

ANDOVER CENTRAL SCHOOL
BOARD OF EDUCATION

DATE: 7-13-20

PLACE: Auditorium

TYPE: Reorganizational & Regular

MEMBERS PRESENT: Michele Calladine, Brian Perkins, Patrick Howland Jr., Kevin Walker and Betsy Kent

MEMBERS ABSENT:

OTHERS PRESENT: Lawrence Spangenburg, Jennifer Joyce, Jon Morris, Kathryn Slavinski, and Molly Carlin

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

Oath of office given to new Board Member Betsy Kent.

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.
Michele Calladine was nominated by Patrick Howland Jr. and seconded by Betsy Kent.

**Board President elect
Michele Calladine**

No further nominations were made.
Clerk moves that nominations be closed.

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

Michele Calladine Yes No
Kevin Walker Yes No
Patrick Howland Jr. Yes No
Brian Perkins Yes No
Betsy Kent Yes No

Michele Calladine appointed President of Board of Education.

Nominations for the office of **Board Vice-President** are now open.
Patrick Howland Jr. was nominated by Michele Calladine and seconded by Kevin Walker.

**Board VP elect
Patrick Howland Jr.**

No further nominations were made.

Michele Calladine, Board President moves that nominations be closed.

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

Michele Calladine Yes No
Kevin Walker Yes No
Patrick Howland Jr. Yes No
Brian Perkins Yes No
Betsy Kent Yes No

Patrick Howland Jr. appointed Vice -President of Board of Education.

Oath of office administered.

July 13, 2020 - Reorganizational/Regular

BOARD REORGANIZATIONAL ACTION FOR THE 2020-2021 SCHOOL YEAR:

1. Consideration of a motion to approve **Brian Perkins** as the **School Board/Teacher Staff Liaison**. Motion made by Patrick Howland Jr. and seconded by Kevin Walker approving the School Board liaison. Passed by 5 votes of Yes. **School Board/Tchr Staff Liaison, Brian Perkins**
2. Consideration of a motion to approve **Kevin Walker** as the **School Boards Delegate**. Motion made by Patrick Howland Jr. and seconded by Brian Perkins approving the School Boards Delegate. Passed by 5 votes of Yes. **School Boards delegate, Kevin Walker**
3. Consideration of a motion to approve **Betsy Kent** as the **School Board Alternate**. Motion made by Patrick Howland Jr. and seconded by Brian Perkins. approving the School Boards Alternate. Passed by 5 votes of Yes. **School Board Alternate, Betsy Kent**
- Consideration of a motion to approve **voting by consensus** on action items **#4 through #71** for the 2020-202 school year. Motion made by Brian Perkins and seconded by Betsy Kent. Passed by 5 votes of Yes. **Consensus vote #4 - #71**
- Consideration of a motion **approving by consensus** the following appointments and authorizations (**#4 - #71**) for the 2019-2020 school year. Motion made by Betsy Kent and second by Patrick Howland Jr. Passed by 5 votes of Yes. **Approve by Consensus #4 - #71**
4. **Jamie Coyle, District Clerk.**
Oath of office administered.
5. **Candace Cornell, Deputy District Clerk.**
Oath of Office to be administered
6. **Jennifer Joyce, District Treasurer.**
Oath of to be office administered.
7. **Michele Brown, Tax Collector.**
Oath of office to be administered
8. **Community Bank, N.A. of Andover, Deputy Tax Collector.**
9. **Mary Lewis, Internal Claims Auditor.**
Oath of office to be 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, CPA, P.C. (a division of Mengel, Metzger Barr & Co. LLP), Independent Auditors.**
17. **Jamie Coyle, Records Access Officer.**
18. **Jennifer Joyce, 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. **Community Bank, N.A. 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 Jennifer Joyce.**
23. **Regular Board Meetings** according to the attached schedule at 6:00 PM (See supporting documents).
24. **Reorganizational Meeting** on July 12, 2021.
25. **The Spectator (Hornell / Wellsville)** 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 57.5 cents (.575).**
34. **CSE Chairperson – Megan Duke.**
35. **CSE Co-Chairperson – Jon Morris.**
36. **CPSE Chairperson – Megan Duke.**
37. **CPSE Co-Chairperson – Jon Morris.**
38. **504 Chairperson – Megan Duke.**
39. **504 Co-Chairperson – Jon Morris.**
40. **CPSE members (See supporting documents).**
41. **CSE members (See supporting documents).**
42. **504 members (See supporting documents).**
43. **CPSE & CSE Subcommittees (See supporting documents).**
44. **List of Impartial Hearing Officers as per state listing.**
45. **List of 3020A Panel members as per state listing.**
46. **Jacob Bannerman, Title IX Officer.**
47. **Sheryl Dougherty, Title IX Officer.**
48. **Jennifer Joyce to invest idle funds.**

