

Randolph Academy Union Free School District
Board of Education Meeting

August 22, 2018

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

Calendar:

Two-day Training & Strategy Session - September 19 & 20 - Rochester, NY
BOE Meeting/Welcome Back Reception - September 26 @ 2:30 p.m. - Randolph Campus
ACASB Fall Dinner Meeting - September 27 @ 5:30 p.m. - Moonwinks, Cuba, NY
Hamburg Campus Open House - October 2 @ 5-6:30 p.m.
Randolph Campus Open House - October 4 @ 5-6:30 p.m.
BOE Meeting/Welcome Back Reception - October 17 @ 2:30 p.m. - Hamburg Campus
NYSSBA Convention - October 25-27 - NYC

MINUTES - Unofficial

The **REGULAR MEETING** of the Randolph Academy Union Free School District was called to order at **3:00 p.m.** on **August 22, 2018** 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 (3:18), Ruth Henry, Leslie Shellenbarger, *Dr. Robert Olczak, *Gregory Hawk

Administrators and District Officials: Lori DeCarlo - Superintendent, *John Kwietniewski - Principal, Dr. Mary Pauly - Principal, Regina Sheldon - District Treasurer, Tina Rogers - District Clerk, David DiTanna - CPA,
*Video participation at Hamburg Campus

Board Members Absent:

Board Members Excused:

Administrators and District Officials Absent:

Administrators and District Officials Excused: Cynthia Johnson

Guests/Reporters: Brian Fleischmann

Review of the Board Calendar

President Myers reviewed the calendar. She asked members to consider attending a two day training session on September 19 & 20 in Rochester, NY.

Oath of Office

Lea Anne Cali - Vice President
Gregory Hawk - Board Member

Acceptance of the Agenda & Minutes

Upon the recommendation of the Superintendent, the Board of Education approved the **Agenda for August 22, 2018, with additions of 8.2.11 and the Minutes for July 11, 2018.**

Dr. Olczak moved to approve, seconded by Mrs. Cali

Carried unanimously: 6:0:0

Reports

Board News & Comments

Mr. Sande entered meeting @ 3:18

Superintendent's Report

Mrs. DeCarlo gave a general program update. She reports that opening student enrollment is beginning with 80 at Hamburg and 87 at Randolph.

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Mrs. DeCarlo gave a staffing update to the board. She reports, that we are currently busy filling vacancies, and conducted six interviews today. She asked the board to grant a motion at this meeting giving her authorization to fill the teaching vacancies in Social Studies and Physical Education. The board accepted.

Mrs. DeCarlo gave a restorative justice update, and reported on her recent trainings and involvements with RJ.

Principal's Report

Mr. Kwietniewski and Mrs. Pauly reported on summer school behavior and attendance reports, and closing out the summer session. Both report that summer school went well.

Mr. Kwietniewski also reported on the new food truck. The summer school food service program at Hamburg Campus conducted a trial run, by serving a sampling of their food to the Hamburg Police Department. It was well received by all, and they were very thankful and appreciative.

2017-18 Health Services Report

Included in the board packet for review.

Treasurer's Report

The treasurer report was included in the board packet. Mr. DiTanna reviewed. He also reports, that services for our external audit have been awarded to a new CPA firm; Bonadio & Co. They will begin our audit in early September.

Year-end Budget Transfers

Upon the recommendation of the Superintendent, and on motion of Mrs. Cali, seconded by Mrs. Henry, the Board of Education approved **year-end 2018 budget transfers, as presented.**

Carried unanimously: 7:0:0

Fundraising Reports

Summer School Reports from the Pathfinders & Timberwolves clubs was included in the board packet for review.

Financial

Toshiba Business Solutions

Upon the recommendation of the Superintendent, and on motion of Mrs. Shellenbarger, seconded by Dr. Olczak, the Board of Education approved the **monthly maintenance and supplies for the copier machines during the 2018-19 school year from Toshiba Business Solutions, at a cost of \$15,000.00, as presented:**

Carried unanimously: 7:0:0

Affinity Rehabilitation: Speech Language Services

Upon the recommendation of the Superintendent, and on motion of Mrs. Cali, seconded by Mrs. Shellenbarger, the Board of Education approved the agreement for **speech language services from Affinity Rehabilitation to commence on September 1, 2018 through June 30, 2019, at a cost of \$27,000.00, as presented.**

Carried unanimously: 7:0:0

Bridge-It: Professional Development Services

Upon the recommendation of the Superintendent, and on motion of Mr. Sande, seconded by Mrs. Henry, the Board of Education approved **professional development services for the 2018-19 school year from Bridge-It, at a cost of \$3,000.00, as presented.**

