



## THE ENLARGED CITY SCHOOL DISTRICT OF TROY, NY

### BOARD OF EDUCATION

Date of Meeting: July 6, 2011  
Type of Meeting: **RE-ORGANIZATIONAL MEETING**  
Location: Doyle Middle School

### MINUTES

#### I. MEETING CALLED TO ORDER

Mr. Mayo, President, called the meeting to order at 6:15 pm with the Pledge of Allegiance.

#### II. ROLL CALL

Members Present: Mrs. Anne Wager-Rounds, Vice President  
Ms. Mary Marro-Giroux, Vice President  
Mrs. Ilene Clinton  
Mrs. Carol Harvin  
Mr. Tom Mayo, President  
Mr. Jason Schofield  
Mr. Bill Strang  
Mr. Michael Tuttman  
Mrs. Martha Walsh

Members Absent: None.

Also Present: Dr. Brian Howard, Interim Superintendent  
Mr. John Carmello, Asst. Superintendent of Curriculum and Instruction  
Ms. Mary O'Neill, Asst. Superintendent for Business  
Ms. Kathy Culligan, Director of Human Resources  
Ms. Kathy Ahearn, School Attorney

#### III. EXECUTIVE SESSION

At 6:15 pm, Mr. Mayo made a motion to move to Executive Session for a contractual matter. Ms. Ahearn, Mr. Carmello, Ms. Culligan and Ms. O'Neill were invited to attend.

**IV. ANNUAL RE-ORGANIZATIONAL MEETING**

At 7:15 pm, Mr. Mayo made a motion for public session and convene the Re-Organizational Meeting.

**V. ADMINISTRATION OF OATH - NEWLY ELECTED BOARD MEMBERS**

Board Clerk, Mrs. Bruno, administered the oath to the following newly-elected members:

- Carol Harvin (Term July 1, 2011 - June 30, 2014)
- Tom Mayo (Term July 1, 2011 - June 30, 2014)
- Bill Strang (Term July 1, 2011 - June 30, 2014)

**VI. ELECTION OF BOARD OF EDUCATION PRESIDENT - Fiscal 2011-12**

Mr. Mayo called for nominations for President.

Mrs. Wager-Rounds was nominated by Mr. Mayo.

**Motion was made to appoint Mrs. Wager-Rounds as President.**

Motion seconded by Mrs. Walsh.

Carried: 8-1 (no Mrs. Harvin)

**VII. OATH OF OFFICE TO NEWLY-ELECTED PRESIDENT**

Board Clerk, Mrs. Bruno, administered the oath to Mrs. Wager-Rounds, newly appointed President.

**Mr. Mayo turned the meeting over to Mrs. Wager-Rounds as new President.**

**VIII. ELECTION OF BOARD OF EDUCATION VICE PRESIDENT - Fiscal 2011-12**

Mrs. Wager-Rounds called for nomination for Vice President.

Ms. Marro-Giroux was nominated by Mrs. Walsh.

**Motion was made to appointment Ms. Marro-Giroux as Vice President.**

Motion seconded by Mrs. Clinton.

Carried: 8-1 (no Mrs. Harvin)

**IX. OATH OF OFFICE TO NEWLY-ELECTED VICE PRESIDENT**

Board Clerk, Mrs. Bruno, administered the oath to Ms. Marro-Giroux, newly appointed Vice President.

**X. APPOINTMENT OF PARLIAMENTARIAN**

Mrs. Wager-Rounds called for nomination for Parliamentarian.

Mr. Mayo stated he would like to be Parliamentarian.

Mrs. Wager-Rounds made a motion to appoint Mr. Mayo as Parliamentarian.

BE IT RESOLVED, that the Board of Education appoint Board Member Tom Mayo to serve as Board Parliamentarian for fiscal year 2011-12.

Second: Ms. Marro-Giroux

Carried: 9-0

XI. APPOINTMENT OF FOIL APPEALS OFFICER

Mrs. Wager-Rounds called for nomination for FOILS Appeal Officer.