49. **Substitute Salary Lists July 1, 2020.**
(See supporting documents).
50. **Budget Calendar for School Year 2021-2022** (see supporting documents).
51. **Adult Education Instructors – Zachary Owen and Blair Buchholz.**
52. **School Lunch Reviewing Official – Carol Richmond.**
53. **School Lunch Verification Official – Richard Gill.**
54. **School Lunch Hearing Official – Lawrence E. Spangenburg.**
55. **Copyright Officer – Jon Morris.**
56. **Designated Educational Official to receive court records and coordinate student's participation in programs (SAVE Legislation, Uniform Violence Reporting and NCLB) – Jon Morris.**
57. **School Pesticides Representative – Michael Hulse.**
58. **Toxic Substance Manager – Michael Hulse.**
59. **Michael Hulse, Asbestos Designee.**
60. **Homeless Children & Youth liaison – Jon Morris.**
61. **Chief Information Officer (CIO/DDC) – Kathryn Slavinski.**
62. **Dignity for All Students Act Coordinator (DASA) – Jon Morris.**
63. **Lead Evaluator for Teachers – Jon Morris.**
64. **Independent Evaluator for Teachers – Kathryn Slavinski.**
65. **Lead Evaluator for Principal – Lawrence E. Spangenburg.**
66. **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.

67. **Standard Work Day** (See attached).
68. **Lawrence E. Spangenburg as Notice of Claims Officer.**
69. **Lawrence E. Spangenburg as delegate, and Jennifer Joyce as the alternate delegate, to the Board of Directors of the Allegany Cattaraugus Schools Medical Health Plan for the 2020 – 2021 fiscal year.**
70. **Jennifer Joyce as the delegate, and Jamie Coyle as the alternate delegate, to the Workman’s Compensation Board for the 2020 – 2021 fiscal year.**

71. **Megan Duke as Data Protection Officers.**
72. Consideration of a motion to move to a **regular Board of Education meeting** at 6:09 pm. Motion made by Kevin Walker and seconded by Brian Perkins. Passed by 5 votes of Yes. **Move to Regular BOE Meeting**

PUBLIC COMMENTS - None

BOARD INFORMATION

Board Information

1. Audit Committee Informational Manual from Mengel, Metzger Barr & Co., LLP, a Raymond F. Wager CPA, P.C. Division
2. Budget Transfers
3. Student Handbook (includes Code of Conduct, Athletic Code of Conduct, and Bus Rules)

BOARD DIALOGUE

Board Dialogue

1. Patrick Howland Jr. heard talk of schools in other parts of the state possibly starting in September as part-time. Is ACS talking about doing this? Mr. Spangenburg said that no decisions have been made.
2. Brian Perkins – does ACS needs anything from the BOE regarding reopening? Mr. Spangenburg said not at this point – he is waiting on more guidance.
3. Brian Perkins – when will the playground, basketball court and sports fields be opened? Mr. Spangenburg said the school and grounds are closed – they can't be policed and cleaned after every use. We are protecting the public and the school. He wants it to be open, too, but for right now, it will remain closed.

