

ANDOVER CENTRAL SCHOOL  
BOARD OF EDUCATION

DATE: 7-7-15

PLACE: Room 103

TYPE: Reorganizational & Regular

MEMBERS PRESENT: Monica Dean, Michele Calladine, Cindy Baker, Brian Perkins & Pat Howland

MEMBERS ABSENT: None

OTHERS PRESENT: Lawrence Spangenburg, Linda Geer, Christine Burton, Richard Bull

Jamie Coyle, District Clerk, called the meeting to order at 6:00 PM.

Oath of office given to reelected Board Member Monica Dean.

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.

Monica Dean was nominated by Michele Calladine.

No further nominations were made.

Clerk moves that nominations be closed.

**Board President elect  
Monica Dean**

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.

Michele Calladine was nominated by Pat Howland.

No further nominations were made.

**Board VP elect Michele  
Calladine**

Monica Dean, Board President moves that nominations be closed.

Poll vote called for by District Clerk. Poll vote for Michele Calladine.

Cindy Baker  Yes  No

Patrick Howland  Yes  No

Michele Calladine  Yes  No

Brian Perkins  Yes  No

Monica Dean  Yes  No

**Michele Calladine** appointed Vice -President of Board of Education.

Oath of office administered.

**BOARD REORGANIZATIONAL ACTION FOR THE 2015-2016  
SCHOOL YEAR:**

1. Consideration of a motion to approve Cindy Baker as the **School Board/Teacher Staff Liaison**. Motion made by Pat Howland and seconded by Brian Perkins approving the School Board liaison. Passed by 5 votes of Yes. **School Brd/Tchr Staff Liaison, Cindy Baker**
2. Consideration of a motion to approve Brian Perkins as the **Allegany/Cattaraugus Association of School Boards Delegate**. Motion made by Michele Calladine and seconded by Pat Howland approving the School Boards Delegate. Passed by 5 votes of Yes. **School Boards delegate, P. Howland**
3. Consideration of a motion to approve Pat Howland as the **Allegany/Cattaraugus Association of School Boards Alternate**. Motion made by Michele Calladine and seconded by Brian Perkins approving the School Boards Alternate. Passed by 5 votes of Yes. **School Board Alternate, B. Perkins**

Consideration of a motion to approve **voting by consensus** on action items **4 through 22** for the 2015-2016 school year. Motion made by Michele Calladine and seconded by Cindy Baker. Passed by 5 votes of Yes **Consensus vote #4 - #22**

Consideration of a motion **approving by consensus** the following appointments and authorizations (**# 4 - 22**) for the 2015-2016 school year. Motion made by Brian Perkins and seconded by Michele Calladine approving the consensus vote. Passed by 5 votes of Yes. **Approve #4 - #22**

23. Consideration of a motion to conduct **Regular Board Meetings** on the second and fourth Monday of each month at 6:30 PM. Motion made by Pat Howland and seconded by Michele Calladine approving the Board Meeting dates. Passed by 5 votes of Yes. (See supporting documents) **Change BOE Meetings to 6:30 pm**

Consideration of a motion to approve **voting by consensus** on action items **24 through 64** for the 2015-2016 school year. Motion made by Michele Calladine and seconded by Cindy Baker. Passed by 5 votes of Yes **Consensus vote #24 - 64**

Consideration of a motion **approving by consensus** the following appointments and authorizations (**# 24 - 64**) for the 2015-2016 school year. Motion made by Brian Perkins and seconded by Michele Calladine approving the consensus vote. Passed by 5 votes of Yes. **Approve #24 - #64**

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 Attorney.**
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, J.P. Morgan Chase, 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
24. **Reorganizational Meeting** on July 11, 2016.
25. **Wellsville Daily Reporter** as the official newspaper.
26. **Lawrence E. Spangenburg to certify payrolls**
27. **Lawrence E. Spangenburg to approve conference, convention, workshop attendance.**
28. **Petty cash funds** of \$100.00 and authorize **Candace Cornell**, 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, 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 57 cents (.57).
34. **Co-CSE Chairpersons – Laura Cone and Sheryl Dougherty.**
35. **Co-CPSE Chairpersons – Laura Cone and Sheryl Dougherty.**
36. **504 Chairperson – Sheryl Dougherty.**
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. **Richard Bull, Title IX Officer.**
42. **Sheryl Dougherty, Title IX Officer.**
43. **Linda Geer to invest idle funds.**
44. **Substitute Salary List.** (See supporting documents)
45. **Budget Calendar for School Year 2016-17** (see supporting documents)
46. **Adult Education Instructor - 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. **Lead Evaluator for Principal – Lawrence E. Spangenburg.**

60. **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.