Mr. Tuttmann stated he would like to be FOILS Appeal Officer.

Mrs. Wager-Rounds made a motion to appoint Mr. Tuttmann as FOIL Appeals Officer.

BE IT RESOLVED, that the Board of Education appoint Board Member Michael Tuttmann as Appeals Officer for Freedom of Information Requests (such appointment being allowed by Paragraph {a} of Subdivision 4 of Section 89 of the Public Officers Law).

Second: Mrs. Walsh

Carried: 9-0

**PART II**

XII. **BOARD OF EDUCATION APPOINTMENTS (effective July 1, 2011 - June 30, 2012)**

a. Clerk to the Board of Education

Mrs. Wager-Rounds made a motion to appoint Mrs. Bruno as Board Clerk for 2011-12 fiscal year.

Discussion: Mrs. Harvin stated Mrs. Bruno is doing an excellent job.

Second: Ms. Marro-Giroux

Carried: 9-0

BE IT RESOLVED, that the Board of Education, appoints Mary Beth Bruno to serve as Clerk to the Board of Education for fiscal year 2011-2012 (in accordance with Education Law 2503, Commissioner's Regulation 170.2).

b. Oath of Office to the Clerk to the Board of Education 2011-2012

Mrs. Wager-Rounds administered the oath to Mrs. Bruno.

c. Internal Claims Auditor (Education Law 2526, Commissioner's Regulation 170.2)

Mrs. Wager-Rounds made a motion to appoint Mr. Tysiak as Internal Claims Auditor.

Second: Ms. Marro-Giroux

Carried: 9-0

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoint Gerald Tysiak as Internal Claims Auditor for fiscal year July 1, 2011 through June 30, 2012.

Mrs. Wager-Rounds made a motion to act on Items (d) through (o) as a consent agenda.

Second: Ms. Marro-Giroux

Carried: 9-0

- d. Independent Auditor (Education Law 2116-a and 8 NYCRR 170.2)

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoint Cusack & Co. as Independent Auditor for fiscal year July 1, 2011 through June 30, 2012.

- e. Records Access Officer (8 NYCRR Section 185.2(a)(1))

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoint Mary O'Neill as Records Access Officer for fiscal year July 1, 2011 through June 30, 2012.

- f. Tax Collector (Education Law 2506, Commissioner's Regulation 170.2)

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoint Maureen Hernick as Tax Collector and also as the individual who will continue to assume the duties of Tax Collector for fiscal year July 1, 2011 through June 30, 2012.

- g. School District Treasurer (Education Law 2503, Commissioner's Regulation 170.2)

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appointment of Kathleen Cietek to serve as School District Treasurer for fiscal year 2011-2012.

- h. Purchasing Agent (8 NYCRR 170.2)

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appointment of Paul Apicella to serve as Purchasing Agent for fiscal year 2011-2012.

- i. Oath to Appointed Officers (Public Officer's Law 5, 10, 30)

The Board Clerk will administer oath separately following the meeting.

- Internal Claims Auditor
- Records Access Officer
- Tax Collector
- School District Treasurer
- Purchasing Agent

- j. District's Title IX Compliance Officer

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoint Kathleen Culligan as the District's Title IX Compliance Officer for the school year 2011-2012.

- k. #504 Compliance Officer

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoint Kelly Handy as the #504 Compliance Officer, effective July 1, 2011 until through June 30, 2012.

i. District School Medical Officers (Commissioner's Regulations 136.2)

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoint the following as School District Medical Officers for 2011-12 school year:

Dr. Racela at \$18,920. per year; Dr. O'Bryan at \$14,080. per year; Riverview Pediatrics at \$14,080. per year and Dr. Andrew Gunther at \$125 per game.

m. Central Treasurer, Extra-Curricular Classroom Activity Accounts (Education Law 2503)

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoint Giovanna Driscoll as Central Treasurer, Extra-Curricular Classroom Activities Accounts, for the period July 1, 2011 through June 30, 2012.

n. Determiner of Residency and Homeless Liaison

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoint Talia Gamble as Determiner of Residency and Homeless Liaison for the period July 1, 2011 through June 30, 2012.

o. Attendance Officer (Education Law 3213)

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoint Barbara Paulsen as Attendance Officer for the period July 1, 2011 through June 30, 2012.

