



Minutes - July 13, 2016, RCS Board of Education Meeting

- Members Present: Mr. David A. Adams, Mrs. Louise Boutwell, Mr. Michael Evans, Mrs. Janet Huntington, Mr. Daniel Jackson, Mr. Marshall Johnson, Mrs. Julie Milliman.
- Members Absent:
- Administrators Present: Mr. Dave Chambers-School Business Executive, Ms. Sara Flaherty-District Treasurer, Mr. Jason Halpainy-Secondary Principal, Mr. Kaine Kelly-Superintendent of Schools, Mr. Jerry Mottern-Elementary Principal.
- Administrators Absent: Mrs. Kourtney Almeida-Assistant Principal.
- Other Present: Mrs. Deb Everts-the *Post-Journal*.
- Others Absent: Mrs. Maureen Pitts-District Clerk.

The Organization meeting of the Randolph Central School Board of Education was called to order at 6:00 p.m. by Mr. Dave Chambers, clerk pro-tem, in the High School Library. Pledge of Allegiance.

Mr. Chambers administered the Oath of Office to the newly elected School Board members: Mr. Jackson, Mr. Evans and Mrs. Milliman.

Mrs. Boutwell nominated Mr. Evans for Board President of the 16-17 school year. There were no other nominations. Mr. Chambers called for a roll call vote:

**Mr. Evans Elected Board Pres.
for 2016-2017**

- Mr. Adams voted for Mr. Evans.
- Mrs. Milliman voted for Mr. Evans.
- Mr. Evans – abstained.
- Mrs. Boutwell voted for Mr. Evans
- Mr. Jackson voted for Mr. Evans.
- Mrs. Huntington voted for Mr. Evans.
- Mr. Johnson voted for Mr. Evans.

Mr. Evans received 6 votes.

Moved by Mrs. Boutwell and seconded by Mr. Jackson to accept the vote results electing Mr. Evans as Board President for the 2016-2017 school year. Motion carried, all ayes, except Mr. Evans who abstained.

Mrs. Boutwell nominated Mr. Jackson for Board Vice President of the 16-17 school year. There were no other nominations. Mr. Chambers called for a roll call vote:

**Mr. Jackson Elected Board VP
for 2016-2017**

- Mr. Adams voted for Mr. Jackson.
- Mrs. Milliman voted for Mr. Jackson.
- Mr. Evans voted for Mr. Jackson.
- Mrs. Boutwell voted for Mr. Jackson.
- Mr. Jackson – abstained.
- Mrs. Huntington voted for Mr. Jackson.
- Mr. Johnson voted for Mr. Jackson.



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Mr. Jackson received 6 votes.

Moved by Mrs. Boutwell and seconded by Mrs. Huntington to accept the vote results electing Mr. Jackson as Board Vice President for the 2016-2017 school year. Motion carried, all ayes, except Mr. Jackson who abstained.

Mr. Chambers administered the Oath of Office to the President and Vice President.

President Evans took over the meeting here.

Moved by Mr. Jackson and seconded by Mrs. Milliman to approve the appointments for the District Officers:

Appt's Apprvd

- a. Mrs. Maureen Pitts - District Clerk - \$4,032.08.
 - b. Mr. Kaine Kelly - Deputy District Treasurer, Deputy District Clerk.
 - c. Ms. Sara Flaherty - District Treasurer, Deputy District Clerk, Tax Collector.
 - d. Mrs. Hope Phillips - Asst. Tax Collector - \$9.39/hour (same/hour last year).
 - e. Mrs. Pam Mansfield - Internal Claims Auditor-\$23/hr, maximum of 50 hours/month.
 - f. Administration of Oath to above.
- Motion carried, all ayes.

