



ENLARGED CITY SCHOOL DISTRICT OF
TROY

TODAY'S STUDENTS. TOMORROW'S LEADERS.

BOARD OF EDUCATION

2920 Fifth Avenue
Troy, NY 12180

BOARD OF EDUCATION
Meeting Minutes

Date of Meeting: July 2, 2013
Type of Meeting: **RE-ORGANIZATION MEETING**
Location: School 1
Time: 6:00 PM Re-Organization Meeting

I. MEETING CALLED TO ORDER

At 6:00 pm Mrs. Bruno, Board Clerk, called the Re-Organization Meeting to order.

II. ROLL CALL

A roll call taken by Mrs. Bruno. All Board members were present as follows:

Members Present: Mrs. Ann Apicella
Ms. Elizabeth Denio
Mrs. Carol Harvin
Mr. Tom Mayo
Mr. Jason Schofield
Mr. Bill Strang
Mr. Michael Tuttman
Mrs. Anne Wager-Rounds
Ms. Martha Walsh

Members Absent: None.

Also Present: Mr. John Carmello, Superintendent of Schools
Dr. Donna Watson, Assistant Superintendent
for Curriculum and Instruction
Ms. Mary O'Neill, Assistant Superintendent for Business
Mrs. Kristen Miaski, Human Resources Director
Ms. Kathy Ahearn, School Attorney
Ms. Kathleen Cietek, District Treasurer

PART I

III. ADMINISTRATION OF OATH - NEWLY ELECTED BOARD MEMBERS

Mrs. Bruno administered the oath to the following new Board members and each member also signed an oath.

- Ann Apicella (Term July 1, 2013 - June 30, 2016)
- Michael Tuttman (Term July 1, 2013 - June 30, 2016)
- Anne Wager-Rounds (Term July 1, 2013 - June 30, 2016)

IV. ELECTION OF BOARD OF EDUCATION PRESIDENT (Term July 1, 2013 - June 30, 2014) (Education Law 2504, 2563)

- Mrs. Bruno called for nominations for Board President.

Mrs. Wager-Rounds nominated Mr. Schofield.

Second: Mr. Strang

Mrs. Wager-Rounds stated she nominated Mr. Schofield based on his dedication, endurance on the Board and attendance. As past president she has often needed to call upon his memory.

Ms. Walsh nominated Mrs. Harvin.

Second: Mr. Tuttman

Ms. Walsh stated she nominated Mrs. Harvin because of her organizational skills.

- Call for nominations for Board President was closed by Mrs. Bruno.
- Call for vote for Board President was made by Mrs. Bruno.

A poll vote was taken for Mr. Schofield by a show of hands:

Those in favor of Mr. Schofield:

Mrs. Apicella
Mr. Mayo
Mr. Schofield
Mr. Strang
Mrs. Wager-Rounds

Poll vote was taken for Mrs. Harvin by a show of hands.

Those in favor of Mrs. Harvin:

Mrs. Harvin
Mr. Tuttman
Mrs. Walsh

Ms. Denio abstained from the vote.

Mr. Schofield was elected Board President with vote of 5-3-1.

V. OATH OF OFFICE TO NEWLY-ELECTED PRESIDENT (Public Officer's Law 5, 10, 30)

Mrs. Bruno administered the oath to Mr. Schofield, new Board President.
Mr. Schofield presided over the remainder of the meeting.

VI. ELECTION OF BOARD OF EDUCATION VICE PRESIDENT (Term July 1, 2013 - June 2014)
(Education Law 2504, 2563)

- Mr. Schofield called for nominations for Vice President.

Mr. Schofield nominated Mr. Strang.
Second: Mrs. Wager-Rounds

Ms. Walsh nominated Mrs. Harvin.
Second: Mr. Tuttmann

A poll vote was taken for Mr. Strang by a show of hands:
Those in favor of Mr. Strang:

Mrs. Apicella
Ms. Denio
Mr. Mayo
Mr. Schofield
Mr. Strang
Mr. Tuttmann
Mrs. Wager-Rounds

Poll vote was taken for Mrs. Harvin by a show of hands.
Those in favor of Mrs. Harvin:

Mrs. Harvin
Mrs. Walsh

Mr. Strang was re-elected Vice President by vote of 7-2.

VII. OATH OF OFFICE TO NEWLY-ELECTED VICE PRESIDENT
(Public Officer's Law 5, 10, 30)

Mrs. Bruno administered the oath to Mr. Strang as Vice President.