61. **Standard Work Day** (see attached)
62. **Lawrence E. Spangenburg as Notice of Claims Officer.**
63. **Lawrence E. Spangenburg** as delegate, and **Linda M. Geer** as the alternate delegate, to the **Board of Directors of the Allegany Cattaraugus Schools Medical Health Plan** for the 2015 – 2016 fiscal year.
64. **Linda Geer** as the delegate, and **Jamie Coyle** as the alternate delegate, to the **Workman's Compensation Board** for the 2015 – 2016 fiscal year.
65. Consideration of a motion to move to a regular Board of Education meeting at 6:11 pm. Motion made by Michele Calladine and seconded by Brian Perkins. Passed by 5 votes of Yes.

**PUBLIC COMMENT - None**

**BOARD INFORMATION**

1. Reconciliation of Extra Curricular Activity Funds May 2015
2. Technology and Engineering Club Proposal – Zachary Owen, Unpaid Advisor
3. Letter of notification from NYSSBA

**BOARD DIALOGUE**

**Board Dialogue**

1. July 20 BOE meeting – Mr. Spangenburg asked to have the July 20 regular BOE meeting rescheduled to July 21 at 6:30 PM.
2. Athletic Season Pass – Michele Calladine suggested that the words ALL and HOME be bold and in all capital letters and remove the word "county". Cindy Baker suggested that it needs to state that Teachers, Staff, and Sr. Citizens are admitted free.
3. A Thank You card from Helena Sherwood was shared.
4. Brian Perkins expressed concern about the goalie boxes on the soccer field. He doesn't want them ruined by the summer soccer leagues and wants them to be turned around. Mr. Spangenburg said he will talk to Mike Hulse about it when he returns next week.

**BOARD REGULAR ACTION**

**Amended Agenda**

1. Consideration of a motion to accept the **amended agenda** dated July 7, 2015. Motion made by Michele Calladine and seconded by Cindy Baker. Passed by 5 votes of Yes.

2. Consideration of a motion to accept the minutes of the **Audit Committee** meeting and the **Regular BOE** meeting of June 22, 2015. Motion made by Cindy Baker and seconded by Pat Howland. Passed by 5 votes of Yes.

**Minutes Audit/Regular  
June 22, 2015**

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| 3.  | Consideration of a motion to accept the <b>Warrant</b> dated June 16 – 30, 2015. Motion made by Michele Calladine and seconded by Brian Perkins. Passed by 5 votes of Yes.   | <b>Warrant #1 June 16-30, 2015</b>                                  |
| 4.  | Consideration of a motion to accept the <b>Warrant #2</b> dated June 16 – 30, 2015. Motion made by Michele Calladine and seconded by Cindy Baker. Passed by 5 votes of Yes.  | <b>Warrant #2 June 16-30, 2015</b>                                  |
| 5.  | Consideration of a motion to accept the <b>Project Warrant</b> dated June 16 – 30, 2015. Motion made by Cindy Baker and seconded by Brian Perkins. Passed by 5 votes of Yes.   | <b>Project Warrant June 16-30, 2015</b>                             |
| 6.  | Consideration of a motion authorizing the Superintendent and the Principal to sign a Memorandum of Understanding between the Andover Central School District and School of <b>Dental Medicine SUNY</b> at Buffalo for support of a mobile dental unit. Motion made by Michele Calladine and seconded by Pat Howland. Passed by 5 votes of Yes. | <b>MOU Dental Med SUNY</b>  |
| 7.  | Consideration of a motion to <b>acknowledge the donation</b> of \$100.00 to the Andover Central School District in the name of Connie Greenfield from Steve's Gas and Grub Hub. Motion made by Cindy Baker and seconded by Pat Howland. Passed by 5 votes of Yes.  | <b>Acknowledge donation in memory of C. Greenfield</b>              |
| 8.  | Consideration of a motion to accept the <b>donation</b> of 3 clothing steamers valued at \$80.00 from Virginia Coyle. Motion made by Michele Calladine and seconded by Brian Perkins. Passed by 5 votes of Yes.  | <b>Accept donation of steamers V. Coyle</b>                         |
| 9.  | Consideration of a motion to set the <b>salary</b> of the Internal Claims Auditor Mary E. Lewis at \$2,607.60 annually for the 2015 – 2016 fiscal year. Motion made by Cindy Baker and seconded by Brian Perkins. Passed by 5 votes of Yes.  | <b>Salary M. Lewis</b>  |
| 10. | Consideration of a motion to accept the addition of <b>Helena Sherwood</b> to the Substitute List for the 2015-2016 school year at the rate of \$20.00 per hour. Motion made by Michele Calladine and seconded by Pat Howland. Passed by 5 votes of Yes.   | <b>Substitute List add H. Sherwood</b>                              |
| 11. | Consideration of a motion to appoint Kelly Stout and Sarah Shafer as <b>7<sup>th</sup> Grade Class Advisors</b> for the 2015 – 2016 school year. Motion made by Cindy Baker and seconded by Pat Howland. Passed by 5 votes of Yes.   | <b>7<sup>th</sup> Grade Class Advisors – K. Stout and S. Shafer</b> |
| 12. | Consideration of a motion to appoint the following <b>Coaches</b> for the 2015-2016 school year. Motion made by Brian Perkins and seconded by Michele Calladine. Passed by 5 votes of Yes.   | <b>2015 – 2016 Coaches</b>  |