Carried unanimously: 7:0:0

NewEgg: Technology Equipment & Supplies

Upon the recommendation of the Superintendent, and on motion of Mrs. Henry, seconded by Mrs. Cali, the Board of Education approved a **blanket purchase order for technology equipment and supplies through NewEgg for the 2018-19 school year, at a cost of \$10,000.00, as presented.**

Carried unanimously: 7:0:0

Ronco: Service Agreement

Upon the recommendation of the Superintendent, and on motion of Mrs. Shellenbarger, seconded by Mr. Sande, the Board of Education approved a **one year service agreement from Ronco for the clocks and paging system at Hamburg Campus, effective July 1, 2018 - June 30, 2019, at a cost of \$1,600.00, as presented.**

Carried unanimously: 7:0:0

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Maplevale Farms: Two Dishwashers

Upon the recommendation of the Superintendent, and on motion of Mrs. Shellenbarger, seconded by Mrs. Cali, the Board of Education approved the **purchase of two dishwashers from Maplevale Farms, at a cost of \$15,578.00, as presented.**

Carried unanimously: 7:0:0

Bezac: Convection Oven

Upon the recommendation of the Superintendent, and on motion of Mrs. Cali, seconded by Mrs. Henry, the Board of Education approved the **purchase, through a grant, for a convection oven from Bezac Equipment, at a cost of \$5,918.13, as presented.**

Carried unanimously: 7:0:0

HRI: Hot Food Portable Buffet

Upon the recommendation of the Superintendent, and on motion of Dr. Olczak, seconded by Mrs. Cali, the Board of Education approved the **purchase of a hot food portable buffet from HRI Commercial Foodservice at a cost of \$4,212.85, as presented.**

Carried unanimously: 7:0:0

HRI: Increase Amount to Freezer & Cooler Purchases

Upon the recommendation of the Superintendent, and on motion of Mrs. Shellenbarger, seconded by Mrs. Cali, the Board of Education approved to **increase the cost previously approved for the purchase of two walk-in freezer cooler units, as presented:**

PO# 170328 - from \$7,115.75 to \$7756.05 (Randolph Campus)

PO# 170334 - from \$10,202.84 to 10,502.84 (Hamburg Campus)

Carried unanimously: 7:0:0

Personnel

Resignations

Monica Bull - Math Teacher

Upon the recommendation of the Superintendent, and on motion of Dr. Olczak, seconded by Mrs. Henry, the Board of Education **accepted the resignation from Monica Bull, Math Teacher, effective August 25, 2018, with health benefits to cease on August 31, 2018, as presented.**

Carried unanimously: 7:0:0

Emily Foy - Internal Suspension Aide

Upon the recommendation of the Superintendent, and on motion of Dr. Olczak, seconded by Mrs. Henry, the Board of Education **accepted the resignation from Emily Foy, Internal Suspension Aide, effective August 26, 2018, as presented.**

Carried unanimously: 7:0:0

Daniel Lemk - Transportation Supervisor

Upon the recommendation of the Superintendent, and on motion of Dr. Olczak, seconded by Mrs. Henry, the Board of Education **accepted the resignation from Daniel Lemk, Transportation Supervisor, effective August 14, 2018, as presented.**

Carried unanimously: 7:0:0

Dollene Christopher - Social Studies Teacher

Upon the recommendation of the Superintendent, and on motion of Dr. Olczak, seconded by Mrs. Henry, the Board of Education **accepted the resignation from Dollene Christopher, effective September 13, 2018, as presented**

Carried unanimously: 7:0:0

Christine Hatfield - Notification of Intent to Retire

Upon the recommendation of the Superintendent, and on motion of Mrs. Shellenbarger, seconded by Mrs. Cali, the Board of Education **accepted the letter of intent to retire within three years from Christine Hatfield, effective on June 30, 2021, as presented.**

Carried unanimously: 7:0:0

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Kevin Emley – Physical Education Teacher

Upon the recommendation of the Superintendent, and on motion of Dr. Olczak, seconded by Mrs. Cali, the Board of Education **accepted the resignation from Kevin Emley, Physical Education Teacher, effective September 15, 2018, with health benefits to cease on September 30, 2018, as presented**

Carried unanimously: 7:0:0

Appointments

Robert Klepp – Special Education Teacher

Upon the recommendation of the Superintendent, and on motion of Mr. Sande, seconded by Mrs. Cali, the Board of Education **appointed Robert Klepp, who holds a New York State Initial Certificate permitting him to teach in the Students with Disabilities, Grades 7-12 certification area, is hereby conditionally appointed to the position of Special Education Teacher in the Students with Disabilities tenure area, for a probationary appointment of four years to commence on August 29, 2018 through 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 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: 7:0:0

