

Randolph Academy Union Free School District
Board of Education Meeting
September 26, 2018

Location: Randolph Campus @ 3:15 p.m.
With Video Participation at Hamburg Campus

Calendar:

Hamburg Campus Open House – October 2 @ 5-6:30 p.m.
Audit Committee Meeting – October 3 @ 10 a.m. – Randolph Campus Board Room
Randolph Campus Open House – October 4 @ 5-6:30 p.m.
BOE Meeting/Awards Reception – October 17 @ 2:30 p.m. – Hamburg Campus
Audit Committee Meeting – October 12 @ 10 am
NYSSBA Convention – October 25-27 - NYC

MINUTES – Unofficial

The **REGULAR MEETING** of the Randolph Academy Union Free School District was called to order at **3:35 p.m.** on **September 26, 2018** at the **Randolph Campus (following employee awards reception)**. Mrs. Myers presided. Roll call was taken and the Pledge of Allegiance was recited.

Board Members Present: Mary Myers – President, Brad Sande, Ruth Henry, *Dr. Robert Olczak, Leslie Shellenbarger (3:45)

Administrators and District Officials: Lori DeCarlo – Superintendent, *John Kwietniewski – Principal (3:45), Dr. Mary Pauly – Principal (3:38), Regina Sheldon – District Treasurer, Tina Rogers – District Clerk, Cynthia Johnson – Director of Curriculum, David DiTanna – CPA,
*Video participation at Hamburg Campus

Board Members Absent:

Board Members Excused: Lea Anne Cali, Gregory Hawk

Administrators and District Officials Absent:

Administrators and District Officials Excused:

Guests/Reporters: Brian Fleischmann

Review of the Board Calendar

President Myers reviewed the calendar. She added the following upcoming audit meetings to the calendar: October 3rd & October 12th at 10 am.

Oath of Office

Ruth Henry – State appointed board member

Acceptance of the Agenda & Minutes

Upon the recommendation of the Superintendent, the Board of Education approved the **Agenda for September 26, 2018, and the Minutes for August 22, 2018.**

Mr. Sande moved to approve, seconded by Dr. Olczak

Carried unanimously: 4:0:0

Reports

Board News & Comments

2018-19 Board Committee Assignments

State appointment letter & oath of office of board member, Ruth Henry

Board members attended a two day conference in Rochester, NY on overcoming bias. Mr. Sande reported that the speakers were entertaining and informative and good strategies were given.

Mrs. DeCarlo reports that the Parent Network will host an open house on October 25th at 3-6 p.m. in Olean, NY.

Mrs. Shellenbarger entered meeting @ 3:45

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Superintendent's Report

Mrs. DeCarlo gave a general program update. She reported on student enrollment trends and gave a staffing report.

Mrs. Johnson, Director of Curriculum, submitted results from a mentoring survey that she conducted. Results show the mentoring program to be highly rated.

Mr. Fleischmann, Information Systems Administrator, presented his 3-year technology plan to the board. This plan will establish an ongoing replacement schedule of technology equipment.

Mrs. Sheldon left meeting @ 4:02

Principal's Report

Mr. Kwietniewski reported on student enrollment at Hamburg campus. He also gave an update on new staffing. He reports that new staff are adjusting well. He further updated the board on food truck activities. He reports that Roswell Park has offered us a food truck spot for Friday's. Food Service Teacher, Mr. Just, and his students, have been very positive over the unexpected fast pace of the food truck operations. They are hoping to have a debit/credit card payment option in place for their patrons soon.

Dr. Pauly reported on new staff at Randolph campus. She feels that we have a really good team. She also reported on restorative practices. She reports that restorative circles have been conducted, and going well.

Treasurer's Report

The treasurer's report was included in the board packet. Mr. DiTanna reviewed. He reports that the books have been closed-out for the 2017-18 school year and he's awaiting on a final report from our external auditors. He also reports, with the 2018-19 student enrollment starting out slow, he's continuing to monitor the care days on a month-to-month basis.

Financial

Declare Kitchen Items Obsolete

Upon the recommendation of the Superintendent, and on motion of Mrs. Henry, seconded by Mr. Sande, the Board of Education approved **declaring the following kitchen items as obsolete and turning the items in to Caplan's in Waterford, Pa for store credit of \$1,500.00, as presented:**

Obsolete Kitchen Items

**Convection Oven
Double Door Reach-In Fridge
(2) Fryers
Table Top Grill
Cereal Containers
Warming Box
Ice Cream Freezer
Toaster
(2) Flour Bins
(2) Condiment Racks
4-Top Cooking Range**

Carried unanimously: 5:0:0

Declare School Vehicles as Surplus & Authorize resale

Upon the recommendation of the Superintendent, and on motion of Mrs. Shellenbarger, seconded by Dr. Olczak, the Board of Education approved **declaring the following four (4) school vehicles as surplus and authorized vehicle resale by Auctions International, as presented:**