BOARD REGULAR ACTION

1. Consideration of a motion to accept the **Agenda** dated July 13, 2020. Motion made by Patrick Howland Jr. and seconded by Kevin Walker. Passed by 5 votes of Yes. **Agenda 7/13/20**
2. Consideration of a motion to accept the **Minutes** of the Special BOE meeting June 22, 2020. Motion made by Patrick Howland and seconded by Betsy Kent. Passed by 5 votes of Yes. **BOE Minutes 6/22/20**
3. Consideration of a motion to accept the **Warrant dated May 1-15, 2020**. Motion made by Brian Perkins and seconded by Betsy Kent. Passed by 5 votes of Yes. **Warrant – May 1-15, 2020**
4. Consideration of a motion to accept the **HM18 Project Warrant dated May 1-15, 2020**. Motion made by Betsy Kent and seconded by Brian Perkins. Passed by 5 votes of Yes. **HM18 Project Warrant – May 1–15, 2020**

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| 5. | Consideration of a motion to accept the Warrant dated May 16-31, 2020 . Motion made by Patrick Howland Jr. and seconded by Brian Perkins. Passed by 5 votes of Yes. | Warrant – May 16-31, 2020 |
| 6. | Consideration of a motion to accept the HM18 Project Warrant dated May 16-31, 2020 . Motion made by Kevin Walker and seconded by Betsy Kent. Passed by 5 votes of Yes. | HM18 Project Warrant – May 16-31, 2020 |
| 7. | Consideration of a motion to accept the Warrant dated June 1-15, 2020 . Motion made by Patrick Howland Jr. and seconded by Brian Perkins. Passed by 5 votes of Yes. | Warrant – June 1-15, 2020 |
| 8. | Consideration of a motion to accept the HM18 Project Warrant dated June 1-15, 2020 . Motion made by Brian Perkins and seconded by Betsy Kent. Passed by 5 votes of Yes. | HM18 Project Warrant – June 1-15, 2020 |
| 9. | Consideration of a motion to accept the Warrant dated June 15-26, 2020 . Motion made by Betsy Kent and seconded by Kevin Walker. Passed by 5 votes of Yes. | Warrant – June 15-26, 2020 |
| 10. | Consideration of a motion to accept the Warrant dated June 29-30, 2020 . Motion made by Brian Perkins and seconded by Patrick Howland Jr. Passed by 5 votes of Yes. | Warrant – June 29-30, 2020 |
| 11. | Consideration of a motion to accept the HM18 Project Warrant dated June 16-30, 2020 . Motion made by Betsy Kent and seconded by Kevin Walker. Passed by 5 votes of Yes. | HM18 Project Warrant – June 16-30, 2020 |
| 12. | Consideration of a motion to accept the May 2020 Treasurer's Report . Motion made by Patrick Howland Jr. and seconded by Brian Perkins. Passed by 5 votes of Yes. | May 2020
Treasurer's Report |
| 13. | Consideration of a motion to approve the compensation for Jamie Coyle, District Clerk in the amount of \$3,000 effective July 1, 2020 to June 30, 2021. Motion made by Patrick Howland Jr. and seconded by Kevin Walker. Passed by 5 votes of Yes. | Jamie Coyle –
District Clerk
Compensation |
| 14. | Consideration of a motion to approve the compensation for Candace Cornell, Deputy District Clerk in the amount of \$1,500 effective July 1, 2020 to June 30, 2021. Motion made by Brian Perkins and seconded by Betsy Kent. Passed by 5 votes of Yes. | Candace Cornell –
Deputy District Clerk
Compensation |
| 15. | Consideration of a motion to appoint Jennifer Joyce as Title I / Grants Coordinator for the 2020 – 2021 school year as per the 2020 – 2021 Consolidated Application. Motion made by Patrick Howland Jr. and seconded by Kevin Walker. Passed by 5 votes of Yes. | Jennifer Joyce –
Title I / Grants Coordinator |