Moved by Mrs. Milliman and seconded by Mr. Johnson to approve the other appointments:

Other Appt's Apprvd

- a. Ms. Sara Flaherty - Records Access Officer, District Endowments, Faculty Auditor for Extra-Curricular Activities
- b. Mr. Dave Chambers - Purchasing Agent.
- c. **School Attorneys (3) - Hodgson Russ LLP**- \$257 for partners (last year \$252), \$243 for sr. associates (\$238 last year), \$219 for associates (\$215 last year), \$171 for law clerks (\$168 last year), \$117 for legal assistants (\$115 last year). **Harris Beach PLLC** - \$240 for partners and senior counsel (\$235 last year), \$220 for associates (\$215 last year), \$195 for management matters (same), \$130 for law clerks (same), and \$90 for paraprofessional services (same).
- d. District Auditor - Buffamante, Whipple, Buttafaro P.C. - \$19,600.
- e. Mrs. Linda Barron - Central Treasurer, Extra-Curricular Fund.
- f. Mr. Jason Halpainy - Faculty Counselor, Extra-Curricular Fund, High School Building Designated Education Official (DEO).
- g. Mr. Jerry Mottern - Elementary Building Designated Education Official (DEO), Title IX, Homeless coordinator, Title Grant



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Coordinator.

- h. Mr. Kaine Kelly - Deputy Purchasing Agent, Records Appeal Officer, Designated Education Official DEO.
- i. Mr. Michael Frame - Chief Information Officer (CIO) designee.
- j. Board member to serve on Chamberlain Committee/Seager-Hillard Memorial Scholarship Committee with administration.
- k. Mrs. Maureen Pitts - Records Management Officer.
- l. Director of Pupil Services - CSE/CPSE Chair, Medicaid Compliance Officer, Section 504 oversight, Pre-School Grant Coordinator.
- m. Dave Flaherty - Asbestos (LEA) Designee, Chemical Hygiene Officer, Pesticide Representative.
- n. Assistant Principal - Athletic Fund.
- o. Any Board member can serve as Deputy District Clerk in the absence of District Clerk, Superintendent and Business Official.
- p. Tri-County Family Medicine Associates, Inc. will continue as School Physician as per agreement (attached).
- q. Dignity Act Coordinators: Ann Thompson (Elm. Bldg.) and Toni Indriolo (H.S. Bldg.).
- r. Board of Directors for the Allegany-Cattaraugus Schools Medical Health Plan - Delegate: Chief School Officer; Alternate Delegates: School Business Official and/or District Treasurer. Motion carried, all ayes.

Moved by Mrs. Huntington and seconded by Mrs. Milliman to approve the following designations:

Design. Apprvd

- a. Official Depository
 - i. Community Bank and M & T Bank - General Operation Funds, Federal Funds and School Breakfast & Lunch Fund.
 - ii. Cattaraugus County Bank - Federal Fund and School Breakfast & Lunch Fund.
 - b. Jamestown Post-Journal - Official Newspaper.
 - c. 1st Wednesday - Regular meetings of the Board - Board Policy #1510 - Regular Meetings of the Board - meetings start at 6:00pm unless otherwise noted (See calendar of dates).
- Motion carried, all ayes.

Moved by Mr. Jackson and seconded by Mrs. Boutwell to approve the following authorizations:

**Auth.
Apprvd**

- a. Mr. Kaine Kelly, Chief School Officer - Certify Payrolls.
- b. Ms. Sara Flaherty and Mrs. Maureen Pitts, District Clerk - Certify State Retirement Reports.
- c. School Business Executive's, District Treasurer's, or Deputy Treasurer's, signature to be on all RCS district checks.
- d. Authorization of electronic signature for the above Item C.



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- e. Establish Petty Cash Funds, \$100 for elementary school, Mrs. Diane Graham; \$100 for high school, Mrs. Kristie Ling; \$75.00 for school cafeteria fund, Mrs. Lori Benson; \$100 for tax collector, Ms. Sara Flaherty.
- f. Authorization for legal advertising for bidding by Clerk and/or Business Manager.
- g. Authorization for the Chief School Officer and/or Business Manager to make budget transfers throughout year.
- h. Authorization for the Chief School Officer to approve staff attendance at workshops, conferences and conventions throughout the year and membership for Administrators in various professional organizations, as recommended.
- i. Authorization for the Chief Administrative Officer and/or District Treasurer to act as its agent with regard to entering into contract and agreements for the Child Nutrition Programs.
- j. Authorization for the Board President and Board Vice President to appoint impartial hearing officers, outside of a formal BOE meeting, on behalf of the Board of Education following the district's selection of an impartial hearing officer in accordance with the rotational selection process established by the New York State Education Department, pursuant to Board of Education Regulation #7670R (Subject: Impartial Hearings/Selection of Impartial Hearing Officers).
- k. Authorization to accept scanned copies of checks (front and back) received with monthly bank statements.

