, Superintendent/Chief School Officer, Leslie Shellenbarger, Board Member (3 yr. term), Mary Myers (Oath taken on July 7, 2017 – 4 yr. State Appointed), Lea Anne Cali, Board Member (3 yr. term), oath to be taken upon her return

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

District Clerk:	Tina Rogers (Oath of Office taken on July 7, 2017)
District Treasurer:	Regina Sheldon (Oath of Office taken on July 7, 2017)
Deputy District Clerk:	Regina Sheldon
Internal Claims Auditor:	JoAnn Anderson (Oath of Office taken on July 12, 2017)
External (Independent) Auditor:	RA Mercer & Co., P.C., Cattaraugus, New York
School Attorney:	Emina Poricanin - Hodgson & Russ, LLP
Business Consultant:	Dave 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):	Richard Weikel & John Kwietniewski
Audit Committee:	Ruth Henry - Chairperson, Brad Sande, Lea Anne Cali
Dignity Act Coordinators:	Richard Weikel & 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:	Richard Weikel & John Kwietniewski
Supervisors of Student Attendance:	Natalie Harrington & Shelly Harris
Chemical Hygiene Officer:	Ralph Shellenbarger

Carried unanimously: 5:0:0

Other Designations/Items

Superintendent/Chief School Officer

On motion of Mrs. Shellenbarger, seconded by Reverend Latham, the Board of Education designates the

Superintendent/Chief School Officer, Lori DeCarlo.

Carried unanimously: 5:0:0

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Authorization of Payroll

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

Carried unanimously: 5:0:0

Re-establish Accounts and Treasurer's Receipt

Upon the recommendation of the Superintendent, and on motion of Mr. Sande, seconded by Mrs. Henry, the Board of Education approved **re-establishing a uniform system of accounts and treasurer's receipts for the 2017-18 school year.**

Carried unanimously: 5:0:0

Petty Cash Fund(s)

Upon the recommendation of the Superintendent, and on motion of Mrs. Shellenbarger, seconded by Mrs. Henry, the Board of Education **re-established a petty cash fund of \$200.00 (\$100.00 for each Campus) for the General Fund.**

Carried unanimously: 5:0:0

Blanket Bond

Upon the recommendation of the Superintendent, and on motion of Mrs. Shellenbarger, seconded by Mr. Sande, 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: 5:0:0

Official Bank Depositories

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

Carried unanimously: 5:0:0

Official Bank Signatories

Upon the recommendation of the Superintendent, and on motion of Mrs. Shellenbarger, seconded by Reverend Latham, the Board of Education designates **Lori DeCarlo and Regina Sheldon as Official Bank Signatories.**

Carried unanimously: 5:0:0

Credit Cards - Users Limits

Upon the recommendation of the Superintendent, and on motion of Mrs. Shellenbarger, seconded by Mrs. Henry, 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: 5:0:0

IRS Mileage Reimbursement Rate

Upon the recommendation of the Superintendent, and on motion of Mrs. Cali, seconded by Reverend Latham, the Board of Education approved the **IRS Mileage Reimbursement Rate set annually in January (currently at 53.5 cents per mile), with the exception of other rates negotiated separately.**

Carried unanimously: 5:0:0

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Official Newspaper(s)

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

Carried unanimously: 5:0:0

Board Meetings

Upon the recommendation of the Superintendent, and on motion of Mrs. Shellenbarger, seconded by Mrs. Henry, the Board of Education approved the following **Board Meeting Schedule:**

July, August 2017:	2^{nd.} & 4^{th.} Wednesday @ 3 p.m.
September 2017 – April 2018:	1^{st.} & 3^{rd.} Tuesday @ 4 p.m.
May, June 2018:	2^{nd.} & 4^{th.} Wednesday @ 3 p.m.

Carried unanimously: 5:0:0

Board of Education Policies and Bylaws, Code of Ethics

Upon the recommendation of the Superintendent, and on motion of Mrs. Cali, seconded by Mr. Sande, 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: 5:0:0

Conference Approval

Upon the recommendation of the Superintendent, and on motion of Reverend Latham, seconded by Mrs. Henry, 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: 5:0:0

Grants/Aid

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

Carried unanimously: 5:0:0

School Pesticide Representative:

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

Carried unanimously: 5:0:0

Certification of APPR Lead Evaluator for Classroom Teachers

Upon the recommendation of the Superintendent, and on motion of Mrs. Shellenbarger, seconded by Mrs. Henry, the Board of Education **designates Cynthia Johnson as Certified Lead Evaluator for Classroom Teachers.**

Carried unanimously: 5:0:0

Certification of Evaluators for Classroom Teachers

Upon the recommendation of the Superintendent, and on motion of Mr. Sande, seconded by Reverend Latham, the Board of Education **designates Richard Weikel, John Kwietniewski, and Delia Bonenberger as certified evaluators for classroom teachers.**

Carried unanimously: 5:0:0

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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 Mrs. Shellenbarger, seconded by Mrs. Henry, 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.**

Carried unanimously: 5:0:0

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.

