

**Randolph Academy Union Free School District**

***Board of Education Meeting***

**August 16, 2017**

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

***Calendar:***

**BOE Meeting - September 13, 2017 @ 3:30 p.m. - Randolph Campus**  
**Randolph Campus Awards Reception - September 27, 2017 @ 2:30 p.m.**  
**BOE Meeting - September 27, 2017 @ 3:30 p.m. - Randolph Campus**  
**ACASB Fall Dinner Meeting - September 28, 2017 @ 5:30 p.m. - Moonwinks, Cuba, NY**  
**Open House - October 3, 2017 @ 6 p.m. - Hamburg Campus**  
**Open House - October 5, 2017 @ 6 p.m. - Randolph Campus**  
**Hamburg Campus Awards Reception - October 11, 2017 @ 2:30 p.m.**  
**BOE Meeting - October 11, 2017 @ 3:30 p.m. - Hamburg Campus**  
**NYSSBA Convention - October 12-14 - Lake Placid, NY**  
**BOE Meeting - October 25, 2017 - Randolph Campus**

**MINUTES - Unofficial**

The **REGULAR MEETING** of the Randolph Academy Union Free School District was called to order at **3:00 p.m.** on **August 16, 2017** 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, Ruth Henry, Leslie Shellenbarger (3:05), Reverend Leslie Latham (3:05)

**Administrators and District Officials:** Lori DeCarlo - Superintendent, \*John Kwietniewski - Principal, Cynthia Johnson - Director of Curriculum, Regina Sheldon - District Treasurer, Tina Rogers - District Clerk, David DiTanna - CPA, Richard Weikel (3:17)

\*Video participation at Hamburg Campus

**Board Members Absent:**

**Board Members Excused:**

**Administrators and District Officials Absent:**

**Administrators and District Officials Excused:**

**Guests/Reporters:** \*Robert Olczak, Tara Hayes, Jason Bussman, Janice Finch, \*Kathryn Suchan

**Review of the Board Calendar**

President Myers reviewed the calendar and reminded the board of the ACASB fall dinner meeting on September 28<sup>th</sup>. The Randolph Academy Restorative Justice Team will be presenting.

**Acceptance of the Agenda & Minutes**

Upon the recommendation of the Superintendent, the Board of Education approved the **Agenda for August 16, 2017, with additions of 6.7, 6.8, 7.3.9, 7.3.10, 7.3.11, 7.3.12, and the Minutes for July 26, 2017.**

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

Carried unanimously: 6:0:0

**Reports**

**Board News & Comments**

President Myers asked the board to attend the welcome back reception for all staff on August 31<sup>st</sup>.

Brad Sande reported on an article in the August 14<sup>th</sup> edition of *On Board* regarding telemedicine in our schools. Mrs. DeCarlo disclosed that this is being used in our schools for counseling services.

**Superintendent's Report**

Mrs. DeCarlo gave a general program update. She reports that fall enrollment looks strong, with student enrollment beginning at 183. She also reports, meeting the new Regional Associate, via phone, with John Kwietniewski and Cynthia Johnson. The state will be providing us with training and supports to help develop behavior interventions for the students with complex behavioral needs.

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Mrs. DeCarlo reports that an Administrative retreat was held on August 10<sup>th</sup>. A report is being prepared on the outcomes from 2016-17 and goals for 2017-18. The Administration would like to meet in early September to review and discuss the report with the Board.

Mrs. DeCarlo reported on upcoming events: Restorative Justice Team Retreat - August 24<sup>th</sup> in Ellicottville, New Employee Orientation – August 25<sup>th</sup> at Hamburg Campus, TCI Training – August 28-30 at Hamburg Campus, Opening Day with Staff – August 31<sup>st</sup> at Randolph Campus, First Student Day – September 5<sup>th</sup>

Mrs. DeCarlo gave a staffing update. A personnel chart was provided at the table highlighting the new hires within the overall staffing for each school.

**Principal's Report**

Mr. Kwietniewski and Mr. Weikel reported on concluding summer school. Both reported on field trips and activities held, and what a great experience for the students who participated.