John Swanson – Math Teacher

Upon the recommendation of the Superintendent, and on motion of Dr. Olczak, seconded by Mrs. Cali, the Board of Education **appointed John Swanson, who holds a New York State Professional Certificate permitting him to teach in the Mathematics, Grades 7-12 certification area, is hereby conditionally appointed to the position of Mathematics Teacher in the Mathematics tenure area, for a probationary appointment of four years to commence on August 29, 2018 through 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 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 7 of the pay scale, as presented.**

Carried unanimously: 7:0:0

Joshua Whiteman – ELA Teacher

Upon the recommendation of the Superintendent, and on motion of Mrs. Shellenbarger, seconded by Reverend Latham, the Board of Education **appoints Joshua Whiteman, who holds a New York State Initial Certificate permitting him to teach in the English Language Arts, Grades 7-12 certification area, is hereby conditionally appointed to the position of English Teacher in the English tenure area, for a probationary appointment of four years to commence on August 29, 2018 through 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 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 3 of the pay scale, as presented.**

Carried unanimously: 7:0:0

Tori Carlson – Internal Suspension Aide

Upon the recommendation of the Superintendent, and on motion of Dr. Olczak, seconded by Mrs. Cali, the Board of Education **appointed Tori Carlson to the Civil Service probationary appointment of Internal Suspension Aide, for a probationary period of one year to commence on August 30, 2018 through August 29, 2019, with a work day of 8:00 a.m. to 2:30 p.m. (93%FTE). She will be paid at a rate of \$13.55 per hour, plus an additional \$1.00 per hour, while assigned as Internal Suspension Aide, as outlined in the collective bargaining agreement between the Board of Education and the Randolph Academy Support Staff Association, as presented.**

Carried unanimously: 7:0:0

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Crystal Peelman- Teacher Aide

Upon the recommendation of the Superintendent, and on motion of Mrs. Shellenbarger, seconded by Mrs. Henry, the Board of Education **appointed Crystal Peelman to the Civil Service probationary appointment of Teacher Aide, effective August 30, 2018 for a probationary period of one year to commence on August 30, 2018 through August 29, 2019, with a work day of 8:00 a.m. to 2:30 p.m. (93%FTE).** She will be **paid at a rate of \$12.30 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: 7:0:0

Aubrey Dudek - Behavior Technician

Upon the recommendation of the Superintendent, and on motion of Mrs. Cali, seconded by Mr. Sande, the Board of Education **appointed Aubrey Dudek to the Civil Service probationary appointment of Behavior Technician, effective August 30, 2018 for a probationary period of one year to commence on August 30, 2018 through August 29, 2019, with a work day of 8:00 a.m. to 2:30 p.m. (93%FTE).** She will be **paid at a rate of \$17.25 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: 7:0:0

Sharon Reed - Teacher Aide

Upon the recommendation of the Superintendent, and on motion of Mrs. Cali, seconded by Mr. Hawk, the Board of Education **appointed Sharon Reed to the Civil Service probationary appointment of Teacher Aide, effective August 30, 2018 for a probationary period of one year to commence on August 30, 2018 through August 29, 2019, with a work day of 8:00 a.m. to 2:30 p.m. (93%FTE).** She will be **paid at a rate of \$12.80 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: 7:0:0

Angela (Erin) Comstock - Teacher Aide

Upon the recommendation of the Superintendent, and on motion of Mrs. Shellenbarger, seconded by Mrs. Cali, the Board of Education **appointed Angela Comstock to the Civil Service probationary appointment of Teacher Aide, effective August 30, 2018 for a probationary period of one year to commence on August 30, 2018 through August 29, 2019, with a work day of 8:00 a.m. to 2:30 p.m. (93%FTE).** She will be **paid at a rate of \$12.80 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: 7:0:0

Emily Foy - Substitute Teacher Aide/Internal Suspension Aide

Upon the recommendation of the Superintendent, and on motion of Mrs. Shellenbarger, seconded by Mr. Sande, the Board of Education **approved Emily Foy as a Substitute Teacher Aide and Substitute Internal Suspension Aide, effective September 4, 2018. She will be paid at the substitute rate of \$10.40 per hour while working as a teacher aide and \$11.75 while working as an internal suspension aide, as established in the substitute pay schedule, as presented.**

Carried unanimously: 7:0:0

Patty Searle - Substitute School Nurse

Upon the recommendation of the Superintendent, and on motion of Mrs. Cali, seconded by Mrs. Shellenbarger, the Board of Education **approved Patty Searle as a Substitute School Nurse, effective September 4, 2018. She will be paid at the substitute rate of \$100 per day and \$125 per day as a long-term substitute nurse, as Established in the substitute pay schedule, as presented.**

Carried unanimously: 7:0:0

2018-19 Extra-Curricular Activities Advisors

Upon the recommendation of the Superintendent, and on motion of Mrs. Cali, seconded by Mrs. Shellenbarger, the Board of Education **approved the following Extra-Curricular Activities Advisors for the 2018-19 school year, as presented:**