**XI. BOARD OF EDUCATION DESIGNATIONS (effective July 1, 2011 - June 30, 2012)**

Mrs. Wager-Rounds made a motion to act on Items (a) through (c ) as a consent agenda.

Second: Mr. Mayo

Carried: 9-0

a. Official Bank Depository - All Funds

BE IT RESOLVED, the Board of Education, upon the recommendation of the Superintendent, designate the following bank as depositories of the District funds for the 2011-12 school year:

First Niagara Bank:	Trust & Agency Fund - Checking
	General Fund - Checking
	Special Aid Fund - Checking
	School Lunch Fund - Checking
	Student Activities Fund - Checking
	Payroll - Checking
	General Fund - Money Market
	Capital Fund - Checking
	Bookstore Fund - Checking
	Tax Account - Money Market

- b. Regular Monthly Meetings (Education Law 2504)

BE IT RESOLVED, that the Board of Education will meet the first and third Wednesday of each month at 7:00 pm, effective August 3, 2011.

FURTHER RESOLVED, that if such meeting is cancelled, an alternate date is to be scheduled.

- c. Official Newspaper (Education Law 2004)

BE IT RESOLVED, that the Board of Education designate *The Record* as the Troy City School District's official newspaper for the 2011-12 fiscal year.

## XII. BOARD OF EDUCATION AUTHORIZATIONS (effective July 1, 2011 - June 30, 2012)

Mrs. Wager-Rounds made a motion to act on Items (a) through (f) as a consent agenda.

Second: Mr. Mayo

Carried: 9-0

- a. Chief School Officer to Certify Payrolls  
(Education Law 2523, Commissioner's Regulation 170.2)

BE IT RESOLVED, that the Board of Education authorize the Chief School Officer to certify payrolls.

- b. Attendance at Conferences, Conventions and Workshops, etc. (Municipal Law 77-b)

BE IT RESOLVED, that the Board of Education authorize the Superintendent to approve staff attendance at conferences, conventions, workshops, etc. with expense during fiscal year 2011-2012.

- c. Authorization to Establish Petty Cash Funds  
(Education Law 1709-39, Commissioner's Regulation 170.2)

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, establish for the 2011-2012 school year, petty cash in the amount of \$75 each as follows:

The Custodian of each of the \$75. Petty Cash Funds shall be:

Linda Martin	Principal, School #2
Karen Cloutier	Principal, School #14
Jeanna Kukulka	Principal, School #16
Cynthia Kilgallon	Principal, School #18
Casey Parker	Principal, Carroll Hill
Brian Dunn	Principal, Doyle Middle School
Joseph Mariano	Principal, Troy High School
Mary Beth Bruno	Clerk, Board of Education
Paul Apicella	Central Business Office
Donald Kearns	Stock Room
Giovanna Driscoll	Bookstore

d. Designation of Authorized Signatures of Checks (Education Law 2523)

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approve the signature of the School Business Administrator - Mary O'Neill, and approve the signature of the District Treasurer, Kathleen Cietek, each individually, as authorization for checks, and be it

FURTHER RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approve checks to be signed with the facsimile signature of the Business Administrator or District Treasurer, as reproduced on the check signer.

e. Authorization for the Treasurer to Invest Funds (Education Law 2503)

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, authorize the Treasurer to invest funds as they become available into Certificates of Deposit, Time Deposit Accounts, Treasury Bills and Repurchase Agreements on Treasury Bills with New York State Banks in accordance with legal provisions, and

FURTHER RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, request that the Treasurer report such investments at the next regular Board meeting following the investment action.

f. Chief School Officer to Make Transfer of Funds (Education Law 2523)

BE IT RESOLVED, that the Board of Education authorizes the Chief School Officer to approve Budget Transfers of less than \$10,000. within major budget categories and that all transfers be reported to the Board on a monthly basis.