**Fundraising Reports**

No reports

**Financial**

**2017-18 Blanket Order Purchase Requisitions**

Upon the recommendation of the Superintendent, and on motion of Mr. Sande, seconded by Mrs. Cali, the Board of Education **approved the following 2017-18 Blanket Order Purchase Requisitions, as presented:**

<u>Name</u>	<u>Description</u>	<u>Total Cost</u>
Toshiba Business Solutions	Monthly Maintenance & Supplies	\$12,000
NewEgg	Technology Equipment & Supplies	\$10,000

Carried unanimously: 6:0:0

**Erie 1 BOCES Data Integration Technology Services**

Upon the recommendation of the Superintendent, and on motion of Mrs. Cali, seconded by Reverend Latham, the Board of Education **approved Data Integration Technology Services through Erie 1 BOCES at a cost of \$2,944.26, as presented.**

Carried unanimously: 6:0:0

**CA BOCES 2017-18 Contract for Services**

Upon the recommendation of the Superintendent, and on motion of Reverend Latham, seconded by Mrs. Shellenbarger, Board of Education **approved the 2017-18 Contract for Services with Cattaraugus-Allegany BOCES at a total contract cost of \$452,880.68, as presented.**

*Mr. Sande disclosed that he's a member of the CA BOCES Board*

Carried unanimously: 6:0:0

**Presence Learning Contract**

Upon the recommendation of the Superintendent, and on motion of Mrs. Shellenbarger, seconded by Mrs. Cali, the Board of Education **approved a contract for student services with Presence Learning, at a term of one year to commence on August 1, 2017 through June 30, 2018, for a total cost of \$34,216.20, and authorizes the addition of students at the same rate of \$1,900.90, as presented.**

Carried unanimously: 6:0:0

**Budget Transfers**

Upon the recommendation of the Superintendent, and on motion of Mr. Sande, seconded by Mrs. Henry, the Board of Education **approved a budget transfer from the 2016-17 school year in the amount of \$325,000.00, as presented.**

Carried unanimously: 6:0:0

**Declare Broken/Outdated Computer Items Obsolete**

Upon the recommendation of the Superintendent, and on motion of Mrs. Cali, seconded by Mr. Sande, the Board of Education **declared the following broken/outdated computer items as obsolete. The equipment will be recycled by eWaste, as presented:**

- **69 Dell Workstations**
- **54 Dell LCD Monitors**

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- **4 HP Printers**
- **3 Projectors**
- **7 Dell Laptops**
- **31 MSi Laptops**

Carried unanimously: 6:0:0

**Leftover Capital Outlay Funds**

Upon the recommendation of the Superintendent, and on motion of Mrs. Shellenbarger, seconded by Mrs. Cali, the Board of Education **approved transferring any remaining funds related to the 2015-16 capital outlay project #15034 to the window project #17019 to cover any potential change orders made during the course of the project.**

Carried unanimously: 6:0:0

**Library Furniture**

Upon the recommendation of the Superintendent, and on motion of Mrs. Henry, seconded by Reverend Latham, the Board of Education **approved the purchase of library furniture from Meteor at a State Contract price of \$36,004.82, as presented.**

Carried unanimously: 6:0:0

**\*Executive Session**

**Mr. Sande moved, seconded by Mrs. Shellenbarger to enter into Executive Session at 3:37 p.m.**

Carried unanimously: 6:0:0

**Returned to Public Session at 3:57 p.m.**

**Personnel**

**Resignations/Terminations**

**Resignation - Joann Norman**

Upon the recommendation of the Superintendent, and on motion of Mrs. Cali, seconded by Mrs. Shellenbarger, the Board of Education **accepted the resignation from Joann Norman as School Counselor, effective August 18, 2017, with health benefits to cease on August 31, 2017, as presented.**

Carried unanimously: 6:0:0

**Resignation - Aubree Malick**

Upon the recommendation of the Superintendent, and on motion of Mrs. Cali, seconded by Mrs. Shellenbarger, the Board of Education **accepted the resignation from Aubree Malick as Elementary Teacher, effective September 6, 2017, with health benefits to cease on September 6, 2017, as presented.**

Carried unanimously: 6:0:0

**Resignation - Andrew Maben**

Upon the recommendation of the Superintendent, and on motion of Mrs. Cali, seconded by Mrs. Shellenbarger, the Board of Education **accepted the resignation from Andrew Maben as Special Education Teacher, effective September 8, 2017, with health benefits to cease on September 8, 2017, as presented.**

