

MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF EDUCATION  
Royalton-Hartland Central School District  
Middleport, New York

January 17, 2019

A regular meeting of the Royalton-Hartland Board of Education was held on the above date at the high school immediately following a facilities work session.

The meeting was called to order at 6:00 p.m.

**CALL TO ORDER**

Present: Carrie Choate, Sara Fry, Jeff Waters; excused at 7:55 p.m., Jason Wilhelm, Tom Brigham, Vice President and Chad Owen, President

Absent: Carol Blumrick

Also Present: Dr. Hank Stopinski, Superintendent of Schools

At 6:00 p.m. Mr. Brigham moved, seconded by Mrs. Fry, to go into an executive session to discuss the acquisition of real property and the middle school principal search.  
Motion carried.

At 6:45 p.m. Mr. Wilhelm moved, seconded by Mr. Waters, to end the executive session.  
Motion carried.

At 7:00 p.m. President Owen welcomed visitors and led the audience in the Pledge of Allegiance.

**PRESENTATIONS**

Mr. Doug King, Special Education Administrator, presented on the Special Education numbers and programs. Where have we been? Where are we now? Where are we going?

Mr. Tim Pietrowski, Director of Facilities, presented on the five-year facilities plan.

**STANDING RESOLUTIONS**

Mr. Waters moved, seconded by Mrs. Choate, upon the recommendation of the Superintendent, that the minutes of the special meetings of December 11 and 13 and the regular meeting of December 20, 2018, the November 2018 appropriation status report and student activity treasurer's reports, and the CPSE CSE recommendations dated December 18, 2018 through January 4, 2019 are approved.

Motion carried.

**EDUCATION**

Mr. Wilhelm moved, seconded by Mrs. Choate, upon the recommendation of the Superintendent, that the FFA Trip to Syracuse for the Leadership Conference on January 26 through 27, 2019 is approved

Motion carried.

## PERSONNEL ITEMS

Mr. Waters moved, seconded by Mr. Wilhelm, upon the recommendation of the Superintendent, to approve:

that the following individuals are appointed, without benefits, as substitutes with services to be utilized on an as-needed basis. Employment shall be effective through June 25, 2019 unless terminated sooner: Certified Teacher - Alfonso Infurnari; Non-Certified Teacher - Sabrina Fuller; Food Service - Robyn Criswell and Alfanina Migliore;

that Wayne Wagner is appointed to a twelve-month probationary position of Cleaner effective January 18, 2019. Salary of \$14.67 per hour is based on the current Agreement between the District and the CSEA Classified Unit;

that Travis Ellnor is appointed to a twelve-month probationary position of Custodian effective January 14, 2019. Salary of \$16.63 per hour is based on the current Agreement between the District and the CSEA Classified Unit;

that Kathy Opanashuk is appointed as the modified track coach for the 2018-2019 spring sports season. Salary stipend of \$1,209.00 is based on 3% of Step 1 of the current RHTA Agreement. Employment shall be effective through the end of the spring sports seasons unless terminated sooner;

that Matt Sweeney is appointed as an unpaid assistant basketball coach for the 2018-2019 winter sports season;

that the request from Christina Henderson to extend her unpaid child-rearing leave through February 28, 2019 is approved;

that the resignation from Cheryl Lockwood from her position of school nurse be accepted effective January 4, 2019;

that Tammy Bentley is appointed to a twelve-month probationary position of school nurse effective January 21, 2019. Salary of \$37,953.00, prorated, is based on the current Agreement between the District and the New York State Nurses' Association;

that Peggy Burgess is appointed to a twelve-month probationary position of Food Service Helper effective January 22, 2019 at a salary of \$11.25 per hour.

that the resignation for the purpose of retirement from Sandra Shank from her position of School Counselor be accepted, with regret, effective July 1, 2019;

that the Royalton-Hartland Central School District hereby establishes the following as standard work days for appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

<b>Title</b>	<b>Name</b>	<b>SSN (last 4)</b>	<b>Registration Number</b>	<b>Standard Work Day (hrs/day)</b>	<b>Term Begins/Ends</b>	<b>Participates in Employer's Time Keeping System (Y/N)</b>	<b>Days/Month (based on Record of Activities)</b>
District Clerk	Marjorie Masters	XXXX	XXXXXXXXXX	6	07/01/2018-06/30/2019	N	5.33
Claims Auditor	Sandy Kress	XXXX	XXXXXXXXXX	6	07/01/2018-06/30/2019	N	2.33
Treasurer	Carol Boardway	XXXX	XXXXXXXXXX	8	07/01/2018-06/30/2019	N	18.16

## BUSINESS and FINANCIAL

Mr. Waters moved, seconded by Mrs. Choate, upon the recommendation of the Superintendent, that the Guidance Document for Mileage Reimbursement and Other Unanticipated Expenditures is approved as presented:

### Guidance Document for Mileage Reimbursement and Other Unanticipated Expenditures

This document outlines and defines the processes and appropriateness of expenditures in regards to mileage reimbursement and unanticipated expenditures.

#### Section I – Mileage

It is the expectation of the Royalton-Hartland CSD Board of Education that the Superintendent of Schools is authorized for mileage reimbursement for the following reasons:

1. The Superintendent is acting as Administrator on Record for an event and no other administrator is available or able to attend the event.
2. The Board of Education specifically requests that the Superintendent attend an out of town event in support of an athletic or educational initiative. The approval process will be done through the approval of the claim form.

#### Section II – Expenses

The Board Of Education authorizes the Superintendent of Schools to purchase items as needed to support the educational initiatives of the District within previously established, funded and defined budget codes. This includes supplying food for meetings in which Students will serve on Advisory Committees in support of the District's Strategic Plan. This amount is not to exceed \$500/year or the appropriated level in the corresponding budget code. Examples of appropriate expenditures include:

1. Providing food for a Student Advisory Committee
2. The purchase of supplies and materials to be used in support of the Student Advisory Committee

Motion carried.

## BOARD ITEMS

Mr. Wilhelm moved, seconded by Mr. Brigham, upon the recommendation of the Superintendent, that the Capital Construction Planning Meeting Notes of December 20, 2018, the Safety Committee Meeting Notes of December 18, 2018 and the Technology Committee Notes of October 9, 2018 and January 8, 2019 are approved.

Motion carried

## BOARD REPORTS AND DISCUSSION

The Board will hold a Work Session on February 13 at 5:00 p.m. to clarify the District use of funds in support of extracurricular, interscholastic, intracurricular and intramural programs.

The Board changed the date of their next meeting to Wednesday, February 13, 2019 at 6:00 p.m.

## SUPERINTENDENT INFORMATION/ADMINISTRATIVE REPORTS

The Board received the January issue of the Rampage and the November 2018 Warrant, Treasurer's and Revenue reports.

The Superintendent reported that they are looking at the middle school schedule and that the redesigned website is up and running, albeit with some fine tuning still needed.

Jill Heck, Director of Curriculum, Instruction, Assessment and Technology spoke about the Staff Development Day scheduled for January 18.

NEW BUSINESS for February 13, 2019 meeting  
Graduation numbers

## PUBLIC FORUM

There were no comments.

At 8:00 p.m. Mr. Brigham moved, seconded by Mrs. Choate, that the meeting adjourns.  
Motion carried.

The meeting adjourned at 8:00 p.m.

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Marjorie Masters  
District Clerk