

ANDOVER CENTRAL SCHOOL  
BOARD OF EDUCATION

DATE: 7-11-16

PLACE: Room 103

TYPE: Reorganizational & Regular

MEMBERS PRESENT: Monica Dean, Cindy Baker, Brian Perkins & Patrick Howland

MEMBERS ABSENT: Michele Calladine

OTHERS PRESENT: Lawrence Spangenburg, Linda Geer, Christine Burton

Jamie Coyle, District Clerk, called the meeting to order at 6:30 PM.

Oath of office given to reelected Board Members Cindy Baker and Michele Calladine.

Oath of office given to the Superintendent, Lawrence E. Spangenburg

CALL TO ORDER – District Clerk  
Action Items

Nominations for the Office of **Board President** are now open.

**Board President elect**

Monica Dean was nominated by Patrick Howland and seconded by  
Cindy Baker.

**Monica Dean**

No further nominations were made.

Clerk moves that nominations be closed.

Poll vote called for by the Clerk. Poll vote for Monica Dean.

Cindy Baker        ☒ Yes    ☐ No  
Patrick Howland   ☒ Yes    ☐ No  
Michele Calladine   ☐ Yes    ☐ No  
Brian Perkins       ☒ Yes    ☐ No  
Monica Dean        ☒ Yes    ☐ No

**Monica Dean** appointed President of Board of Education.

Oath of office administered.

Nominations for the office of **Board Vice-President** are now open.

**Board VP elect**

Cindy Baker was nominated by Monica Dean and seconded by Brian  
Perkins.

**Cindy Baker**

No further nominations were made.

Monica Dean, Board President moves that nominations be closed.

Poll vote called for by District Clerk. Poll vote for Cindy Baker.

Cindy Baker        ☒ Yes    ☐ No  
Patrick Howland   ☒ Yes    ☐ No  
Michele Calladine   ☐ Yes    ☐ No  
Brian Perkins       ☒ Yes    ☐ No  
Monica Dean        ☒ Yes    ☐ No

**Cindy Baker** appointed Vice -President of Board of Education.

Oath of office administered.

**BOARD REORGANIZATIONAL ACTION FOR THE 2016-2017  
SCHOOL YEAR:**

1. Consideration of a motion to approve Brian Perkins as the **School Brd/Tchr Staff Liaison**. Motion made by Patrick Howland and seconded by Cindy Baker approving the School Board liaison. Passed by 4 votes of Yes. **School Brd/Tchr Staff Liaison, Brian Perkins**
2. Consideration of a motion to approve Brian Perkins as the **School Boards delegate**. Motion made by Cindy Baker and seconded by Monica Dean approving the School Boards Delegate. Passed by 4 votes of Yes. **Patrick Howland**
3. Consideration of a motion to approve Michele Calladine as the **School Board Alternate**. Motion made by Brian Perkins and seconded by Monica Dean approving the School Boards Alternate. Passed by 4 votes of Yes. **Michele Calladine**
- Consideration of a motion to approve **voting by consensus** on action items **4 through 65** for the 2016-2017 school year. Motion made by Cindy Baker and seconded by Brian Perkins. Passed by 4 votes of Yes. **Consensus vote #4 - #65**
- Consideration of a motion **approving by consensus** the following appointments and authorizations (# 4 - 65) for the 2016-2017 school year. Motion made by Patrick Howland and seconded by Brian Perkins approving the consensus vote. Passed by 4 votes of Yes. **Approve #4 - #65**
4. **Jamie Coyle, District Clerk.**  
Oath of office administered.
5. **Candace Cornell, Deputy District Clerk.**  
Oath of office administered.
6. **Linda Geer, District Treasurer.**  
Oath of office administered.
7. **Michele Brown, Tax Collector.**  
Oath of office administered.
8. **Steuben Trust Co. of Andover, Deputy Tax Collector.**
9. **Mary Lewis, Internal Claims Auditor.**  
Oath of office administered.
10. **Jon Morris, Attendance Officer.**  
Oath of office administered.
11. **Dr. Kassas, School Physician.**