Carried unanimously: 6:0:0

**Resignation - Richard Young III**

Upon the recommendation of the Superintendent, and on motion of Mrs. Shellenbarger, seconded by Mr. Sande, the Board of Education **accepted the resignation from Richard Young III as School Counselor, effective September 9, 2017, with health benefits to cease on September 9, 2017, as presented**

Carried unanimously: 6:0:0

**Notification of Intent to Retire**

Upon the recommendation of the Superintendent, and on motion of Mrs. Shellenbarger, seconded by Mr. Sande, the Board of Education **accepted the letter of intent to retire within three years from Sylvia Ray, School Counselor, with a retirement date to commence after summer school 2020, as presented.**

Carried unanimously: 6:0:0

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**Appointments**

**Shannon Farrell – ESL Teacher**

Upon the recommendation of the Superintendent, and on motion of Mrs. Cali, seconded by Mr. Sande, the Board of Education **appoints Shannon Farrell who holds a New York State Initial Certificate permitting her to teach in the English to Speakers of Other Languages certification area, is hereby conditionally appointed to the position of English as a Second Language Teacher in the tenure area of English as a Second Language, for a probationary appointment of four years to commence on August 30, 2017 through August 29, 2021.** Eligibility for tenure at the end of the probationary period is dependent on receiving APPR ratings of Effective or Highly Effective in 3 of 4 preceding years and no ineffective composite or overall rating in the final year. The salary during the first year of this appointment will be paid in accordance with the salary schedule as outlined in the Teachers' collective bargaining agreement between the Board of Education and the Randolph Academy Professional Association and the **salary will be based upon Step 1 of the pay scale, as presented.**

Carried unanimously: 6:0:0

**Alyssa Pietrzak – School Psychologist**

Upon the recommendation of the Superintendent, and on motion of Mrs. Henry, seconded by Mrs. Shellenbarger, the Board of Education **appoints Alyssa Pietrzak who holds a New York State Provisional Certificate permitting her to work in the School Psychologist certification area, is hereby conditionally appointed to the position of School Psychologist in the tenure area of School Psychologist, for a probationary appointment of four years to commence on August 30, 2017 through August 29, 2021.** The salary during the first year of this appointment will be paid in accordance with the salary schedule as outlined in the Teachers' collective bargaining agreement between the Board of Education and the Randolph Academy Professional Association and the **salary will be based upon Step 1 of the pay scale, as presented.**

Carried unanimously: 6:0:0

**Timothy Costello – School Counselor - tabled**

**Will place on next meeting agenda due to confirmation on starting date**

**Kevin Emley – Physical Education Teacher**

Upon the recommendation of the Superintendent, and on motion of Mrs. Shellenbarger, seconded by Reverend Latham, the Board of Education **appoints Kevin Emley who holds a New York State Initial Certificate permitting him to work in the Physical Education, Grades Pk-12 certification area, is hereby conditionally appointed to the position of Physical Education Teacher in the tenure area of Physical Education, for a probationary appointment of four years to commence on August 30, 2017 through August 29, 2021.** Eligibility for tenure at the end of the probationary period is dependent on receiving APPR ratings of Effective or Highly Effective in 3 of 4 preceding years and no ineffective composite or overall rating in the final year. The salary during the first year of this appointment will be paid in accordance with the salary schedule as outlined in the Teachers' collective bargaining agreement between the Board of Education and the Randolph Academy Professional Association and the **salary will be based upon Step 1 of the pay scale, as presented.**

Carried unanimously: 6:0:0

**Rachael Schultz – Library Clerk**

Upon the recommendation of the Superintendent, and on motion of Mrs. Cali, seconded by Mr. Sande, the Board of Education **appoints Rachael Schultz to the Civil Service probationary appointment of Library Clerk, effective on August 31, 2017 for a probationary period of one year to commence on August 31, 2017 through August 30, 2018, with a work day of 8:00 a.m. to 2:30 p.m. (93%FTE).** She will be **paid at a rate of \$12.10 per hour** as outlined in the collective bargaining agreement between the Board of Education and the Randolph Academy Support Staff Association, as presented.