VIII. APPOINTMENT OF PARLIAMENTARIAN

Ms. Walsh nominated Mr. Mayo as Parliamentarian.
Second: Mr. Schofield
Carried: 9-0

BE IT RESOLVED, that the Board of Education appoint Tom Mayo to serve as Board Parliamentarian for term July 1, 2013 - June 30, 2014.

IX. APPOINTMENT OF RECORDS ACCESS APPEALS OFFICER (Public Officer's Law 89 (a)(4))

Mr. Mayo nominated Mr. Tuttmann as Records Access Appeals Officer.

Second: Mr. Schofield

Carried: 9-0

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

PART II

X. BOARD OF EDUCATION APPOINTMENTS (effective July 1, 2013 - June 30, 2014)

Mr. Schofield made a motion to approve Items (a) through (r) by Consent Agenda.

Second: Mr. Strang

Carried: 9-0

- a. Clerk to the Board of Education
(Education Law 2503, Commissioner's Regulation 170.2)

BE IT RESOLVED, that the Board of Education, appoints Mary Beth Bruno to serve as Clerk to the Board of Education for fiscal year July 1, 2013 through June 30, 2014.

- b. Oath of Board Clerk 2013-2014

Mr. Schofield administered oath to Mrs. Bruno, Board Clerk.

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

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, 2013 through June 30, 2014.

- 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, 2013 through June 30, 2014.

- e. School Attorney

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoint the law firm of Guercio & Guercio, LLP as School Attorney for the purpose of general and labor counsel for fiscal year July 1, 2013 through June 30, 2014.

- f. 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 Beth Bruno as Records Access Officer for fiscal year July 1, 2013 through June 30, 2014.

- g. 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, 2013 through June 30, 2014.

- h. 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 District Treasurer for fiscal year July 1, 2013 through June 30, 2014.

- i. Deputy 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 Sarah Conyers to serve as Deputy Treasurer for fiscal year July 1, 2013 through June 30, 2014.

- j. Purchasing Agent (8 NYCRR 170.2)

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appointment of Deborah McCormick to serve as Purchasing Agent for fiscal year July 1, 2013 through June 30, 2014.

- k. District's Title IX Compliance Officer

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoint Kristen Miaski the District's Title IX Compliance Officer for 2013-14 school year.

- l. Section 504 Compliance Officer

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoint Donna Watson as the Section 504 Compliance Officer for 2013-14 school year.

- m. 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 2013-14 school year:

Dr. Isaac Racela
Dr. John O'Bryan

Riverview Pediatrics
Dr. Andrew Gunther (football games only)

n. Medicaid Compliance Officer

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoint Donna Watson as Medicaid Compliance Officer for 2013-14 school year.

o. Central Treasurer for 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 for Extra-Curricular Classroom Activities Accounts for 2013-14 school year.

p. Determiner of Residency and Homeless Liaison

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoint Barbara Paulsen as Determiner of Residency and Homeless Liaison for 2013-14 school year.

q. 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 2013-14 school year.

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

Mrs. Bruno had the following officers sign the oath book following the meeting.

- Attendance Officer
- Internal Claims Auditor
- Tax Collector
- District Treasurer
- Deputy Treasurer

XI. BOARD OF EDUCATION DESIGNATIONS (effective July 1, 2013 - June 30, 2014)

Mr. Schofield made a motion to approve Items (a) through (c) by 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 2013-14 school year:

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

- b. Regular Monthly Meetings (Education Law 2504) (scheduled attached)

BE IT RESOLVED, that the Board of Education will hold business meeting on the first Wednesday each month at 7:00 pm and third Wednesday at 6:00 pm as workshop meeting effective July 2, 2013.

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 2013-14 fiscal year. The Superintendent of Schools shall be the Spokesperson for the District relating to media matters.

XII. BOARD OF EDUCATION AUTHORIZATIONS (effective July 1, 2013 - June 30, 2014)

Mr. Schofield made a motion to approve Items (a) through (g) by Consent Agenda.

Second: Mr. Tuttman

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. Chief School Officer shall be the Superintendent of Schools; in his absence it shall be the Assistant Superintendent for Curriculum and Instruction.

- b. Authorization for Attendance at Conferences and Workshops (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 2013-2014.

- c. Authorization for Grant Applications (Education Law Section 1720)

BE IT RESOLVED, that the Board of Education authorize the Superintendent to apply for Grants in federal and state aid during fiscal year 2013-2014.