12. **Richardson & Pullen, P.C., (David Pullen), Andover Central School District's Attorneys.**
13. **Hodgson and Russ LLP as Special Council (Andrew Freedman).**
14. **Candace Cornell, Treasurer of Student Activities Accounts.**
15. **Jon Morris, to be Co-Signer on Student Activities Account Checks.**
16. **Raymond F. Wager, LLP, Independent Auditors.**
17. **Jamie Coyle, Records Access Officer.**
18. **Linda Geer, Records Management Officer.**
19. **Andover Central School Audit Committee** consisting of all the members of the Andover Central Board of Education.
20. **Lawrence E. Spangenburg, Purchasing Agent.**
21. **Steuben Trust Company and Five Star Bank as official depositories.**
22. **Official depositories** to accept all checks, drafts and other orders with respect to all funds of the school district bearing the signature of or the facsimile signature of **Linda Geer**.
23. **Regular Board Meetings** on the second and fourth Monday of each month at 6:30. (See supporting documents)
24. **Reorganizational Meeting** on July 10, 2017.
25. **Wellsville Daily Reporter** as the official newspaper.
26. **Lawrence E. Spangenburg to certify payrolls.**
27. **Lawrence E. Spangenburg to approve conference, convention, and workshop attendance.**
28. **Petty cash funds** of \$100.00 and authorize **Candace Cornell** as custodian for those funds.
29. **Lawrence E. Spangenburg to make transfers** up to \$20,000 between and within functional unit appropriations for teacher salaries and ordinary contingency expenses in accordance with the regulations of the Commissioner.
30. **Lawrence E. Spangenburg to serve as Local Education Authority** for state and federal funds.

31. **Blanket bond** for the following personnel: Superintendent, District Clerk, Tax Collector, District Treasurer, School Attorney, Internal Claims Auditor, and Activity Account Treasurer.
32. **All existing policies** of the Board of Education be validated until rescinded or amended. The policies of the Board of Education are only the written policies that are in the policy book as of this time and the student handbooks are considered a policy by the Board.
33. **Mileage** at 54 cents (.54).
34. **Co-CSE Chairpersons –**  
**Cassandra Lamphier and Jon Morris.**
35. **Co-CPSE Chairpersons –**  
**Cassandra Lamphier and Jon Morris.**
36. **504 Chairperson –** Cassandra Lamphier.
37. **CSE members.** (See supporting documents)
38. **CPSE members.** (See supporting documents)
39. **List of Impartial Hearing Officers** as per state listing.
40. **List of 3020A Panel members** as per state listing.
41. **Rick Bull, Title IX Officer.**
42. **Sheryl Dougherty, Title IX Officer.**
43. **Linda Geer to invest idle funds.**
44. **Substitute Salary Lists for July 1, 2016 and December 31, 2016.** (See supporting documents)
45. **Budget Calendar for School Year 2017-2018.**  
(See supporting documents)
46. **Adult Education Instructors -** Zachary Owen and Blair Buchholz.
47. **School Lunch Reviewing Official -** Carol Richmond.
48. **School Lunch Verification Official -** Richard Gill.
49. **School Lunch Hearing Official -** Lawrence E. Spangenburg.
50. **Copyright Officer –** Jon Morris.

51. **Designated Educational Official to receive court records and coordinate student's participation in programs (SAVE Legislation, Uniform Violence Reporting, and NCLB) – Jon Morris.**
52. **School Pesticides Representative - Michael Hulse.**
53. **Toxic Substance Manager - Michael Hulse.**
54. **Michael Hulse, Asbestos Designee.**
55. **Homeless Children & Youth liaison - Richard Bull.**
56. **Chief Information Officer (CIO/DDC) – Richard Bull.**
57. **Dignity For All Students Act Coordinator (DASA) – Richard Bull.**
58. **Lead Evaluator for Teachers – Jon Morris.**
59. **Independent Evaluator for Teachers - Kathryn Cornell.**
60. **Lead Evaluator for Principal – Lawrence E. Spangenburg.**
61. **Consideration of a motion approving A REVENUE ANTICIPATION NOTE RESOLUTION. DELEGATING POWER TO THE PRESIDENT OF THE BOARD OF EDUCATION TO AUTHORIZE, FROM TIME TO TIME AND YEAR TO YEAR, THE ISSUANCE AND SALE OF REVENUE ANTICIPATION NOTES OF THE ANDOVER CENTRAL SCHOOL DISTRICT, NEW YORK, IN ANTICIPATION OF THE COLLECTION OF REVENUES.**