16. Consideration of a motion that **Community Bank, N.A. and Five Star Bank, as Official Depositories, have the following maximum amounts of allowable deposits:**
- | | | |
|-----------------------|--------------|--|
| Community Bank N.A. - | \$15,000,000 | Official Depositories –
Community Bank, N.A.
Five Star Bank |
| Five Star Bank - | \$15,000,000 | |
- Motion made by Kevin Walker and seconded by Brian Perkins.
Passed by 5 votes of Yes.
17. Consideration of a motion to appoint **Jenna Munro as a full-time Long-Term Substitute Vocal Music Teacher**, certification pending, **effective September 1, 2020**. The salary for this appointment will be paid at Step 1 in accordance with the current Andover Teacher’s Association Collective Bargaining Agreement. Motion made by Brian Perkins and seconded by Betsy Kent. Passed by 5 votes of Yes.
- Jenna Munro –
Long-Term Substitute
Vocal Music Teacher**
18. Consideration of a motion to appoint **Kelly Tilman as a full-time Long-Term Substitute Special Education Teacher**, certification pending, **effective September 1, 2020**. The salary for this appointment will be paid at Step 1 in accordance with the current Andover Teacher’s Association Collective Bargaining Agreement. Motion made by Patrick Howland Jr. and seconded by Brian Perkins. Passed by 5 votes of Yes.
- Kelly Tilman –
Long-Term Substitute
Special Education Teacher**
19. Consideration of a motion to appoint **Dakota Whitesell as a full-time Long-Term Substitute 7-12 General Science / Chemistry Teacher**, certification pending, **effective September 1, 2020**. The salary for this appointment will be paid at Step 1 in accordance with the current Andover Teacher’s Association Collective Bargaining Agreement. Motion made by Kevin Walker and seconded by Patrick Howland Jr. Passed by 5 votes of Yes.
- Dakota Whitesell –
Long-Term Substitute
7-12 General Science /
Chemistry Teacher**
20. Consideration of a motion to appoint the following as **Advisors for the 2020 - 2021 school year:**
- 2020-2021 Advisors**
- Senior Class - Katharine Houy & Jarrod Shafer**
Junior Class - Sheryl Dougherty & John Dougherty
Sophomore Class - Amanda Ballam
Freshmen Class - Angela Brewster
7th Grade Class - Thomas Franclemont & Stephanie Harrington
Yearbook - Cortney Andrus
Multimedia Club - Candace Cornell
Play Director - Seth Grant
Assistant Play Director - Denise Burrows
Drama Club - Seth Grant & Denise Burrows
Student Council - Angela Brewster
**7-12 Academics - Harold Brown, Stephanie Harrington,
Lisa Kent & Sean Reilly**

**Elementary Academics - Doris Dunham, Kathleen McCutcheon
& Maci Lloyd**

SADD - Thomas Franclemont

Color Guard - Jessica Hyland-Wieszczyk

Fine Arts Club - Melissa Harrison & Erica Jacobs

Health Coordinator - Beth Klein

National Honor Society - Cheri Drake

NHS School Store - Cheri Drake

SAT Review Math - Sean Reilly

Lunch Monitor (Middle School) - Cortney Andrus

Band Club (Unpaid) - Melissa Harrison

Motion made by Betsy Kent and seconded by Brian Perkins.

Passed by 5 votes of Yes.