Motion carried, all ayes.

Moved by Mrs. Huntington and seconded by Mrs. Boutwell to approve the following bonding of personnel:

District Clerk, Deputy Clerk, Deputy Treasurer, Central Treasurer Extra-Curricular Fund, Internal Claim Auditor, Faculty Auditor Extra-Curricular Activities, Treasurer District Endowments, Purchasing Agent and Deputy Purchasing Agent to be covered by faithful performance blanket bond in the amount of \$100,000. District Treasurer, Business Manager, Tax Collector, Senior Account Clerk Typist, School Business Executive and Account Clerk Typist to be bonded for \$500,000. Motion carried, all ayes.

Bonding Apprvd

Moved by Mr. Jackson and seconded by Mrs. Milliman to approve the other items:

- a. Re-adoption of all policies including the Code of Ethics in effect during the previous year.
- b. Establishment of mileage reimbursement rate for 2016-2017 when authorized employees and Board members use their own vehicles on official business. NOTE: The Agreement with RCSTA calls for the

Other Items Apprvd



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current IRS mileage rate, currently 54 cents (57.5 cents last year) per mile.

c. Letters of resignation submitted to the superintendent are immediately binding upon receipt.

Motion carried, all ayes.

Moved by Mrs. Milliman and seconded by Mrs. Huntington to approve the consent items as presented: Minutes from previous meeting (6/15/16) and Treasurer's Report was placed in the Clerk's Supplementary minutes file dated July 13, 2016. Motion carried, all ayes.

Consent Items

Moved by Mrs. Milliman and seconded by Mr. Johnson to amend the 2/29/16 Minutes as follows:

2/29/16 BOE Minutes Amended

Moved by Mrs. Boutwell and seconded by Mr. Johnson to accept, with congratulations, the retirement resignation of **LOUISE FREEMAN**, from the position of elementary teacher, effective June 30, 2016. Louise has worked for the district since 9/01/90 9/01/97 and is credited with 25- 19 years of service at RCS as of 6/30/16. Motion carried, all ayes.

Motion carried, all ayes.

Moved by Mr. Jackson and seconded by Mr. Johnson to approve the following Application for Payment:

Applications for Payment

District-Wide Capital Project 2015-2016

<u>Pay App./Invoice #</u>	<u>Amount</u>	<u>Company</u>
164452	\$8,260	Cannon Design
13	\$6,399.91	Campus

Construction Management

Motion carried, all ayes.

Moved by Mrs. Milliman and seconded by Mrs. Huntington that the Board appoint the following as Committee on Special Education members for the 2016-2017 school year:

CSE Comm. Apptd

- Parent of the child
- General education teacher of the child
- Special education teacher of the child
- Coordinator/Director of Pupil Services
- School psychologist
- School nurse (if applicable)
- Principal (if applicable)
- Parent members (if requested by the parent, no longer mandated):



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Ginger Oyer, Tammy Walters,
Crystal Peelman (based on
availability).

Motion carried, all ayes.

Moved by Mrs. Boutwell and seconded by Mrs. Milliman that the Board
appoint the following as Committee on Pre-School Special Education
members for the 2016-2017 school year:

CPSE Comm. Apptd

- Parent of the child
- General education teacher of the child (If the preschool child is or may be participating in the regular education environment.)
- CPSE Director/Coordinator.
- Individual who can interpret evaluation results
- Cattaraugus County representative
- Parent members (if requested by the parent, no longer mandated): Ginger Oyer, Tammy Walters, Crystal Peelman (based on availability).

Motion carried, all ayes.

Moved by Mrs. Huntington and seconded by Mrs. Boutwell to approve
the following extra-curricular appointments for the 2016-2017 school
year:

**Extra-Curricular
Appointments**

<u>Position</u>	<u>Name</u>
12 th grade class advisor	Christina Gruber-Perison, Donna Meyer \$675.17 each

(Crystal Walters was previously appointed as a 12th grade class
advisor, she will also receive \$675.17.)

Fitness Rm, substitute Sean Ode

Motion carried, all ayes.

Moved by Mr. Jackson and seconded by Mr. Johnson to accept the
resignation of **ALICIA BRENNAN** from her extra-curricular position of
Girls' Modified Basketball Coach, effective June 21, 2016. Motion
carried, all ayes.