To better provide for the accomplishment of the purposes and goals of the Andover School District, be it resolved by the Board of Education of the Andover Central School District, New York, as follows:

Section 1. The power to authorize, from time to time and year to year, the issuance and sale of revenue anticipation notes of the Andover Central School District, New York, including renewals thereof, in anticipation of the collection of revenues to be received by the School District as state aid from the State of New York, is hereby delegated to the President of the Board of Education, the chief fiscal officer. Such notes shall be of such terms, and of such form and content as may be determined by said President of the Board of Education in accordance with the Local Finance Law of the State of New York.

Section 2. It is hereby determined that any notes which may be issued by the School District pursuant to this resolution in anticipation of the collection of such revenues to be received by the School District from the State of New York for any given fiscal year shall be issued during such fiscal year or during the two weeks prior to the commencement of such fiscal year and otherwise in accordance with Section 25.00 of the Local Finance Law of the State of New York.

Section 3. The Vice President of the Board of Education or the District Clerk may execute such notes in place of the Board President if the Board President shall so designate.

Section 4. It is hereby determined and declared that it is the intent of this Board of Education that this resolution remain in full force and effect in perpetuity for the issuance of the aforesaid notes from year to year, until this resolution is modified, amended, rescinded, revoked or repealed by this Board.

Section 5. This resolution shall take effect immediately upon its adoption.

62. **Standard Work Day** (See attached).

63. **Lawrence E. Spangenburg as Notice of Claims Officer.**

64. **Lawrence E. Spangenburg** as the delegate and **Linda M. Geer** as the alternate delegate to the Board of Directors of the Allegany Cattaraugus Schools Medical Health Plan for the 2016 – 2017 fiscal year.

65. **Linda Geer** as the delegate and **Jamie Coyle** as the alternate delegate to the Workman's Compensation Board for the 2016 – 2017 fiscal year.

66. Consideration of a motion to move to a **regular Board of Education meeting** at 6:40 PM. Motion made by Brian Perkins and seconded by Cindy Baker. Passed by 4 votes of Yes. **Move to Regular BOE Meeting**

**PUBLIC COMMENT - None**

**BOARD INFORMATION - None**

**BOARD DIALOGUE**

**Board Dialogue**

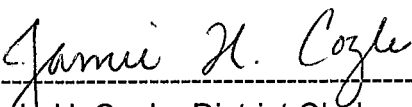
1. Brian Perkins thanked the maintenance staff for their work on the soccer fields.

**BOARD REGULAR ACTION**

**Agenda 7-11-16**

1. Consideration of a motion to accept the **agenda** dated July 11, 2016. Motion made by Patrick Howland and seconded by Brian Perkins. Passed by 4 votes of Yes.