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| 21. Consideration of a motion to appoint Jacob Bannerman as the Athletic Director for the 2020-2021 school year. Motion made by Patrick Howland Jr. and seconded by Kevin Walker. Passed by 5 votes of Yes. | Jacob Bannerman –
Athletic Director |
| 22. Consideration of a motion to appoint Wade “Tony” Cook as the Boys’ Varsity Soccer Coach for the 2020 – 2021 school year. Motion made by Betsy Kent and seconded by Brian Perkins. Passed by 5 votes of Yes. | Wade “Tony” Cook –
Boys’ Varsity Soccer
Coach |
| 23. Consideration of a motion to appoint Alan Barber as the Girls’ Varsity Soccer Coach for the 2020 – 2021 school year. Motion made by Brian Perkins and seconded by Patrick Howland Jr. Passed by 5 votes of Yes. | Alan Barber –
Girls’ Varsity Soccer
Coach |
| 24. Consideration of a motion to appoint Bridget Bannerman as the Girls’ Modified Soccer Coach for the 2020 – 2021 school year. Motion made by Kevin Walker and seconded by Betsy Kent. Passed by 5 votes of Yes. | Bridget Bannerman –
Girls’ Modified Soccer
Coach |
| 25. Consideration of a motion to appoint Amy Brown as the Scorekeeper / Bookkeeper for the Boys’ Varsity Soccer team for the 2020 – 2021 school year. Motion made by Brian Perkins and seconded by Betsy Kent. Passed by 5 votes of Yes. | Amy Brown –
Scorekeeper/Bookkeeper
Boys’ Varsity Soccer |
| 26. Consideration of a motion to appoint Amy Brown as the Scoreboard Operator for the Boys’ Varsity Soccer team for the 2020 – 2021 school year. Motion made by Kevin Walker and seconded by Patrick Howland Jr. Passed by 5 votes of Yes. | Amy Brown –
Scoreboard Operator
Boys’ Varsity Soccer |
| 27. Consideration of a motion to authorizing the Superintendent to sign the amended 403(b) plan with PenServ Plan Services, Inc. Motion made by Patrick Howland Jr. and seconded by Betsy Kent. Passed by 5 votes of Yes. | Amended 403(b) plan with
PenServ Plan Services,
Inc. |

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| <p>28. Upon the recommendation of the Superintendent, the Board of Education hereby amends its June 22, 2020 resolution to grant Erica Jacobs a 3rd year of a 4 year probationary appointment in the tenure area of Art effective September 1, 2020 to read the following: Consideration of a motion upon the recommendation of the Superintendent to grant Erica Jacobs a 4th year of a 4 year probationary appointment in the tenure area of Art effective September 1, 2020. Motion made by Patrick Howland Jr. and seconded by Betsy Kent. Passed by 5 votes of Yes.</p> | <p>Erica Jacobs –
4th year probationary
Appointment</p> |
| <p>29. Consideration of a motion to accept the donation check in the amount of \$500.00 from the Andover Central School Class of 2020 for reimbursement for the purchase of graduation t-shirts for the 2019-2020 Pre-K and Kindergarten classes. The board hereby authorizes the increase to the 2019 – 2020 budget (code A2110.450) by \$500.00. Motion made by Brian Perkins and seconded by Betsy Kent. Passed by 5 votes of Yes.</p> | <p>\$500.00 donation from
ACS Class of 2020</p> |
| <p>30. Consideration of a motion to approve Jessica Wieszczyk as a Summer Food Service Helper effective July 6, 2020. Motion made by Kevin Walker and seconded by Patrick Howland Jr. Passed by 5 votes of Yes.</p> | <p>Jessica Wieszczyk –
Summer Food
Service Helper</p> |
| <p>31. Consideration of a motion authorizing the Superintendent to sign a Memorandum of Agreement between the Andover Central School District and Internal Claims Auditor Mary E. Lewis for the 2020 – 2021 school year. Motion made by Brian Perkins and seconded by Betsy Kent. Passed by 5 votes of Yes.</p> | <p>MOA with Mary E. Lewis</p> |
| <p>32. Consideration of a motion to adjourn at 6:40 PM. Motion made by Patrick Howland Jr. and seconded by Kevin Walker. Passed by 5 votes of Yes.</p> | <p>Adjourn</p> |

Jamie H. Coyle, District Clerk