Surplus Vehicles

**2005 Chevrolet Van (Red) – VIN# 1GNDV03L55D233839
2007 Chevrolet Van (Maroon) – VIN# 1GNDU23197D126616
2005 Dodge Van (Blue) – VIN# 1D4GP24R25B373635
2011 Dodge Van (White) – VIN# 2D4RN4DG8BR795625**

Carried unanimously: 5:0:0

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Auctions International Contract

Upon the recommendation of the Superintendent, and on motion of Mrs. Henry, seconded by Mrs. Shellenbarger, the Board of Education approved a **contract with Auctions International, Inc., for the sale of educational institution assets, as presented.**

Carried unanimously: 5:0:0

Tree Removal Bid

Upon the recommendation of the Superintendent, and on motion of Dr. Olczak, seconded by Mrs. Shellenbarger, the Board of Education **approved the bid for tree removal services from St. Matthew's Tree Services, at a cost of \$5,500, as presented.**

Carried unanimously: 5:0:0

Donation from The Vintage Hairpin

Upon the recommendation of the Superintendent, and on motion of Dr. Olczak, seconded by Mr. Sande, the Board of Education **approved the donation of 37 new men's suits from The Vintage Hairpin, valued at \$2,775.00, as presented.**

Carried unanimously: 5:0:0

Learning Sciences Contract

Upon the recommendation of the Superintendent, and on motion of Mr. Sande, seconded by Mrs. Shellenbarger, the Board of Education approved the **2018-19 Learning Sciences Contract, for APPR, at a cost of \$2,398.00, as presented.**

Carried unanimously: 5:0:0

Personnel

Resignations

Caroline Heeter - Teacher Aide

Upon the recommendation of the Superintendent, and on motion of Dr. Olczak, seconded by Mrs. Shellenbarger, the Board of Education **accepted the resignation from Caroline Heeter, Teacher Aide, effective retroactively on August 22, 2018, as presented.**

Carried unanimously: 5:0:0

Samantha D'Amaro - Elementary Teacher

Upon the recommendation of the Superintendent, and on motion of Dr. Olczak, seconded by Mrs. Shellenbarger, the Board of Education **accepted the resignation from Samantha D'Amaro, effective September 27, 2018, with health benefits to cease on September 30, 2018, as presented.**

Carried unanimously: 5:0:0

Nicole Marino - Special Education Teacher

Upon the recommendation of the Superintendent, and on motion of Dr. Olczak, seconded by Mrs. Shellenbarger, the Board of Education **accepted the resignation from Nicole Marino, effective October 17, 2018, with health benefits to cease on October 31, 2018, as presented.**

Carried unanimously: 5:0:0

Kailyn Tanski - Internal Suspension Aide

Upon the recommendation of the Superintendent, and on motion of Dr. Olczak, seconded by Mrs. Shellenbarger, the Board of Education **accepted the resignation from Kailyn Tanski, Internal Suspension Aide, effective September 17, 2018, as presented.**

Carried unanimously: 5:0:0

Leaves

Medical/FMLA Leaves

Upon the recommendation of the Superintendent, and on motion of Mrs. Shellenbarger, seconded by Mr. Sande, the Board of Education approved the **following medical/FMLA leave requests, with the use of benefit and/or accumulated sick leave time during the period of medical disability, as presented:**

<u>Employee</u>	<u>Type</u>	<u>Begin Date</u>	<u>Term</u>
#1	Medical	8/7-11/30/18	Continuous
#283	Medical	9/21-11/5/18	Continuous
#185	FMLA	9/25-11/7/18	Continuous
#512	Medical	anticipated 11/20/18-1/2/19	Continuous

Carried unanimously: 5:0:0

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Appointments

Extra Duty Assignments

Upon the recommendation of the Superintendent, and on motion of Mrs. Shellenbarger, seconded by Mr. Sande, the Board of Education **approved the following extra-duty assignments for the 2018-19 school year, at a stipend of \$500.00 each, as presented:**

Extra-Duty Assignments

TCI Trainer: Thomas Palcic

Fashion Show Coordinators: Susan Jackson & Rebecca Jaszka

Carried unanimously: 5:0:0

Michael Fitzgerald - Social Studies Teacher

Upon the recommendation of the Superintendent, and on motion of Mr. Sande, seconded by Dr. Olczak, the Board of Education **appointed Michael Fitzgerald, who holds a New York State Initial Certificate permitting him to teach in the Social Studies, Grades 7-12 certification area, is hereby conditionally appointed to the position of Social Studies Teacher in the Social Studies tenure area for a probationary appointment of four years to commence retroactively on August 29, 2018 and to end on 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 2 of the pay scale, as presented.**

Carried unanimously: 5:0:0

Scott Brown - Physical Education Teacher

Upon the recommendation of the Superintendent, and on motion of Mrs. Henry, seconded by Mr. Sande, the Board of Education **appointed Scott Brown, who holds a New York State Professional Certificate permitting him to teach in the Physical Education certification area, is hereby conditionally appointed to the position of Physical Education Teacher in the Physical Education tenure area, for a probationary appointment of four years to commence retroactively on September 17, 2018 through September 16, 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 5 of the pay scale, as presented.**