- |     |   |   |
|-----|---|---|
| 2.  | Consideration of a motion to accept the minutes of the <b>Regular BOE</b> meeting June 27, 2016. Motion made by Cindy Baker and seconded by Patrick Howland. Passed by 4 votes of Yes.  | <b>BOE Minutes 6-27-16</b>  |
| 3.  | Consideration of a motion to accept the <b>Warrant #1</b> dated June 16 – 30, 2016. Motion made by Brian Perkins and seconded by Patrick Howland. Passed by 4 votes of Yes.   | <b>Warrant #1 –<br/>June 16-30, 2016</b>                            |
| 4.  | Consideration of a motion to accept the <b>Warrant #2</b> dated June 16 – 30, 2016. Motion made by Patrick Howland and seconded by Cindy Baker. Passed by 4 votes of Yes.   | <b>Warrant #2 –<br/>June 16-30, 2016</b>                            |
| 5.  | Consideration of a motion authorizing the Superintendent to sign the <b>Annual Renewal Agreement between the Andover Central School and Chautauqua Transportation Services, Inc.</b> for support services for school bus fleet operation for the 2016-2017 fiscal year. Motion made by Brian Perkins and seconded by Cindy Baker. Passed by 4 votes of Yes. | <b>Renewal Agreement<br/>Chautauqua<br/>Transportation Services</b> |
| 6.  | Consideration of a motion to accept the <b>Bus Rider Handbook for the 2016-2017 school year</b> . Motion made by Patrick Howland and seconded by Monica Dean. Passed by 4 votes of Yes.   | <b>2016-2017 Bus Rider<br/>Handbook</b>                             |
| 7.  | Consideration of a motion to appoint <b>Bridget Bannerman as Health Coordinator for the 2016-2017 school year</b> . Motion made by Cindy Baker and seconded by Brian Perkins. Passed by 4 votes of Yes.   | <b>Bridget Bannerman,<br/>Health Coordinator</b>                    |
| 8.  | Consideration of a motion to approve the <b>compensation for Jamie Coyle, District Clerk in the amount of \$2,500</b> effective July 1, 2016 to June 30, 2017. Motion made by Patrick Howland and seconded by Cindy Baker. Passed by 4 votes of Yes.  | <b>Jamie Coyle, District Clerk<br/>compensation</b>                 |
| 9.  | Consideration of a motion to approve the <b>compensation for Candace Cornell, Deputy District Clerk in the amount of \$1,000</b> effective July 1, 2016 to June 30, 2017. Motion made by Brian Perkins and seconded by Cindy Baker. Passed by 4 votes of Yes.   | <b>Candace Cornell,<br/>Deputy District Clerk<br/>compensation</b>  |
| 10. | Consideration of a motion to <b>adjourn</b> at 6:45 PM. Motion made by Cindy Baker and seconded by Patrick Howland. Passed by 4 votes of Yes.   | <b>Adjourn</b>  |

  
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Jamie H. Coyle, District Clerk

## 2016 – 2017 ANDOVER BOE MEETING SCHEDULE

JULY	11 & 25
AUGUST	8 & 22
SEPTEMBER	12 & 26
OCTOBER	10 & 24
NOVEMBER	14 & 28
DECEMBER	12 & 26
JANUARY	9 & 23
FEBRUARY	13 & 27
MARCH	13 & 27
APRIL	10 & 24
MAY	8 & 22
JUNE	12 & 26
JULY	10 - Reorganizational

Budget Workshops - February 13 & March 27  
BOCES Annual & Vote - April 18  
Budget Hearing - May 8 7:00 PM  
Budget Vote - May 16 12:00 PM – 8:00 PM



ANDOVER CENTRAL SCHOOL – SPECIAL EDUCATION

2016 – 2017 SCHOOL YEAR

CPSE MEMBERS:

Chair, County Representative, Special Education Teacher, General Education Teacher, School Psychologist, Parent, Any Providers

CSE MEMBERS:

Chair, Special Education Teacher, General Education Teacher, School Psychologies, Parent, Any Providers

504 MEMBERS:

Chair, Special Education Teacher, General Education Teacher, School Psychologist, Parent, Any Providers

SUB COMMITTEE (CSE & CPSE):

Chair, Parent, Special Education Teacher, General Education Teacher

PARENT MEMBERS:

Sandy Barner, Kathy Whitesell

**SUBSTITUTE SALARIES**  
Effective July 1, 2016 - December 30, 2016

<b>SUBSTITUTE TEACHERS</b>	
<b>CERTIFIED</b>	\$90.00 per day
<b>BACHELOR DEGREE</b>	\$85.00 per day
<b>ASSOCIATE DEGREE (60 hrs.)</b>	\$75.00 per day
<b>ASSOCIATE DEGREE w/120 sub days at ACS</b>	\$85.00 per day
<b>OTHERS</b>	\$70.00 per day
<b>OTHERS w/120 sub days at ACS</b>	\$85.00 per day
<b>SUBSTITUTE AIDES &amp; TA</b>	\$ 9.00 per hour
<b>SUBSTITUTE NURSE</b>	
<b>RN</b>	\$90.00 per day
<b>LPN</b>	\$80.00 per day
<b>CERTIFIED EMT</b>	\$70.00 per day
<b>SUBSTITUTE SECRETARY</b>	\$85.00 per day
<b>SUBSTITUTE BUS DRIVER</b>	\$12.00 per hour
<b>SUBSTITUTE CLEANERS</b>	\$ 9.00 per hour
<b>SUBSTITUTE MONITORS, CAFETERIA WORKERS, BUS ATTENDANTS</b>	\$9.00 per hour
<b>TUTORING</b>	\$24.00 per hour
<b>SPEECH PATHOLOGIST</b>	\$200.00 per day