**Alicia Brennan resigned as
Girls' Modified Basketball
Coach**

Upon the recommendation of the Superintendent and on motion of Mrs.
Milliman and seconded by Mr. Johnson, **CAROL BROWN**, who holds
a permanent New York State Teaching Certificate permitting teaching in

**Carol Brown Appointed as
Long-term Sub. Teacher**



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the Music area in the public schools of New York State, is hereby appointed to a non-probationary, long-term substitute position effective approximately August 31, 2016, through approximately December 22, 2016, or upon the return of **Mrs. Colleen Hood**. Salary is per diem based on Step 1 as per the RCS Teachers' negotiated agreement (\$212.36 per day), with no fringe benefits. Motion carried, all ayes.

Moved by Mr. Jackson and seconded by Mr. Johnson that the request of **RANDI SEARS**, who serves in the position of elementary teacher, for an unpaid leave of absence be granted effective approximately August 31, 2016, through on or about October 2, 2016, in accordance with Article 14 of the RCS Teachers' Agreement and the Family and Medical Leave Act (FMLA). Any accumulated paid time off (PTO) days will be applied during her leave of absence, beginning on the same date as above. Motion carried, all ayes.

**Granted Request of Randi
Sears for a LOA**

Moved by Mr. Johnson and seconded by Mrs. Huntington to appoint, upon the recommendation of the superintendent, **BREANNE HALE**, who is initially certified in the Students with Disabilities (Grades 1-6) area, is hereby appointed on probation to the Special Education with Handicapping Conditions tenure area for a probationary period of four years to commence on August 31, 2016, and to end on August 30, 2020. Salary is Step 2 of the RCS Teachers' Negotiated Agreement, plus graduate classes and master's degree stipend. To be eligible for a Tenure appointment at the end of her probationary period, Mrs. Hale is required to receive APPR ratings of "H" or "E" in 3 of the 4 years, and cannot receive a rating of "I" in the final year of probation. Motion carried, all ayes.

**Probationary Appointment for
Breanne Hale as Special Ed.
Teacher**

Moved by Mr. Johnson and seconded by Mrs. Huntington to accept the resignation of **MARY ROCKEY**, with regret, from her position of Director of Pupil Services effective July 16, 2016. Motion carried, all ayes.

**Accepted Resignation of Mary
Rockey as Director of Pupil
Services**

Moved by Mr. Johnson and seconded by Mrs. Milliman to accept the retirement resignation of **DAVID BARBER**, with regret, from his position of Custodian effective June 30, 2016. Motion carried, all ayes.

**Accepted Resignation of David
Barber as Custodian**

Moved by Mrs. Milliman and seconded by Mr. Johnson to accept the resignation of **JAMIE BERG**, with regret, from his position of English teacher/Curriculum Coordinator effective July 7, 2016. Motion carried, all ayes.

**Accepted Resignation of Jamie
Berg as English
teacher/Curriculum
Coordinator**



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Moved by Mrs. Milliman and seconded by Mr. Jackson that the request of **ALISON HAMMOND**, who serves in the position of chemistry teacher, for a child-rearing leave of absence be granted effective approximately August 31, 2016, through on or about January 26, 2017, in accordance with Article 14 of the RCS Teachers' Agreement and, if applicable, the Family and Medical Leave Act (FMLA). Any accumulated paid time off (PTO) days will be applied during her leave of absence, beginning on the same date as above. Motion carried, all ayes.

Granted Request of Alison Hammond for a LOA

Moved by Mrs. Milliman and seconded by Mrs. Huntington to amend the following current policies as recommended by BOCES (the corresponding Regulations will be updated accordingly):

Amended Current Policies

- #6209 Registration and Professional Development.
 - #1611 Business of the Annual District Election.
 - #3221 Use of Service Animals.
 - #5630 Facilities: Inspection, Operation and Maintenance.
- Motion carried, all ayes.