2018-19 Extra-Curricular Activities Advisors

2 Yearbook Co-Advisors - Randolph Campus.....Jaime Baldwin
Matthew McCheskey

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2 Yearbook Co-Advisors - Hamburg Campus.....Jennifer Denis
Kristen Willman

1 Senior Class Advisor - Randolph Campus.....Diane Terry
1 Senior Class Advisor - Hamburg Campus.....TBD

2 Timber Wolf Co-Advisors - Randolph Campus.....Matthew McCheskey
Nicole Marino

1 Pathfinder Advisor - Hamburg Campus.....Gregory Jaszka

3 Team Leaders - Randolph Campus
High School.....Mary Stokes
Middle School.....Kate Zakrzewski
Elementary.....Katie Wissman

3 Team Leaders - Hamburg Campus
High School.....Gregory Jaszka
Middle School.....Thomas Palcic
Elementary.....Janet Jesonowski

After School Tutors - Randolph Campus.....TBD
After School Tutors - Hamburg Campus.....Melissa Walsh
Chaperones - Randolph Campus.....Rhonda Town
Chaperones - Hamburg Campus.....TBD

Carried unanimously: 7:0:0

2018-19 External Auditors

Upon the recommendation of the Superintendent, and on motion of Mrs. Henry, seconded by Mrs. Cali, the Board of Education approved **Bonadio & Co., as the 2018-19 external auditors, as presented.**

Carried unanimously: 7:0:0

Old Business

None

New Business

2018-19 Membership to the Coalition of Special Act Schools

Upon the recommendation of the Superintendent, and on motion of Mrs. Shellenbarger, seconded by Mr. Sande, the Board of Education approved the **2018-19 membership to the Coalition of Special Act Schools, for a cost of \$1,000.00, as presented.**

Carried unanimously: 7:0:0

AmeriCorps Member

Upon the recommendation of the Superintendent, and on motion of Dr. Olczak, seconded by Mrs. Cali, the Board of Education approved the **placement of an AmeriCorps member through the NY Community Mediation School Corps for the 2018-19 school year, and authorizes funding in the amount of \$5,000.00, as presented.**

Carried unanimously: 7:0:0

Drainage Easement

Upon the recommendation of the Superintendent, and on motion of Mrs. Cali, seconded by Mr. Hawk, the Board of Education approved the **drainage easement granted by Randolph Academy to the Town of Hamburg, as presented.**

Carried unanimously: 7:0:0

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Field Trip Request

Upon the recommendation of the Superintendent, and on motion of Mr. Sande, seconded by Mrs. Cali, the Board of Education approved an **overnight field trip to Allegany State Park, for up to eight (8) students and four (4) staff members, including related costs, as presented.**

Carried unanimously: 7:0:0

Granted Authority to Appoint

Upon the recommendation of the Superintendent, and on motion of Dr. Olcazk, seconded by Gregory Hawk, the Board of Education approved in **granting the Superintendent permission to appoint two (2) Social Studies Teachers and one (1) Physical Education Teacher, to cover vacancies, as presented. The Board of Education will approve the appointments retroactively at the next meeting.**

Carried unanimously: 7:0:0

Correspondence

Notification Letter sent to Staff/Parents/Bus Drivers

Public Participation

None

Executive Session

Mr. Sande moved, seconded by Mrs. Shellenbarger, to enter into Executive Session at 4:17 p.m. for the following reasons:

Discussions regarding proposed, pending or current litigation

Employment matter of a particular person or corporation

Carried unanimously: 7:0:0

Returned to Public Session at 4:55 p.m.

Property Damage Liability

Upon the recommendation of the Superintendent, and on motion of Mrs. Shellenbarger, seconded by Mrs. Cali, the Board of Education approves **payment of \$3,550.00 to Derek Renaud for property damage to a residential driveway, as presented.**

Carried unanimously: 7:0:0

Authority to Execute Employment Contract

Upon the recommendation of the Superintendent, and on motion of Mrs. Shellenbarger, seconded by Mrs. Cali, the Board of Education authorizes the Superintendent to execute a three year **contract with Cynthia Johnson, Director of Curriculum, effective July 1, 2018 - June 30, 2021 with the annual salary of \$107, 055 for the first year of the agreement, as presented.**

Carried unanimously: 7:0:0

Adjournment

The meeting was **adjourned at 4:57 p.m.** on motion of Dr. Olczak, seconded by Gregory Hawk.

Carried unanimously: 7:0:0

Next BOE meeting to be held on **Wednesday, September 26, 2018 @ 3:15 p.m. at Randolph Campus.**

Respectfully submitted,



Tina Rogers, District Clerk