**XIII. BONDING OF PERSONNEL**

Mrs. Wager-Rounds made a motion to approve the following resolution:

Second: Ms. Marro-Giroux

Carried: 9-0

a. District Treasurer, Tax Collector, Central Treasurer

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, provide with the bonding for the following positions in the amounts

All employees covered by a \$200,000. blanket bond:

- Superintendent of Schools
- Assistant Superintendent
- Tax Collector
- Treasurer (covered by a \$1,000,000. excess policy)
- School Business Administrator
- Courier
- Central Treasurer

**XIV. CELLULAR PHONE ASSIGNMENTS**

Mrs. Wager-Rounds made a motion to approve the following resolution:

Second: Mr. Mayo

Carried: 9-0

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent and in accordance with District Telephones Regulation (8332-R), acknowledge the following positions which have been assigned a cell phone provided through state contract:

Superintendent	Principal School 2
Business Administrator	Principal School 14
Coordinator of Student Transportation	Principal School 16
Coordinator of Physical Education	Principal School 18
Extended School Day Facilitator	Principal Carroll Hill
21st Century Program Director	Principal Doyle Middle School
Central Registration and Attendance (shared phone)	Principal Troy High School
Interpreter	
LEA Designee	
Director of School Facilities and Operations	
Night Custodial Supervisor	
Boiler Room (shared phone)	

**XV. BOARD OF EDUCATION RE-ADOPTION OF ALL POLICIES AND CODE OF ETHICS IN EFFECT 2010-2011 SCHOOL YEAR (Education Law 2503)**

Mrs. Wager-Rounds made a motion to approve the following resolution:

Second: Mr. Mayo

Carried: 9-0

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, adopt the Policies and Code of Ethics as they appear in the Board of Education's E-Policy Manual, July 7, 2011.

**XVI. BOARD OF EDUCATION COMMITTEES AND DESIGNATION OF COMMITTEE CHAIRS 2011-2012**

Mrs. Marro-Giroux stated she would like to form a public relations committee. She stated not every board member has to be part of every committee. Dr. Howard was concerned have so many committee, board members' time and focusing on priorities. Mrs. Rounds would like to re-group items on agenda. Ms. Ahearn indicated that committees are advisory and the Board will approve any actions the committee recommends. Committee meetings are public.

Board members self-nominated for committee chairs and Mrs. Wager-Rounds made a motion to approve the following appointments:

- a. Education - Ms. Marro-Giroux
- b. Facilities - Mr. Mayo



c. Policy & Planning - Mrs. Harvin

Discussion: Mr. Mayo made a recommendation that NYSSBA review policy for an hourly fee to bring district policies up-to-date. Board agreed that this is a good investment. Superintendent will approve payment not to exceed \$1400.

Ms. Ahearn asked the Board to think about what counsel's role will be in reviewing the policies. Some policies need to be adapted specifically to Troy's needs.

d. Finance - Mr. Schofield

e. Transportation - Mrs. Clinton

f. Diversity Committee (Board Rep)

Discussion: Mrs. Wager-Rounds indicated this is not a Board committee. Mrs. Harvin stated attendance has been low; those who attend find meetings valuable. Mrs. Harvin said she will be the representative.

Second: Ms. Marro-Giroux

Carried: 9-0

**XVII. MOVE TO REGULAR BOARD MEETING**

At 7:40 pm, the re-organization meeting was adjourned and the Board moved to the regular meeting agenda.

Respectfully submitted by,

Mary Beth Bruno  
Clerk of the Board