State regulations require employers to submit a Standard Workday and Reporting Resolution for all **paid** elected and **appointed** officials who are **members of the NYS Local and Retirement System (ERS)** – Maureen Pitts as District Clerk and Sara Flaherty as District Treasurer. Here is the standard, annual resolution:

Approved Standard Workday and Reporting Resolution

Moved by Mrs. Milliman and seconded by Mr. Johnson to approve the following resolution, as recommended:

BE IT RESOLVED, that the Randolph Central School District, location code 70402, hereby establishes the following standard work days for these titles and will report the officials to the New York State and Local Retirement System based on time keeping system records:

<u>Title</u>	<u>Standard Work Day</u>	<u>Current Name</u>	<u>Term</u>	<u>Partic' in Time Keeping System</u>
<i>District Clerk</i>	8 hours	Maureen Pitts	7/01/15-6/30/16	Yes
		Registration #: -----52		Soc. Sec. #: -XXXX
<i>District Treasurer</i>	8 hours	Sara Flaherty	7/01/15-6/30/16	Yes
		Registration #: -----35		Soc. Sec. #: -XXXX

Motion carried, all ayes.

Moved by Mrs. Milliman and seconded by Mr. Jackson to grant tentative approval for the FFA overnight field trips for the 2016-2017 school year as recommended. Motion carried, all ayes.

Granted Tentative Approval for 16-17 FFA Overnight Field Trips



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Moved by Mr. Jackson and seconded by Mrs. Milliman to approve the CSE recommendations for the following students: 10637, 10745, 10823, 11966, 10550, 10528, 900381347 and 12007. Motion carried, all ayes.

CSE

Moved by Mr. Jackson and seconded by Mrs. Milliman to approve the 504 recommendations for the following student: 11536. Motion carried, all ayes.

504

Moved by Mr. Jackson and seconded by Mrs. Milliman to approve the CPSE recommendations for the following student: 11877. Motion carried, all ayes.

CPSE

Administrators' Reports:

Mr. Mottern – Discussion with Lisa Lyons from Frewsburg re: “The Relief Zone”, a grant-funded after school program. In process for 16-17. Cost to families will be minimal. It would run from 3:00-5:30pm. The BOE agreed to move ahead on this.

Mr. Halpainy – Drama room cleaned out. Old uniforms? BOE suggested the Historical Society. Moved by Mr. Jackson and seconded by Mr. Johnson to declare the old uniforms obsolete, and authorized Mr. Halpainy to appropriately donate/discard them. Motion carried, all ayes.

**Motion to Declare Old
Uniforms Obsolete**

Mr. Chambers – Insurance inspection on 7/12/16 for buildings and grounds – all okay. Letter for State on cafeteria fund balance, it's too high, need plan to spend extra.

Mr. Kelly – NYSSBA Convention in Buffalo, RSVP with Mrs. Pitts. Scheduling stakeholder meetings over the next couple of months. Please supply names of suggested contacts. Discussed Youth Court Program, training to take place, late October or early November. BOE goals discussion. Review again after NYSSBA Convention. Current goals expire 2018. Capital Project update – moving slowly through NYSED, approval within the next two weeks. Project bids dates early fall. Start construction during spring break. Full construction should start next summer.

Board Member Reports:-

List of BOE Addresses/Committees – was reviewed.

NYSSBA Annual Convention, October 27-29 in Buffalo – Information was discussed.

Moved by Mr. Johnson and seconded by Mrs. Huntington to suspend the regular order of business to enter into Executive Session at 6:37 p.m. to discuss the following item: the employment history of a particular person. Motion carried, all ayes.

Executive Session



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Mr. Chambers, Mr. Halpainy, Mr. Mottern left at 6:38 p.m.

Out of Executive Session at 7:35 p.m.

Out of Exec. Session

Upon the recommendation of the Superintendent and on motion of Mr. Johnson and seconded by Mrs. Milliman, **KOURTNEY ALMEIDA**, who is initially certified in the School Building Leadership area, is hereby appointed to a probationary position serving as Pupil Services Coordinator for the Elementary Building and Pupil Services Coordinator for the Secondary Building, in the pupil services tenure area, for a probationary period of four (4) years, to commence on July 14, 2016, and to end on July 13, 2020. Terms and conditions of employment will be as outlined in the Memorandum of Understanding, including salary for the 2016-2017 school year at \$75,000, pro-rated accordingly. Motion carried, all ayes.

**Probationary Appointment for
Kourtney Almeida and Pupil
Services Coordinator**

Moved by Mr. Jackson and seconded by Mr. Johnson to adjourn the meeting at 7:37 p.m. Motion carried, all ayes.

Adjourn

Respectfully submitted,

David Chambers

David Chambers, District Clerk pro-tem