SUBSTITUTE SALARIES  
Effective December 31, 2016

SUBSTITUTE TEACHERS CERTIFIED	\$95.00 per day
BACHELOR DEGREE	\$90.00 per day
ASSOCIATE DEGREE (60 hrs.)	\$80.00 per day
ASSOCIATE DEGREE w/120 sub days at ACS	\$90.00 per day
OTHERS	\$75.00 per day
OTHERS w/120 sub days at ACS	\$90.00 per day
SUBSTITUTE AIDES & TA	\$ 9.70 per hour
SUBSTITUTE NURSE	
RN	\$95.00 per day
LPN	\$85.00 per day
CERTIFIED EMT	\$75.00 per day
SUBSTITUTE SECRETARY	\$85.00 per day
SUBSTITUTE BUS DRIVER	\$12.00 per hour
SUBSTITUTE CLEANERS	\$ 9.70 per hour
SUBSTITUTE MONITORS, CAFETERIA WORKERS, BUS ATTENDANTS	\$9.70 per hour
TUTORING	\$24.00 per hour
SPEECH PATHOLOGIST	\$200.00 per day

# ANDOVER CENTRAL SCHOOL BUDGET CALENDAR FOR SCHOOL YEAR 2017-2018

Budgets Due From Department Heads	December 16, 2016
Dates to Advertise Budget Workshops	February 2 March 17
Budget Workshops:  Additional budget workshops will be scheduled if necessary	February 13, 2017 – M – Reg. BOE Mtg. March 27, 2017 – M – Reg. BOE Mtg. Any others – as needed
Submission of petitions for Board of Education candidates. Deadline 30 days prior to Budget Vote. (If it falls on a Sunday then Monday is acceptable.)	April 17, 2017 (lottery of order)
Submission of petitions for propositions to be placed on the ballot.	April 3, 2017 (April 1 is a Saturday)
Publications – Legal notice of school budget hearing and budget vote dates (4 times during the 7 weeks preceding the date of the Annual Meeting and Election. (2 newspapers)(Must be posted in as many public places as possible. Recommend 20.  <ul style="list-style-type: none"> <li>• First Publication – 45 days prior</li> <li>• Second Publication</li> <li>• Third Publication</li> <li>• Fourth Publication</li> </ul>	March 31, 2017 April 11, 2017 April 26, 2017 May 3, 2017
Date of completion of the budget by the board (at least 21 days prior to Annual Meeting depending on date of hearing)	No later than April 24, 2017 (Will need a special meeting prior to the 24 <sup>th</sup> )  (Last Board meeting prior March 27)
Board must adopt Property Tax Report Card no later than 24 days prior to Uniform Voting Day. Must be transmitted to local newspapers for general circulation.	No later than April 21, 2017 (Will need a special meeting)  Last Board meeting prior March 27)
Budget available upon request 14 days before the Annual Meeting and 7 days before Budget Hearing	May 1, 2017
Newsletter Mailing	Approximately May 2 or 3
Budget Hearing (at least 7 days, but not more than 14 days before the Annual Election.	May 8, 2017
Last day to receive applications for Absentee Ballots by mail which must be received by the Clerk at least 7 days before the election	May 9, 2017
Budget Mailer – After budget hearing but at least 6 days prior to Annual Meeting	May 9, 2017
Last day to receive an application for an Absentee Ballot in person	May 15, 2017
Annual Meeting – Budget vote and election of Board of Education members	May 16, 2017

## STANDARD WORK DAY

<u>TITLE</u>	<u>HOURS PER DAY</u>
Food Service Helper	6.5
School Monitor	6.5
Teacher's Aide A	6.5
Teacher's Aide B	7.5
Cleaner	8
Account Clerk	8
Typist	8
Senior Typist	8
Bus Driver	6
Custodian	8
School Bus Attendant	6
Auto Mechanic / Bus Driver	8
Senior Account Clerk Typist	8
Building Maintenance Assistant	8
Microcomputer Technician	8
Secretary to Superintendent	8
Supervisor of Building, Grounds, & Transportation	8
Cook / Manager	8
Registered Professional Nurse	7.5