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

Carried unanimously: 5:0:0

Financial

Presence Learning Agreement

Upon the recommendation of the Superintendent, and on motion of Mrs. Shellenbarger, seconded by Mrs. Henry, the Board of Education approved the amended agreement with Presence Learning to continue through August 18, 2017, at a contracted rate of \$311.90 per student, as presented.

Carried unanimously: 5:0:0

Capital Project Change Order – Window Specialist

Upon the recommendation of the Superintendent, and on motion of Mrs. Shellenbarger, seconded by Mr. Sande, the Board of Education approved the **change order from Window Specialist to include AC Panel Installs at a cost of \$1,333.69 for the additional materials and site labor, as presented.**

Carried unanimously: 5:0:0

Personnel

Appointments

Substitute Teacher Aide, Internal Suspension Aide & Uncertified Teacher

Upon the recommendation of the Superintendent, and on motion of Mrs. Shellenbarger, seconded by Reverend Latham, the Board of Education **approved Susan Abramowski as a Substitute Teacher Aide, Internal Suspension Aide and Uncertified Teacher.** While substituting as a Teacher Aide she will be paid at a rate of \$9.70 per hour. While substituting as an Internal Suspension Aide she will be paid at a rate of \$9.70 per hour. While substituting as an Uncertified Teacher she will be paid at a rate of \$80.00 per diem, as outlined in the substitute pay schedule.

Carried unanimously: 5:0:0

Amend 2017 Summer School Appointments

Upon the recommendation of the Superintendent, and on motion of Mrs. Shellenbarger, seconded by Mr. Sande, the Board of Education **amended the following 2017 Summer School appointments previously made on May 24, 2017.** The salary will be in accordance with the collective bargaining agreement between the Randolph Academy UFSD and the Randolph Academy Support Staff Association:

Employee

Julie Hitchcock
Charles Ross

Previous Appointment

Internal Suspension Aide
Internal Suspension Aide (Hamburg)

Amended Appointment/Campus

Teacher Aide/Randolph
Teacher Aide/Randolph

Carried unanimously: 5:0:0

2017 Summer School Appointment

Upon the recommendation of the Superintendent, and on motion of Mrs. Shellenbarger, seconded by Mr. Sande, the Board of Education **appointed Demar Scarver as an Internal Suspension Aide at Hamburg Campus for the 2017 Summer School.** He will be paid in accordance with the collective bargaining agreement between the Randolph Academy UFSD and the Randolph Academy Support Staff Association:

Carried unanimously: 5:0:0

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Old Business – None

New Business

Policy Revisions

Upon the recommendation of the Superintendent, and on motion of Mr. Sande, seconded by Mrs. Henry, the Board of Education **approved the following revised policies:**

<u>Policy #</u>	<u>Name</u>
5685	Use of Surveillance Cameras in the School District & On School Busses
6220	Temporary Personnel
7222	Diploma and/or Credential Options for Students with Disabilities
7260	Designation of Person in Parental Relation
7270	Rights of Noncustodial Parents
7511	Immunization of Students
7513	Administration of Medication
7521	Students with Life-Threatening Health Conditions
7552	Student Gender Identity
8251	Grading: Intermediate & Secondary Students

Carried unanimously: 5:0:0

Correspondence – included in board packet

The Wolves Den 2016-17 Student Achievement Report

Public Participation – None

Executive Session

On motion of Mrs. Shellenbarger, seconded by Mr. Sande to enter into **executive session** at 3:34 p.m. for the following reasons:

Discussions regarding proposed, pending or current litigation
Employment matter of a particular person(s)

Carried unanimously: 6:0:0

Returned to public session at 4:04 p.m.

Adjournment

The meeting was adjourned at 4:05 p.m. on motion of Reverend Latham, seconded by Mrs. Shellenbarger.

Carried unanimously: 5:0:0

Next Regular BOE meeting to be held on: **July 26, 2017 @ 3:00 p.m.** – Location: **Randolph Campus**

Respectfully submitted,



Tina Rogers, District Clerk