Carried unanimously: 5:0:0

Jodi Brown - Long-term Substitute Teacher

Upon the recommendation of the Superintendent, and on motion of Dr. Olczak, seconded by Mr. Sande, the Board of Education **appoints Jodi Brown as a Long-term Substitute Teacher, to cover an approved elementary teacher leave of absence, effective November 26, 2018. She will be paid at the Step 1 teacher rate of pay.**

Carried unanimously: 5:0:0

Caroline Heeter - Substitute Teacher Aide/Internal Suspension Aide

Upon the recommendation of the Superintendent, and on motion of Dr. Olczak, seconded by Mr. Sande, the Board of Education **approved Caroline Heeter as a Substitute Teacher Aide and Substitute Internal Suspension Aide, effective retroactively on 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: 5:0:0

Amend Resignation Date of Dollene Christopher

Upon the recommendation of the Superintendent, and on motion of Mrs. Shellenbarger, seconded by Mr. Sande, the Board of Education **amended the motion made on August 22, 2018 accepting the resignation of Dollene Christopher, Social Studies Teacher effective, September 13, 2018, to the amended effective date of August 27, 2018, as presented.**

Carried unanimously: 5:0:0

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Amend Contract of Joseph Walker, Cook Manager

Upon the recommendation of the Superintendent, and on motion of Mrs. Shellenbarger, seconded by Mr. Sande, the Board of Education **amended the motion made on June 13, 2018 for Joseph Walker, Cook Manager, to include in the motion a 3% increase on the 2017-18 salary, plus the additional increase of \$1,808.00, for a total salary of \$40,742.00, as presented.**

Carried unanimously: 5:0:0

Rochelle Fleischmann - Substitute Computer Facilitator

Upon the recommendation of the Superintendent, and on motion of Mrs. Henry, seconded by Mr. Sande, the Board of Education **approved Rochelle Fleischmann as a Substitute Computer Facilitator, effective following receipt of fingerprint clearance. She will be paid at the substitute rate of \$10.60 per hour, as presented.**

Carried unanimously: 5:0:0

Old Business - No Items

New Business

2018-19 BOE Goals

Upon the recommendation of the Superintendent, and on motion of Dr. Olczak, seconded by Mr. Sande, the Board of Education approved the **2018-19 Board Goals, as presented.**

Carried unanimously: 5:0:0

Fundraisers

Upon the recommendation of the Superintendent, and on motion of Mrs. Shellenbarger, seconded by Mr. Sande, the Board of Education approved the following **fundraising events, as presented:**

<u>Club</u>	<u>Event</u>	<u>Date of Sales</u>
Cosmetology (Hamburg Campus)	Salon & Spa Day	Throughout the school year
Cosmetology (Hamburg Campus)	Bottle/Can Drive	10/1-10/15/18
Cosmetology (Randolph Campus)	Dry Dip Mixes	October 2018
Timber Wolves	Yankee Candles	11/5-11/9/18
Timber Wolves	Jeans for Troops	11/7/18
Senior Class (Randolph Campus)	Cuba Cheese	11/12-11/26/18
Senior Class (Randolph Campus)	Our Own Candle Co.	March 2019 (date changed)

Board Member, Leslie Shellenbarger, has requested that students come in before the board meetings to sell items.

Carried unanimously: 5:0:0

Field Trip Request

Upon the recommendation of the Superintendent, and on motion of Mr. Sande seconded by Mrs. Shellenbarger, the Board of Education approved a **field trip to Niagara Falls, Maid of the Mist Tour on October 18, 2018, for the Timber Wolves, as a reward for positive academic and behavior achievements, to include 15 students and 4 staff, at a cost of \$345.60, as presented.**

Carried unanimously: 5:0:0

Field Trip Request

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

Correspondence

- **Randolph Academy Shirts - order form included**
- **October Parent Letters**
- **Photos of the Food truck at Roswell Park**

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- **Mrs. DeCarlo reported on where we stand with the land transfer at Hamburg campus, from developer, David Burke**
- **Mrs. DeCarlo reported on the comprehensive risk and threat assessment being conducted by Tony Olivio**
- **Mrs. DeCarlo reported on receipt of NYSED report, with follow-up made by the submission of the corrective compliance form**

Public Participation - None

Executive Session

Mrs. Shellenbarger moved, seconded by Mr. Sande, to enter into **Executive Session at 4:49 p.m.** for the following reasons:

**Personnel Item
Contract**

Carried unanimously: 5:0:0

Returned to Public Session at 5:11 p.m.

Adjournment

The meeting was **adjourned at 5:13 p.m.** on motion of Mrs. Shellenbarger, seconded by Mrs. Henry.

Carried unanimously: 5:0:0

Next BOE meeting to be held on **Wednesday, October 17, 2018 @ 3:15 p.m. at Hamburg Campus.**

Respectfully submitted,



Tina Rogers, District Clerk