Carried unanimously: 6:0:0

**Mary Abraham – Teacher Aide**

Upon the recommendation of the Superintendent, and on motion of Reverend Latham, seconded by Mrs. Henry, the Board of Education **appoints Mary Abraham to the Civil Service probationary appointment of Teacher Aide, effective on August 31, 2017 for a probationary period of one year to commence on August 31, 2017 through August 30, 2018, with a work day of 8:00 a.m. to 2:30 p.m. (93%FTE).** She will be **paid at a rate of \$ 12.10 per hour** as outlined in the collective bargaining agreement between the Board of Education and the Randolph Academy Support Staff Association, as presented.

Carried unanimously: 6:0:0

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**Shelby Overturf – Teacher Aide**

Upon the recommendation of the Superintendent, and on motion of Reverend Latham, seconded by Mrs. Henry, the Board of Education **appoints Shelby Overturf to the Civil Service probationary appointment of Teacher Aide, effective on August 31, 2017 for a probationary period of one year to commence on August 31, 2017 through August 30, 2018, with a work day of 8:00 a.m. to 2:30 p.m. (93%FTE).** She will be **paid at a rate of \$ 12.10 per hour** as outlined in the collective bargaining agreement between the Board of Education and the Randolph Academy Support Staff Association, as presented.

Carried unanimously: 6:0:0

**Amanda Wile – Teacher Aide**

Upon the recommendation of the Superintendent, and on motion of Reverend Latham, seconded by Mrs. Henry, the Board of Education **appoints Amanda Wile to the Civil Service probationary appointment of Teacher Aide, effective on August 31, 2017 for a probationary period of one year to commence on August 31, 2017 through August 30, 2018, with a work day of 8:00 a.m. to 2:30 p.m. (93%FTE).** She will be **paid at a rate of \$ 11.75 per hour** as outlined in the collective bargaining agreement between the Board of Education and the Randolph Academy Support Staff Association, as presented.

Carried unanimously: 6:0:0

**2017-18 Extra-Curricular Activities Advisors**

Upon the recommendation of the Superintendent, and on motion of Mrs. Cali, seconded by Mrs. Henry, the Board of Education **approved the following Extra-Curricular Activities Advisors for the 2017-18 school year, as presented:**

**2016-17 Extra-Curricular Activities Advisors**

<b>1 Yearbook Randolph Advisor</b> – Jason Bussman	(\$1000, per contract)
<b>1 Yearbook Hamburg Co-Advisors</b> – Jennifer Denis Emily Cronin	(\$250 each, per contract)
<b>2 Senior Class Advisors</b>	(\$1,000 each, per contract/plus overnight stipend)
<b>Randolph Campus</b> – Diane Terry <b>Hamburg Campus</b> – TBD	
<b>1 Timber Wolf Advisor</b> <b>Summer 2017</b> – Andrew Maben	(\$525, per contract)
<b>2 Co-Timber Wolf Advisors</b> <b>September 2017-2018</b> – Monica Bull – Nicole Marino	(\$2,000 @ 50% per contract) (\$1,750 @ 50% of \$3,500 for first yr. per contract)
<b>1 Pathfinder Advisor</b> <b>Summer 2017</b> – Greg Jaszka	(\$525, per contract)
<b>1 Pathfinder Advisor</b> <b>September 2017-2018</b> – Greg Jaszka	(\$5,500, per contract)

Carried unanimously: 6:0:0

**Kathryn Suchan – School Counselor**

Upon the recommendation of the Superintendent, and on motion of Mr. Sande, seconded by Mrs. Cali, the Board of Education **appoints Kathryn Suchan who holds a New York State Provisional Certificate, permitting her to work in the School Counseling, certification area, is hereby conditionally appointed to the position of School Counselor in the tenure area of School Counselor, for a probationary appointment of four years to commence on August 30, 2017 through August 29, 2021.** The salary during the first year of this appointment will be paid in accordance with the salary schedule as outlined in the Teachers' collective bargaining agreement between the Board of Education and the Randolph Academy Professional Association and the **salary will be based upon Step 1** of the pay scale, as presented.