**Boys' Varsity Soccer      -Sean Reilly and Ray Gavin**



<b>Boys' JV Soccer</b>	<b>-David Kephart</b>
<b>Boys' Modified Soccer</b>	<b>-Terry McCormick</b>
<b>Girls' Varsity Soccer</b>	<b>-Alan Barber</b>
<b>Girls' JV Soccer</b>	<b>-Devin Meehan</b>

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| 13.  | Consideration of a motion to establish the <b>Technology and Engineering Club</b> . Motion made by Pat Howland and seconded by Cindy Baker. Passed by 5 votes of Yes.   | <b>Est. Tech. and Engineering Club</b>                        |
| 14.  | Consideration of a motion to appoint <b>Zachary Owen</b> as <b>unpaid advisor</b> of the Technology and Engineering Club for the 2015 – 2016 school year. Motion made by Michele Calladine and seconded by Brian Perkins. Passed by 5 votes of Yes.   | <b>Unpaid advisor Zachary Owen Tech. and Engineering Club</b> |
| 15.  | Consideration of a motion upon the recommendation of the superintendent to compensate <b>Johanna Sprague</b> as a substitute teacher in the library at \$24.00 per hour. Motion made by Cindy Baker and seconded by Michele Calladine. Passed by 5 votes of Yes.  | <b>J. Sprague pay rate</b>                                    |
| 16.  | Consideration of a motion upon the recommendation of the superintendent to grant <b>Jarrold Shafer</b> a four year probationary appointment as a Secondary Math Teacher in the tenure area of Secondary Academic – Math. Mr. Shafer is initially certified in Mathematics 7-12. This appointment will be effective September 1, 2015 through August 31, 2019. Salary will be at Step 1 in accordance with the current Andover Teacher's Association Contract. Motion made by Brian Perkins and seconded by Cindy Baker. Passed by 5 votes of Yes. | <b>J. Shafer, Math 4 year probationary appt.</b>              |
| 17.  | Consideration of a motion upon the recommendation of the superintendent to grant <b>Kathryn Cornell</b> a four year probationary appointment as a Director of Curriculum Instruction and Staff Development in the tenure area of Director of Curriculum Instruction and Staff Development. Mrs. Cornell is professionally certified as a School District Leader. This appointment will be effective August 1, 2015 through July 31, 2019. Motion made by Michele Calladine and seconded by Pat Howland. Passed by 5 votes of Yes.                 | <b>K. Cornell, Curriculum Dir. 4 year probationary appt.</b>  |
| 18.  | Consideration of a motion authorizing the superintendent to sign a Memorandum of Agreement between the Andover Central School District and <b>Kathryn Cornell</b> , Director of Curriculum Instruction and Staff Development commencing August 1, 2015 through July 31, 2019. Motion made by Cindy Baker and seconded by Brian Perkins. Passed by 5 votes of Yes.   | <b>MOA K. Cornell</b>   |
| 18a. | Consideration of a motion to move the July 20 BOE meeting to July 21 at 6:30 PM. Motion made by Michele Calladine and seconded by Brian Perkins. Passed by 5 votes of Yes.  | <b>Change reg. BOE mtg. to July 21, 2015</b>                  |

19. Consideration of a motion to **adjourn** at 6:30 PM. Motion made **Adjourn**  
by Michele Calladine and seconded by Pat Howland. Passed by  
5 votes of Yes.

*Jamie H. Coyle*

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Jamie H. Coyle, District Clerk