- d. 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 2013-2014 school year, petty cash in the amount of \$75 each as follows:

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

Jason Goldner	Principal, School 2
Karen Cloutier	Principal, School 14
Tracy Ford	Principal, School 16
Cynthia Kilgallon	Principal, School 18
Casey Parker	Principal, Carroll Hill

Brian Dunn	Principal, Troy Middle School
Joseph Mariano	Principal, Troy High School
Mary Beth Bruno	Board of Education
Donald Kearns	Stock Room

e. 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 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.

f. 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.

g. 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. DIGNITY FOR ALL STUDENTS ACT (DASA) COORDINATORS

Mr. Schofield made a motion to approve the following Item XIII.

Second: Mrs. Wager-Rounds

Carried: 9-0

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, appoints the following individuals as Dignity for All Students Act Coordinators for the school year 2013-2014:

Ashley Grande – School 1	Lisa Ditroia - CHS
Immaculine Jolivert – School 2	Isaiah Vail - School 18
Lauren Reynolds – School 14	Sonya Shaw – TMS
Laura Stukenborg – School 16	Christine Dauphinais – THS and District Coordinator

Mr. Schofield made a motion to approve the following Item XIV.

Second: Mrs. Wager-Rounds

Carried: 9-0

XIV. DESIGNEE TO APPOINT IMPARTIAL HEARING OFFICERS (IHO)

BE IT RESOLVED, that the Board of Education hereby designates the Board President to appoint Impartial Hearing Officers when necessary to comply with the due process requirements of the IDEA and 8 NYCRR Section 200.5.

Mr. Schofield made a motion to approve the following Item XV.

Second: Mr. Strang

Carried: 9-0

XV. LETTER OF INTENT AUTHORIZATION

BE IT RESOLVED, that the Board of Education hereby authorizes the Superintendent of Schools to extend on its behalf offer(s) of employment with the District in the form of a letter of intent to qualified candidate(s), said employment and terms and conditions thereof to be subject to and contingent upon final approval by the Board of Education pursuant to Board resolution, and said Superintendent's authority as stated herein effective through June 30, 2014.

XVI. BONDING OF PERSONNEL

Mr. Schofield made a motion to approve the following Item XVI(a).

Second: Mr. Strang

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 stated:

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

Superintendent of Schools
Assistant Superintendents
Tax Collector
District Treasurer (covered by a \$1,000,000. excess policy)
Business Administrator
Courier
Central Treasurer for Student Activities Accounts

Mr. Schofield made a motion to approve the following Item XVII.

Second: Mr. Mayo

Carried: 9-0

XVII. BOARD OF EDUCATION RE-ADOPTION OF ALL POLICIES AND CODE OF ETHICS IN EFFECT 2013-2014 SCHOOL YEAR (Education Law 2503)

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 as of July 2, 2013.

Board members signed Code of Ethics.

XVIII. CELLULAR PHONE ASSIGNMENTS

Mr. Schofield made a motion to approve the following Item XVIII.

Second: Mr. Mayo

Discussion: Mr. Tuttmann asked about the Interpreter having a cell phone. The District does have an interpreter on staff but that individual does not have a district cell phone. Ms. O'Neill will be updating this list.

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
Director of Physical Education	Principal School 18
Extended School Day Facilitator	Principal Carroll Hill
21st Century Program Director	Principal Troy Middle School
Central Registration and Attendance (shared phone)	Principal Troy High School
<i>Interpreter (removed from list)</i>	
LEA Designee	
Director of School Facilities and Operations	
Night Custodial Supervisor	
Boiler Room (shared phone)	

Mr. Schofield made a motion to approve the following Item XIX.

Second: Mr. Strang

Carried: 9-0

XIX. MILEAGE REIMBURSEMENT RATE

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, hereby adopts a mileage reimbursement rate of .55 cents for 2013-14 school year.

XX. OTHER BUSINESS

Mr. Mayo raised a concern about the annual "Meet the Candidates Night" held prior to BOE election. He feels it is a waste of time when there is no opposition, such as this year when there were three candidates ran for three positions. He recommended we do not hold the event unless there are more than three candidates. The Board agreed there would not be "Meet the Candidates Night" unless there is opposition.

XXI. ADJOURN AND MOVE TO EXECUTIVE SESSION

At 6:15 pm Mr. Schofield made a motion to adjourn the Re-Organization Meeting. He made a motion to move to Executive Session for the purpose of a personnel matter and pending litigation. This was seconded by Mr. Mayo and carried 9-0.

Respectfully submitted by,

Mary Beth Bruno
Board Clerk