

Randolph Academy Union Free School District
Board of Education
Annual Reorganizational Meeting
July 12, 2017
Location: Randolph Campus, District Board Room @ 3:00 p.m.
Video Participation available 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
 BOE Meeting – August 9, 2017 @ 3:00 p.m. – Randolph Campus
 BOE Meeting – August 23, 2017 @ 3:00 p.m. – Randolph Campus

AGENDA

LOCATION: Randolph Campus, District Board Room @ 3:00 p.m.

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

- 1. Roll Call**
- 2. Pledge of Allegiance**

Roll Call:	Present	Absent	Excused	Late Arrival
Mary Myers, President	_____	_____	_____	_____
Lea Anne Cali, Vice President	_____	_____	_____	_____
Brad Sande	_____	_____	_____	_____
Ruth Henry	_____	_____	_____	_____
Leslie Shellenbarger	_____	_____	_____	_____
Reverend Leslie Latham	_____	_____	_____	_____
District Clerk: Tina Rogers	_____	_____	_____	_____
District Treasurer: Regina Sheldon	_____	_____	_____	_____
Lori DeCarlo: Superintendent	_____	_____	_____	_____
Richard Weikel: Principal	_____	_____	_____	_____
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 12, 2017**.

3.2 Superintendent recommends the Board of Education approve the **Minutes** for **June 28, 2017**.

_____ 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 2017-2018** 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 2017-2018** 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, Lea Anne Cali, Leslie Shellenbarger

The Superintendent recommends the following appointments:

- | | |
|---|---|
| 7.1 District Clerk: | Tina Rogers (Oath of Office taken on July 7, 2017) |
| 7.2 District Treasurer: | Regina Sheldon (Oath of Office taken on July 7, 2017) |
| 7.3 Deputy District Clerk: | Regina Sheldon |
| 7.4 Internal Claims Auditor: | JoAnn Anderson (Oath of Office taken on July ____, 2017) |
| 7.5 External (Independent) Auditor: | RA Mercer & Co., P.C. |
| 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): | Richard Weikel & John Kwietniewski |
| 7.12 Audit Committee: | Ruth Henry-Chairperson, Brad Sande, Lea Anne Cali |
| 7.13 Dignity Act Coordinators: | Richard Weikel & 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 |
| 7.17 CSE Chairperson: | Susan Vanderzyden |
| 7.18 Title I Grant Coordinator: | Cynthia Johnson |
| 7.19 Title VI Civil Rights Coordinator: | Lori DeCarlo |

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7.20 Title VI Civil Rights Complaint Officers: **Richard Weikel & John Kwietniewski**

7.21 Supervisors of Student Attendance: **Natalie Harrington & Shelly Harris**

7.22 Chemical Hygiene Officer: **Ralph Shellenbarger**

_____ 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 2017-2018 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 _____

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 _____

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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	8033	\$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 @ .53.5 cents per mile), with the exception of other rates negotiated separately.**

_____ 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 _____

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8.11 Board Meetings

Upon the recommendation of the Superintendent, the Board of Education approves the following **Board of Education meeting schedule:**

July, August 2017:	2^{nd.} & 4^{th.} Wednesday @ 3 p.m.
September 2016 – April 2018:	1^{st.} & 3^{rd.} Tuesday @ 4 p.m.
May, June 2018:	2^{nd.} & 4^{th.} Wednesday @ 3 p.m.

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

Accepted/Rejected _____

8.12 Board of Education Policies, Bylaws, 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 _____

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 _____

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8.16 Certification of APPR Lead Evaluator for Classroom Teachers and Principals

Upon the recommendation of the Superintendent, the Board of Education designates

Cynthia Johnson as Certified Lead Evaluator for Classroom Teachers and Principals.

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

Accepted/Rejected _____

8.17 Certification of Evaluator for Classroom Teachers

Upon the recommendation of the Superintendent, the Board of Education designates

Richard Weikel, John Kwietniewski and Delia Bonenberger as Certified 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 _____

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 _____

9. Financial

9.1 Presence Learning Agreement

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

Motion approved/rejected

Aye _____ Nay _____ Abstain _____

Carried:

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10. Personnel

10.1 Appointments

10.1.1 Substitute Teacher Aide, Internal Suspension Aide & Uncertified Teacher

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

Motion approved/rejected

Aye _____ Nay _____ Abstain _____

Carried:

11. Old Business

12. New Business

13. Correspondence

13.1 The Wolves Den 2016-17 Student Achievement

14. Public Participation

15. Executive Session

15.1 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.

16. Adjournment

There being no further business, _____ moved that the meeting be adjourned and the next regular meeting be held at **Randolph Campus on July 26, 2017 at 3:00 p.m.**, seconded by _____ and carried _____ at _____ p.m.