Carried unanimously: 6:0:0

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**Richard Pollino – School Counselor**

Upon the recommendation of the Superintendent, and on motion of Mrs. Shellenbarger, seconded by Mrs. Cali, the Board of Education **appoints Richard Pollino who holds a New York State Provisional Certificate, permitting him to work in the School Counseling, certification area, is hereby conditionally appointed to the position of School Counselor in the tenure area of School Counselor, for a probationary appointment of four years to commence on August 30, 2017 through August 29, 2021.** The salary during the first year of this appointment will be paid in accordance with the salary schedule as outlined in the Teachers' collective bargaining agreement between the Board of Education and the Randolph Academy Professional Association and the **salary will be based upon Step 2** of the pay scale, as presented.

Carried unanimously: 6:0:0

**Tina Morgan – School Counselor**

Upon the recommendation of the Superintendent, and on motion of Mrs. Cali, seconded by Reverend Latham, the Board of Education **appoints Tina Morgan who holds a New York State Provisional Certificate, permitting her to work in the School Counseling, certification area, is hereby conditionally appointed to the position of School Counselor in the tenure area of School Counselor, for a probationary appointment of four years to commence on August 30, 2017 through August 29, 2021.** The salary during the first year of this appointment will be paid in accordance with the salary schedule as outlined in the Teachers' collective bargaining agreement between the Board of Education and the Randolph Academy Professional Association and the **salary will be based upon Step 1** of the pay scale, as presented.

Carried unanimously: 6:0:0

**Tenure**

**Jason Bussman**

Upon the recommendation of the Superintendent, and on motion of Mrs. Cali, seconded by Mr. Sande, the Board of Education hereby appoints **Jason Bussman, who holds professional certification in English Language Arts, Grades 7-12 on tenure in the English tenure area, effective September 1, 2017.**

Carried unanimously: 6:0:0

**Kristen Willman**

Upon the recommendation of the Superintendent, and on motion of Mrs. Shellenbarger, seconded by Mrs. Henry, the Board of Education hereby appoints **Kristen Willman, who holds professional certification in Childhood Education, Grades 1-6 on tenure in the Childhood Education tenure area, effective September 1, 2017.**

Carried unanimously: 6:0:0

**Tara Hayes**

Upon the recommendation of the Superintendent, and on motion of Mr. Shellenbarger, seconded by Mr. Sande, the Board of Education hereby appoints **Tara Hays, who holds initial certification in Childhood Education, Grades 1-6 on tenure in the Childhood Education tenure area, effective September 1, 2017.**

Carried unanimously: 6:0:0

**Matthew Just**

Upon the recommendation of the Superintendent, and on motion of Mrs. Shellenbarger, seconded by Mrs. Cali, the Board of Education hereby appoints **Matthew Just, who holds initial certification in Culinary Careers, Grades 7-12 on tenure in the Culinary Careers tenure area, effective September 1, 2017.**

Carried unanimously: 6:0:0

**Richard Young III**

Upon the recommendation of the Superintendent, and on motion of Mrs. Henry, seconded by Mrs. Cali, the Board of Education hereby appoints **Richard Young, who holds permanent certification in School Counselor on tenure in the School Counselor tenure area, effective August 18, 2017.**

Carried unanimously: 6:0:0

**Old Business**

None

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***New Business***

**Revised 2017-18 School Calendar**

Upon the recommendation of the Superintendent, and on motion of Reverend Latham, seconded by Mrs. Shellenbarger, the Board of Education approved the **revised 2017-18 school calendar, as presented.**

Carried unanimously: 6:0:0

**Revised Mission Statement**

Upon the recommendation of the Superintendent, and on motion of Mr. Sande, seconded by Mrs. Cali, the Board of Education approved the following **revised mission statement, as presented:**

**"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."**

Carried unanimously: 6:0:0

**2016-17 Health Services Report – Informational Item**

***Correspondence***

Cynthia Johnson: Co-President of NYCASE – The board congratulated Mrs. Johnson

Summer Event Calendar

***Public Participation***

Janice Finch, RASSA President, read a letter from the unit regarding summer school concerns.

***Adjournment***

The meeting was **adjourned at 4:26 p.m.** on motion of Mrs. Henry, seconded by Mrs. Cali.

Carried unanimously: 6:0:0

Next BOE meeting to be held on **Wednesday, September 13, 2017 @ 3:30 p.m. at Randolph Campus.**

Respectfully submitted,



Tina Rogers, District Clerk